Unit 1 · Introducing Others

STUDY NOTES

The unit in one line

- **introduce two people** to each other; say what to say when you **meet again**, or aren't sure you have met
- read a **job interview** (a dialogue) and a **notice**; **a, an, the**; **am, is, are**; a **hotel registration card**; a **dictionary entry**

Getting started

- three women in different Nepali dresses, palms joined: greeting with **namaste**
- greetings in Nepal: **Namaste** (most common); **Tashi delek** (Sherpa and other Himalayan communities, also wishes good luck); **Assalamu alaikum** (Muslim neighbors, "peace be upon you"); *Hi!* between friends
- **namaste** (Sanskrit) = *namas* (a bow) + *te* (to you): "I bow to you"
- **song:** a friend **whose** name is **Sam**: goes everywhere with the singer; need to go fast → flies a **plane**; need water → makes it **rain**; need sugar → brings **sugarcane**; everybody knows his name
- rhymes: *Sam, am*; *plane, rain, sugarcane, name*
- **whose** = belonging to: *a friend **whose** name is Sam*

Reading I: A Job Interview (a dialogue)

- **Mike**, manager of the **Finance Department** (the part of a company that looks after its money); **John**, who has come for the job
- **interviewer** asks, **interviewee** answers; the same pair: **employer / employee**, **trainer / trainee**
- in the morning (*good morning*, *this morning*)
- the steps:
  1. **hello:** Mike gives his name, asks how John is
  2. **small talk:** the **traffic** was **light**, no jam, no accidents (small talk helps a nervous person relax)
  3. **down to business:** Mike introduces himself; an **open position** in his department, to fill soon
  4. **questions both ways:** experience wanted: **office work**; John: a **college** student, **part-time clerk** for the **last two years**
  5. **goodbye:** Mike thinks John will work well; John will try his best; *nice meeting you* both ways
- **Nice to meet you** = at the **start** of a first meeting; **Nice meeting you** = when you **leave**

Reading II: a notice

- **notice** = a short text on a board or sent out: the same information to many people
- issued by the **warden** (person in charge of a hostel), **Jyoti Girls Hostel**
- **about:** interviews for **accommodation** (a place to live) for the **applicants**
- **when: 5 to 7 March 2021** (three days), **10:30 a.m. to 5:00 p.m.**
- **who first: first come, first served** (in the order people arrive)
- **bring the originals** (not photocopies):
  1. birth registration certificate
  2. grade sheets and certificates of the previous class
  3. proof of admission at Jyoti Secondary School
- **more help:** the school **administration team**

Key words

traffic: the vehicles on a road; *light traffic* (few), *a traffic jam* (can't move).
interview: a formal meeting where someone is asked questions.
position: a job; a post.
department: a section of a large organization.
finance: money and how it is managed.
experience: what you know from having done something before.
part-time: for part of the day or week (opposite: *full-time*).
clerk: keeps records and does the paperwork in an office.
accommodation: a place to live or stay.
applicant: a person who has applied for a job, a place or a room.
candidate: a person in an interview, an exam or an election.
schedule: (verb) plan for a certain time.
original: real and first, not a copy.
registration: putting a name or fact on an official list.
proof: something that shows a thing is true.
further: more, extra (*further information*).

Pronunciation: first sounds

- a **phonemic symbol** /.../ = one **sound**, not one letter

Sound	Spelled	Words
/p/	p	*payroll, ply*
/f/	f, **ph**	*first, phone*
/θ/	th, no buzz	*thank, theory*
/ð/	th, voice on (throat buzzes)	*than, there*
/k/	c, k, qu (/kw/), ch	*closely, quick, chemist*
/tʃ/	ch	*check, chat*

- both th sounds: tongue tip **between the teeth**; *thank* is not "tank", *there* is not "dare"

Speaking: introducing others

1. name one person to the other
2. then the other way round
3. add **one fact** about each (something to talk about)

To introduce	First meeting	Meeting again
Let me introduce you to Peter.	*Pleased to meet you.*	*Good to see you again.*
Meet my friend Reena.	*Pleasure to meet you.*	*Nice to see you again.*
Reena, this is Nitesh Karki.	*Good to meet you (too).*	*Oh yes, I remember you!*
Have you met Prapti?	*Nice to meet you.*	

- **formal** (office, guest, teacher): *Let me introduce you to... · Pleasure / Pleased to meet you*; title + full name: *Ms. Carol Smith*

- **informal** (friends): *Meet my friend… · This is… · Good to meet you*
- **not sure?** *Have we met before? · I think we've met before.*
- **Jim, Carol and Peter:** Jim introduces **Carol Smith** (from **Argentina**) to **Peter Brien** (works for the **New York branch**); they had **not** met: Jim gives both names, and *pleasure / good to meet you* are first-meeting words

Listening: a new staff member

- a woman introduces **Mr. Thomas**, the **new staff** member, to **Mr. Peterson**, the **boss** (Thomas calls him *sir*)
- **staff** = all the workers together; one person = **a staff member**, **a member of staff**
- **enjoy** + something: *enjoy **it** here, enjoy **working** here*

Grammar I: a, an, the

- **a / an** = one, any one; **the** = that one, the one we both know

Use	When	Examples
a	one, first mention, before a consonant **sound**	*a college, a university* ("yoo"), *a one-day trip*
an	the same, before a vowel **sound**	*an exercise bike, an open position, an hour*
a / an	a job	*as **a** clerk, **an** engineer*
the	already mentioned, or clear from the situation	*I bought a bike. **The** bike is broken.*
the	only one	*the sun, the Finance Department Manager*
the	superlative; *last, first, same*	*the oldest, the last two years*

- fixed phrases: *a little bit, take a look*
- *What seems to be **the** problem?* (both know there is one); first saying it: *there is **a** problem*

Grammar II: am, is, are

Subject	+	–	?	Short answers
I	I **am** (I'm)	I'm not	**Am** I…?	Yes, I am. / No, I'm not.
he, she, it, one	**is**	isn't	**Is** she…?	Yes, she is. / No, she isn't.
you, we, they, two+	**are**	aren't	**Are** they…?	Yes, they are. / No, they aren't.

- question: verb **first**: *Nature is beautiful.* → ***Is** nature beautiful?*
- **everybody, everyone, nature → is**: *Everybody is equal.*
- two names with *and* → **are**: *My sister and I **are** students.*
- short **yes** answer: never a short form: *Yes, I **am**.* (not *Yes, I'm.*)
- no *amn't*: *I'm not*; in a tag *aren't I?*

Writing

- **dialogue:** speaker's name + colon on the left; names both ways → a fact about each → polite answers → *nice meeting you* at the end
- **notice:**
  1. who it is from (top)
  2. a clear title
  3. what is happening
  4. dates, times, places, exactly
  5. what to do or bring (a short list)
  6. who to contact
  7. who issued it (bottom)
- **hotel registration card:**
  - **family name / surname**: the name your family shares
  - **given name**: your own name
  - **arrived from / traveling to**
  - **arrival / departure** date and time
  - **purpose of visit**: holiday, conference, business, personal work
  - **mode of payment**: cash or card
  - **signature** at the end
- **project:** a club notice (eco, dance, social, sports club): the same parts as the hostel's

Extra bit: a dictionary entry

Part	What it tells you
headword	the word looked up, in bold
part of speech	noun, verb, adjective…
pronunciation	a sound button; the **phonemic transcription** /…/
definition	the meaning; numbered **senses** for more than one
example	the word in a sentence
phrase	words it goes with: *independent **from***

- **'** before the strongest syllable: /ˌɪndɪ'pendənt/ = in-de-**PEN**-dent; **ˌ** = a weaker beat; /'ɪntəvju:/ = **IN**-ter-view

COMMON MISTAKES

✗ Nice meeting you. (at the start)
✓ **Nice to meet you.** (start); *Nice meeting you* (leaving)

✗ Nice to meet you. (met before)
✓ **Good to see you again.**

✗ I bought a exercise bike.
✓ I bought **an** exercise bike.

✗ He works as engineer.
✓ He works as **an** engineer.

✗ an university
✓ **a** university ("yoo" sound)

✗ Yes, I'm.
✓ Yes, I **am**.

✗ Everybody are equal.
✓ Everybody **is** equal.

✗ Thomas is a new staff.
✓ Thomas is a new **staff member**.

✗ between 10:30 a.m. to 5:00 p.m.
✓ **from** 10:30 a.m. **to** 5:00 p.m. / **between** … **and** …

✗ I hope you will enjoy here.
✓ I hope you will **enjoy working** here.