

# Lecture 6 In-class Practice

## Practice 1

Try to classify the words into right groups.

satellite    mobile    communicative    transferee    promptly  
fast    consumer    speak    free    speedy    very    handy  
signal    commercial    simulate    lessen    assistant    quickly

**Nouns**

**Verbs**

**Adjectives**

**Adverbs**

## Practice 2

Choose the right answers below.

- Websites allow us \_\_\_\_\_ a library' s catalogue of books and journals.  
A. to access                      B. accessed                      C. accessing
- Public libraries are changing, and you can still borrow and \_\_\_\_\_ books, magazines, DVDs, CDs and other media.  
A. returned                      B. return                      C. to return
- Communication refers to both the act of \_\_\_\_\_, in other words, the exchange of information, ideas or feelings.  
A. broadcasting                      B. broadcasted                      C. to broadcast

4. DVDs aren't just for films anymore, and new DVDs(digital video discs) provide even \_\_\_\_\_ sound quality than audio CDs(compact discs).  
A. more                      B. better                      C. improved
5. Both CDs and DVDs sample the music, but DVDs are \_\_\_\_\_ better in \_\_\_\_\_ both images and sounds.  
A. obviously, deliver  
B. obvious, deliver  
C. obviously, delivering  
D. obvious, delivering

### Practice 3

Match the sentences below.

- 1.The African Charter is responsible for fairness of...
- 2.The name was chosen...
- 3.This Children's Charter...
- 4.It covers the economic, social, political and cultural aspects, and the policy related...

- a. ...by a national council.
- b. ... has existed for many decades.
- c. ...rights of African children.
- d. ...was written in 1990.

## Practice 4

In all communication, whether this is verbal or non-verbal, a sender transfers a message to a receiver, choosing a certain medium. The receiver uses the message clues and the context, and decodes it to understand it. This is often followed by a new message in return, and so the communication process continues.

Although this procedure is always the same, it can take many different forms depending on the type of communication. For example, in non-verbal communication (as opposed to written and spoken communication, which are both verbal), the code used could be gestures, body language, eye contact and facial expressions, such as a smile.

Communication is extremely important in the business world and in this context both informal and formal styles will be used. However, there are still clear rules that should

be followed. If we take the example of meetings, they are often conducted in quite a relaxed way, with participants using first names and informal language. However, as soon as the meeting is official, careful written records will be kept, called minutes. Like reports, these will follow a format that is standard across many business situations. One important aspect is layout. Another aspect is content, and this will depend to some extent on the level of formality. Annual business reports must include certain types of information to be legal, e.g. financial information, but even a simple letter would not function as it should without the use of somebody's title (e.g. *Mr or Ms*). Language is another aspect which needs to be taken into account. Business communication, when written, needs to be clear and to the point, without spelling or grammar mistakes. Not following these important rules would have a negative effect in any business context.

1. Read the first two paragraphs of the article and fill in the blanks with **NO MORE THAN TWO WORDS**.

types of communication:	
(1) .....	} verbal
(2) written	
(3) .....	

2. Read the whole article and fill in the blanks with **ONLY ONE WORD**.

It is vital to follow the rules when communicating, especially if you are in the world of 1. ....  
For instance, when we hold 2. ...., usually they are conducted in a 3. .... style, and the people involved normally use 4. .... languages. Nonetheless, in an official case, written records are necessary, which are known as 5. .... There are two areas which are important: 6. .... and content. In the case of an annual business report, 7. .... information is required and the wording must follow specific rules. Business writing also needed to look good on the page, eliminating mistakes of grammar as well as 8. .... Or else, it will result in a 9. .... impact in the business field.

## Practice 5

Read the paragraph and fill in the blanks with ONLY ONE WORD.

The most common forum in which managers are required to communicate are meetings. It is important for managers to plan for meetings, whether with a single person or with a group. Managers should not invite too many participants to keep numbers to a minimum. They should have a clear agenda for discussion and should exercise tight time controls to prevent meetings dragging on. Managers should enter each meeting with a clear idea of what they want it to achieve. At the end of a meeting it is good practice to summarize what has been agreed and what needs to happen in the future.

There should be a small number of 1.\_\_\_\_\_ at meetings and there needs to be an explicit 2.\_\_\_\_\_ for any meeting. During the meeting there needs to be good 3.\_\_\_\_\_ management and clarity about what the meeting should hopefully 4.\_\_\_\_\_. At the end, there should be a summary and agreement about 5.\_\_\_\_\_ action.