



Week #1

Part 1

7 TIPS TO LEARN NEW WORDS

‘Grammar is the engine,
Vocabulary is the fuel’ [cit.]

1. NO RANDOM WORDS

We remember things that are **relevant** to us

Learn new words which belong to a **context** you're interested in or
which is meaningful to you

2. READ&LISTEN

Reading is the best way to be exposed to a rich and wide vocabulary

You can read whatever you you're **interested in**

Reading is an easy way to improve your language skills

You can also **watch** movies or videos

Hearing words spoken aloud is actually how we learn

3.

If you hear or read certain words **repeatedly**,
those are the words you really need to learn

4. KEEP A NOTEBOOK

Write down new and interesting words

In addition to their translation, write their meaning **in English**

Keep looking at your notebook

Repetition is a key

5. LEARN IN PHRASES / SENTENCES

Making sentences helps put everything you have learned **into action**

For the brain, the best way to memorize a new word is **by using it**

6. KEEP USING THE WORD

Keep it **related** to your personal life

Connect it with any experience in your life

Example

Can you use it to describe a person that you know, someone in your family or a friend?

Make it **relevant** to you

7.

Be aware of **False Friends***

Week #1 assignment #1

- ∞ Please watch the video in the link and read the subtitles as you listen to the words he speaks.
- ∞ Try to write down the words you have never heard, then look them up in the dictionary and watch the video again to check your understanding.

#1 The Secret to My Success

<https://www.youtube.com/watch?v=sooR5U2jntQ>

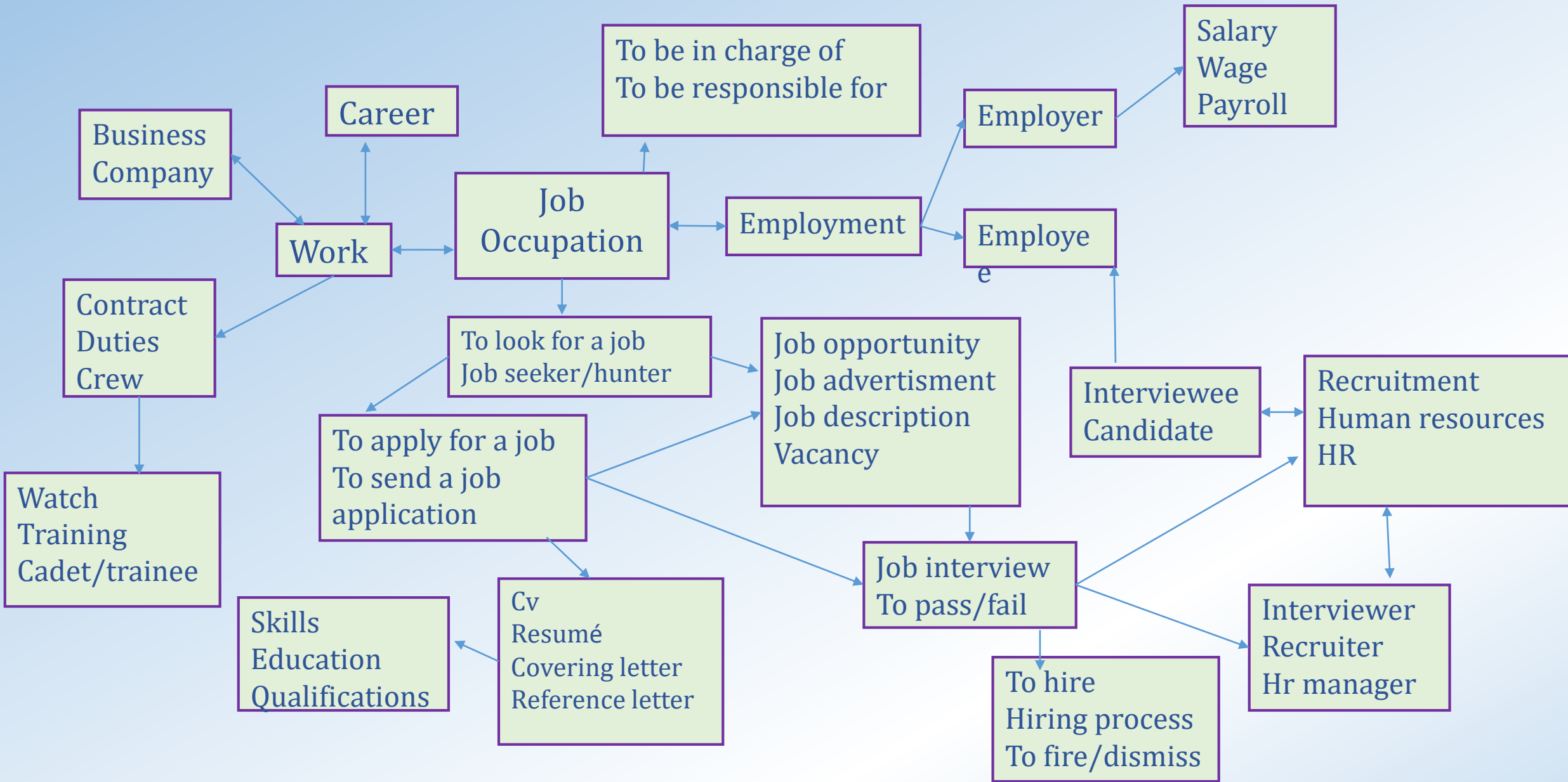
*Go to → www.wordreference.com (or download the app on your mobile) to check the meaning, pronunciation and examples for each word.

Part 2

WORK-RELATED ESSENTIAL VOCABULARY

Making **Word Maps** to learn word groups
belonging to the same context/concept

Work-Related Essential Vocabulary Map



DIFFERENCE BETWEEN JOB AND WORK

JOB (NOUN)

A **job** is a specific type of work you do for money (a **salary**). It is also called a **profession** or an **occupation**. You can have a **full-time job** (40 hours per week) or a **part-time job** (around 25 hours per week).

The word **job** is a **countable noun**:

‘Terry has had **seven jobs** in the past five years.’

WORK (NOUN AND VERB)

The word **work** is more general than ‘job’ – whereas ‘job’ is a specific occupation/profession, ‘work’ refers to **general activities** done to accomplish a **goal**.

You can say you **work at / for** (a company):

“I work at/for Carnival Cruise Lines.’

The word **work** also refers to **the context of your place of employment** – so we can say:

“I **start work** at 7 AM.” (not “I start my job at 7 AM”)

“I **finish / leave work** at 4:30.” (not “I finish my job at 4:30”)

“We **go to work** by car.” (not “We go to our job by car”)

“I went to the bar with some **friends from work**.”

“I can’t access Facebook when I’m **at work**.” (not “at my job”)

Work is an **uncountable noun**, so it is **not used in the plural**:

- ~~I have **three works** to do this week.~~
- I have **three projects** to do this week.
- I have **three things / tasks** to do this week.
- I have **three assignments** to do this week.

Exception: when talking about **works of art / literature**.

CAREER (NOUN)

Your **Career** is the total progression of your professional life.

It can include many different jobs over the years.

You can have a **career in** (a field) – for example, a career in politics / journalism / teaching / finance

Week #1 assignment #2

- ∞ Keep a record of all the new words and expressions you've learnt.
 - ∞ Write them down, say them out loud and check your pronunciation*.
 - ∞ Try to find the meaning or explanation in English (google the word followed by 'definition' → work definition – assignment definition)
 - ∞ Write the meaning in Italian and a couple of English synonyms for each word.
 - ∞ Then, write a sentence using that word.
- *Go to → www.wordreference.com (or download the app on your mobile) to check the meaning, pronunciation and examples for each word.

Week #1 assignment #3

Match the words on the left with their definition on the right

- | | |
|-----------------------|---|
| 1. Business | a. A person that employs people |
| 2. Vacancy | b. A fixed payment on a monthly or annual basis made by an employer |
| 3. Career | c. The process of finding people to work for a company |
| 4. Duty | d. A person who applies for a job |
| 5. Employment | e. To employ someone |
| 6. To be in Charge of | f. To be in control or having responsibility |
| 7. Work | g. A special ability |
| 8. Salary | h. A short description of a person's education, previous jobs and skills |
| 9. Employer | i. A person who is paid to work for someone else |
| 10. Employee | j. The department responsible for the recruiting, training and welfare of the staff |
| 11. Job advertisement | k. The state of having a job |
| 12. Recruitment | l. A task required as part of one's job |
| 13. CV | m. The job or jobs that you do during your working life |
| 14. Candidate | n. Activity involving effort |
| 15. To Hire | o. A person's regular activity, profession/ a commercial activity |
| 16. Skill | p. Unoccupied position or job |
| 17. Human resources | |

Part 3

WRITING FORMAL EMAILS

- ✓ There are many occasions when we may need to write a formal email → applying for a job is indeed one of those.
- ✓ There are some basic rules to follow in order to keep your email **appropriate** and, to appear **more professional**.
- ✓ Your mail goal is **to get your message across** and if you make too many mistakes, you might fail to make a good impression on the reader.

- Avoid nicknames → try to use an email address that includes your **Full Name** (or your business name).
- Choose a **professional font** (Times new Roman or Arial) and keep it to a reasonable size (12).

- A **clear** subject line (Oggetto:) can be the difference between your email being read and being ignored:
 - keep it clear and short
 - summarize the important part of your message
 - give precise information
 - never leave it blank (it can look careless and gives the reader no idea of what your message is about)

WHAT IS THE CC FIELD?

- CC stands for (means) Carbon Copy (Cc, Copia conoscenza), also called Courtesy Copy
- USING this function, you send an **identical copy** of the email to the person or persons in the CC field to keep people **aware of information**
- everyone in the email *thread* will be able to see who's in the conversation
- If you are mentioned in the CC field, you're not supposed to reply

WHAT IS THE BCC FIELD?

- BCC means Blind Carbon Copy (ccn, copia conoscenza nascosta)
- It is used when sending an email message to a **large number of people**
- When you place email addresses in the BCC field of a message, those addresses are **invisible** to the *recipients* of the email
- If you are mentioned in the CC field you're never supposed to reply

5 SIMPLE STEPS TO HELP YOU WRITE CLEAR, ORGANIZED MESSAGES



Begin with a **greeting**

Thank the recipient (if replying)

State your **purpose**

Add your closing **remark**

End with a **closing**

Begin with a greeting



'Dear Sir/Madam'

'Dear Mr/Ms' + Surname

'Dear Dr + Surname' → when we know the job title

'To whom it may concern' → gender unknown

Thank the recipient

If you are replying to a previous message



‘Thank you for contacting me’

‘Thank you for your *prompt reply*’

‘Thanks for *getting back* to me’

State your purpose



'I am writing to + Verb'

'I am writing to ask for more information about your job offer...'

'I am writing to apply for the position of...'

'I am writing to let you know that...'

'I am writing with regard to...'

'I am writing in reference to...'

Attachments



'Please find attached...'

'I am attaching...'

'I am sending you...'

Add your closing remarks



Thank you for your consideration

If you have any question, do not hesitate to contact me/to let me know

I look forward to hearing from you

End with a closing

(and of course your full name)



Best regards

Sincerely

Faithfully

Truly

ADDITIONAL TIPS

- Emails are easier to read if they are broken into **short paragraphs** (max 2 or 3 sentences)
- **Proofread** your email before you send it to avoid any grammar or spelling mistake
- Use **commas** and start a new line after opening and closing phrases (except for 'to whom it may concern:')
- **Avoid** capitals and contractions.

Week #1 assignment #4

Write 3 emails and send them all to: claudia.pirozzi@gmail.com

In the first email, you are applying for a deck/engine cadet vacancy you've read about via a Maritime Recruitment Website. You should say why you are writing and send them your CV and cover letter. (No real attachments are required for this assignment).

In the second email, you are replying to the HR manager of the company (let's say Viking), Sandra Lopez, who asked you to send all your certificates and to compete an online test as part of the second step in the hiring process. (No real attachments are required for this assignment).

In the third email, you are replying to her mail in which she informs you that you successful completed the online test and you are invited to take part to a Skype interview (next Monday 9.00 am).

IDIOM OF THE WEEK

<< ALL HANDS ON DECK >>

A (difficult) situation where everyone must help

→ I need all hands on deck to help me clean.

Invent a sentence of your own using this idiom!

