Work Area 13 Foreign Languages

3.24 DEAL VERBALLY WITH KEY WORK TASKS OR ROUTINE DISCUSSIONS

- **LO88: Demonstrate the necessary foreign language skills (CEFR level B1) to handle work/social requirements and communicate effectively in a wide range of routine situations**

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Module Details

Work Area Code:	13
Work area title:	Foreign Languages
Unit Code:	3.24
Unit Title:	DEAL VERBALLY WITH KEY WORK TASKS OR ROUTINE DISCUSSIONS
Learning Outcomes Nos:	LO88:
Learning Outcomes titles:	Demonstrate the necessary foreign language skills (CEFR level B1) to handle work/social requirements and communicate effectively in a wide range of routine situations
Recommended Duration:	2 hours
Trainer:	

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- It makes a person more flexible and open to other cultures.

- A person's ability to multi-task is developed.

- Polyglots are seen to display improved decision-making ability

- Foreign language expands career potentials.

- It aids in self-discovery and self-actualization.

- Work and Research

- Traveling

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Language Levels

- The Common European Framework (CEFR), divides learners into six different levels:
- **A Basic Speaker**
- A1 Breakthrough or beginner
- A2 Waystage or elementary
- **B Independent Speaker**
- B1 Threshold or intermediate
- B2 Vantage or upper intermediate
- **C Proficient Speaker**
- C1 Effective Operational Proficiency or advanced
- C2 Mastery or proficiency

Group discussion

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- Reading
- Writing
- Use of English (Grammar use etc.)
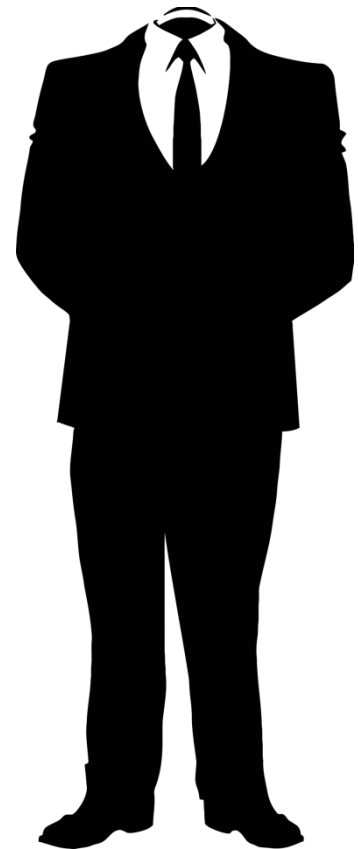- Listening
- Speaking

- Formal language in:
  - Serious/professional situations or with people we don't know well.
  - when we write (usually)
- Informal language in:
  - When we speak (usually)
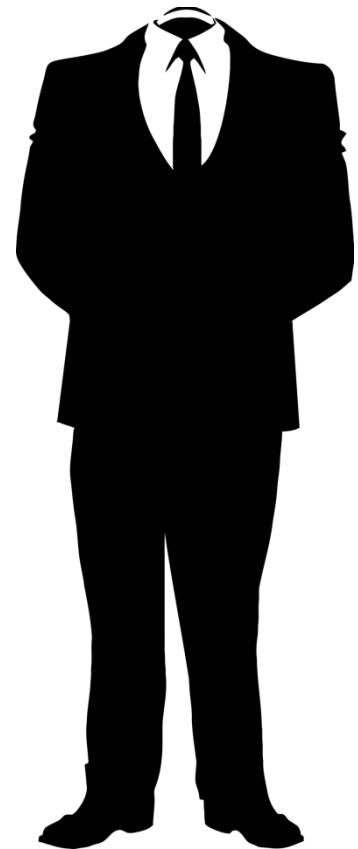 - In more relaxed situations or with people we know well.

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- Most uses of English are neither formal nor informal.

- Formal language and informal language are associated with particular choices of grammar and vocabulary.

- Contractions, relative clauses without a relative pronoun and ellipsis are more common in informal language.

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BASIS FOR COMPARISON	FORMAL COMMUNICATION	INFORMAL COMMUNICATION
Meaning	A type of verbal communication in which the interchange of information is done through the pre-defined channels is known as formal communication.	A type of verbal communication in which the interchange of information does not follow any channels i.e. the communication stretches in all directions.

*http://keydifferences.com/difference-between-formal-and-informal-communication.html

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Reliability	More	Comparatively less
Speed	Slow	Very Fast
Evidence	As the communication is generally written, documentary evidence is present.	No documentary evidence.
Time Consuming	Yes	No
Advantage	Effective due to timely and systematic flow of information.	Efficient because employees can discuss work related problems, this saves time and cost of the organization.
Disadvantage	Distortion due to long chain of communication.	Spread of rumors
Secrecy	Full secrecy is maintained.	It is difficult to maintain the secrecy.
Flow of Information	Only through predefined channels.	Can move freely.

*http://keydifferences.com/difference-between-formal-and-informal-communication.html

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Informal	Formal
say sorry	apologize, apologise
go up	increase
go down	decrease
set up	establish
look at	examine
blow up	explode
find out	discover
bring about	cause
put off	postpone, delay
rack up	accumulate
make up	fabricate
stand for	represent
find out	discover, ascertain

*tables from https://www.engvid.com/english-resource/formal-informal-english/

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Formal vs. informal vocabulary - verbs

Informal	Formal
point out	indicate
go against	oppose
get in touch with	contact
It's about	It concerns, It's in regards to
need to	required
think about	consider
get	obtain
put up	tolerate
deal with	handle
seem	appear
show	demonstrate, illustrate, portray

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Informal	Formal
start	commence
keep	retain
free	release
get on someone's nerves	bother
ring up	call
show up	arrive
let	permit
fill in	substitute, inform
block	undermine
give the go ahead, greenlight	authorize, authorise

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Formal vs. informal vocabulary - transitions

Informal	Formal
Anyways	Nevertheless
Plus/Also	Moreover/ Furthermore
But	However
So	Therefore/Thus
Also	In addition, Additionally
ASAP	as soon as possible/at your earliest convenience
Okay, OK	acceptable
In the meantime	In the interim
I think	In my opinion,
In the end,	Finally
To sum up	In conclusion,
In a nutshell/Basically	To summarize,
Anyway,	Notwithstanding
All right	Acceptable
Well,	
To top it all off,	
On top of it all,	In order to

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Informal	Formal
lots of/ a lot of	much, many
tons of, heaps of	large quantities of, a number of
totally	completely, strongly
really, very	definitely

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Informal	Formal
Hi Robert,	Dear Sir or Madam
Just wanted to let you know…	I am writing to inform you…
Love,	Yours sincerely, Yours faithfully,
Cheers,	
Yours Truly, Best regards, kind regards	
Hope to hear from you soon	I look forward to hearing from you
You can call me if you need anything	Please do not hesitate to contact me

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Informal	Formal
ASAP	as soon as possible
T.V.	television
photo	photograph
cell	cell phone
net	Internet

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Informal	Formal
kids	children
bad	negative
good	positive
really big	considerable
right	correct
wrong	incorrect
smart	intelligent
cheap	inexpensive
loaded	rich

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- Practice as much as possible.
- Listen to as much English as you can
- Use new vocabulary as soon as you can
- Speak with lots of different people
- Ask friends to correct you
- Try different things
- Join a conversation class
- Ask people to repeat something if you don't understand them.

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- Don't be shy!
- Don't try to be perfect.
- Don't worry about having a 'perfect' accent.
- Don't spend a long time trying to remember a particular word.
- Don't ask an English-speaking friend to do all the talking for you!
- Don't rely on internet text chats.

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Methodological tool

Formal vs. informal

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- Review question 1
  - Can you list the benefits of speaking foreign languages?

- Review Question 2
  - When is it appropriate to use formal and when informal language?

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- Formal language in:

  – Serious/professional situations or with people we don't know well.

  – when we write (usually)

- Informal language in:

  – When we speak (usually)

  – In more relaxed situations or with people we know well.

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Well Done!

You have completed this unit