

Course I

## Language, Dialect & Accent

Learning a language can be an experience that transforms your life. Not only does it open you to a world full of both professional and personal possibilities, but it also expands your thinking and can prime your confidence. As technology, like the internet, shrinks our world and we become members of a global community, the ability to learn a language becomes an essential part of how we interact and succeed.

After you decide on which language to learn and begin to pick up its basics, developing accurate pronunciation is vital and depends on getting immediate feedback on your pronunciation efforts. Feedback will help you to make needed corrections to your pronunciation. Then you can practice until your mouth is able to readily shape the sounds that make up the language.

Indeed, learning a language it's not only about language itself but concerns to know the Dialect and the Accent. So, what is the deference between these three words?

LANGUAGE VERSUS DIALECT		ACCENT VERSUS DIALECT	
Language is the method of human communication, either spoken or written, consisting of the use of words in a structured and conventional way	Dialect is a particular form of a language which is peculiar to a specific region or social group	Accent is a way of pronouncing words that occurs among the people in a particular region or country	Dialect is a variety of a language spoken in a particular geographical area or by a particular group of people
Can be categorized into two main parts: spoken language and written language.	Can be categorized into two main parts: standard dialects and non-standard dialects	The variations in pronunciation	Characterized by variations in grammar, syntax, pronunciation, or vocabulary
Languages of the same language family are often not mutually intelligible	Dialects of the same language are often mutually intelligible	A part of a dialect	A variety of a language
		Associated with geographical location (region), socioeconomic background and status	Mainly associated with the geographical location
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Course II

## Self-introduction

Self-introduction explains who you are, what you do and what others need to know about you. You should provide a self-introduction any time you meet someone new and don't have a third party to introduce you. Offer a self-introduction when you are:

- Beginning an interview
- Attending a hiring event
- Networking with new connections
- Giving a presentation
- Meeting people at a trade show

A good introduction will help new acquaintances learn the essential details about who you are. The right introduction can solidify your name and purpose for the person you're speaking to, so you can make a positive impression.

Generally, you can introduce yourself in 6 steps:

1. Stating Your name clearly
2. Placing yourself  
Where you are from, Organization you belong to, your current position
3. Background  
Purpose of the meeting, related experience, ...
4. Academic/Career goals
5. Sharing personal details
  - **Hobbies/interests**  
Mostly, in first meetings to get acquainted with new people and find someone with similar interests
6. Conclusion

Furthermore, there are two ways to introducing yourself the current (or general) self introduction and the academic self introduction.

Current (or general) self introduction	Academic self introduction
<input type="checkbox"/> My name is _____. <input type="checkbox"/> I am from _____. <input type="checkbox"/> My hobby is _____. <input type="checkbox"/> I like _____. <input type="checkbox"/> I do not like _____. <input type="checkbox"/> I am studying _____.	Hi. My name's _____ and I come from _____. Right now I'm studying (working as) _____ in the _____. My main area of interest is _____. Before I came here, I _____ _____. My future plans are to _____ _____.

Course III

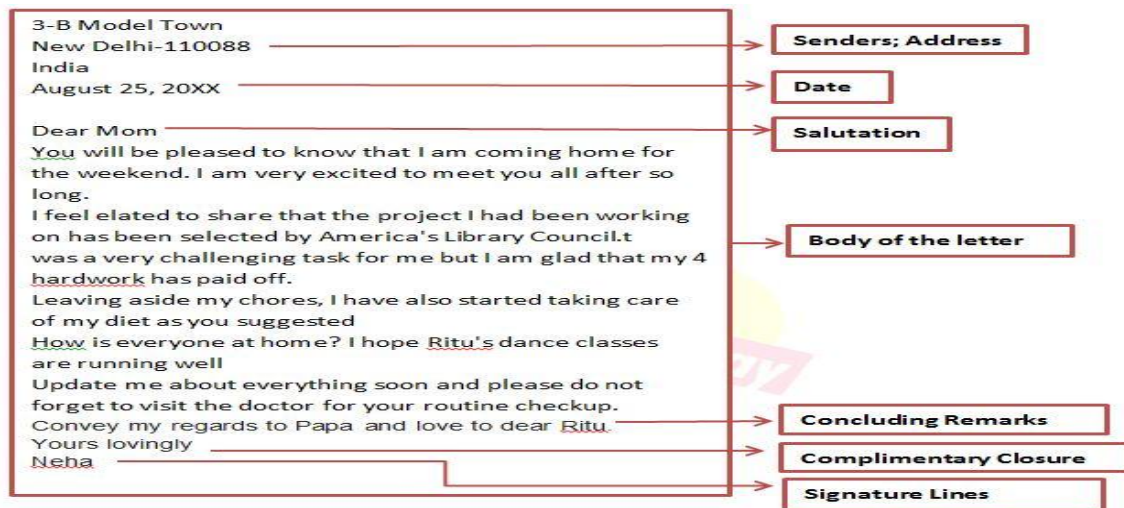
## Informal Letters and Formal Letters

### The informal letter

This type of personal writing is represented by personal correspondence, thank you letters, and letters of congratulation or condolences. All of these can be printed or handwritten.

Formatting of a personal letter is similar to business one, but the differences are in style and punctuation.

1. The heading in the upper right corner may consist of an address and date.
2. The salutation placed at the left-hand margin is rather friendly and informal. We do use comma here, e.g. Dear Gran, Beloved Mum, Dearest Susie,
3. The body may consist of one or more paragraphs, dealing with personal topics.
4. The complimentary close is followed with a comma: e.g. Love, Jane Sincerely yours, Tom Yours, Alan
5. Signature is written below the complimentary close.




### The formal letter

In contrast to informal writing, Business correspondence should get across the message in a direct, clear and natural way. The writer should avoid overly formal and rigid language too. The letter should be logically structured and organized. The layout of a formal letter follows basically the same order.

1. The heading should include a street address, city, state, ZIP code and the date. Your address should be at the top of the letter or in the right-hand corner. The house number goes first, then street. Do not mention your name. The date is usually on the right below sender's address.
2. The inside (receiver's) name and address are written on the left and may be in a block form. Always write a proper title before the name (Mr. or Ms.).
3. The attention line and salutation: You can include the receiver's name and position in an attention line (For the attention of the PR Manager), below which you can continue with salutation. Dear Sir/Dear Madam/Dear Sir or Madam/Dear Sirs-U.K./Dear Gentlemen-U.S. are used when you do not know the name or sex of the person you are writing to.
4. The body of the letter may be indented or blocked. It is usual to use block form and leave a line space between paragraphs in the body.
5. Complimentary close is the letter-ending. It depends on salutation. If you start with Dear Sir or Madam etc., finish with Yours faithfully. If you begin with a person's name (Dear Dr Green) close with Yours sincerely, or Sincerely yours.
6. The signature is below complimentary close, usually in black or blue ink and above your typed name. Do not include your title in written signature, only after your typed name below.

English formal letter structure

# FORMAL LETTER FORMAT

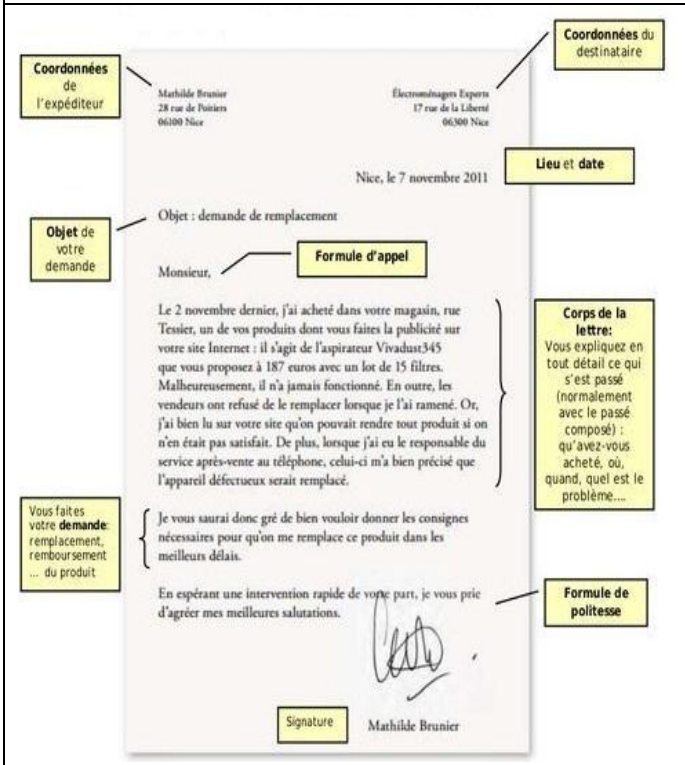



**Sender's Address** → 2468 Oceanside Drive, Ocean City NJ 08226  
**Date** → November 22, 2020  
**Receiver's Address** → Mr. Lawrence Jefferson  
Community Outreach Liaison  
Oceanic Aquatics and Associates  
369 Atlantic Ave.  
Ocean City NJ 08226  
**Greetings** → Dear Mr. Jefferson  
**Subject** → On behalf of The Will to Serve Youth and Young Adults Outreach Program, we would like to extend a warm thank you for your financial contribution as well as assistance in helping our program provide the assistance and resources our youth and young adults need to get the appropriate training and skills development experience needed to successfully obtain stable employment.  
**Body** → We are inviting you to join us as we celebrate our 10 years of successful community service. We would love for you to be our guest speaker as well as receive the "Supporter of the Year Award" as we acknowledge your organization for its wonderful contribution to our high success rate this year. To show our appreciation, our youth and young adults have put together a special skit they would like to perform for your organization as well as made a special appreciation plaque which they would like to present to you on this day. It will be held Saturday, December 12th at 6:30 pm. Please contact us at (510) 236-9876 if you can attend. We will provide further information during your call. We look forward to celebrating our 10th anniversary with you. Have a wonderful day.  
**Closing of the Letter** → Respectfully Yours,  
**Signature** → Tammy Wilson Co-founder



**To remember**

There are big differences between the structures of formal letter in English, French, and Arabic, as shown in the examples below.

French formal letter structure	Arabic formal letter structure
 <p><b>Coordonnées de l'expéditeur:</b> Mathilde Brunier, 28 rue de Poitiers, 06100 Nice <b>Coordonnées du destinataire:</b> Électroménagers Experts, 17 rue de la Liberté, 06300 Nice <b>Lieu et date:</b> Nice, le 7 novembre 2011 <b>Objet de votre demande:</b> Objet : demande de remplacement <b>Formule d'appel:</b> Monsieur, <b>Corps de la lettre:</b> Vous expliquez en tout détail ce qui s'est passé (normalement avec le passé composé) : qu'avez-vous acheté, où, quand, quel est le problème.... <b>Formule de politesse:</b> En espérant une intervention rapide de votre part, je vous prie d'agréer mes meilleures salutations. <b>Signature:</b> Mathilde Brunier</p>	 <p><b>نموذج الرسالة الإدارية العامة:</b> الحمد لله وحده الدار البيضاء، في 25 شتنبر 2000 المملكة المغربية وزارة التربية الوطنية بناية عمالة الدار البيضاء أنفا الكتابة الخاصة ***** النائب إلى السيدات والسادة - المشغولين العاملين بالتعليم الابتدائي والإعدادي والثانوي والتقني - معلمي المؤسسات التعليمية الابتدائية والإعدادية والثانوية - أعضاء فريق العمل التربوي عن قرب - الأطر الإدارية والتعليمية بالمؤسسات التعليمية بناية الدار البيضاء أنفا ملكرة رقم 203 <b>الموضوع:</b> إشراك مختلف الفاعلين التربويين في ورش إصلاح المنظومة التربوية سلام تام بوجود مولانا الإمام دام له النصر والتأييد و بعد، فتتفجدا لخطوة وزارة التربية الوطنية الرامية إلى إشراك جميع الفاعلين التربويين في ورش إصلاح المنظومة التربوية، وتوسيع قاعدة الاستشارة بشأنها في إطار نهج اللامركزية والتمازك، وعملا بالتوجيهات التي قدمها السيد وزير التربية الوطنية خلال اللقاء الذي تم عقده في مختلف الأطر الإدارية والتربوية بمقر الأكاديمية بتاريخ 21 شتنبر 2000، قصد التحضير للقاءات ولتدارس والتعرف على آراء وجهات نظر الطاقم والخبرات التي تحتفظها الأسرة التعليمية حول بعض التصورات التالية: * النظام الأساسي لمؤسسات التعليم الابتدائي والإعدادي والثانوي. * وضع لوائح الأعمال لشغل مهام الإدارة والتربية بالمؤسسات التعليمية. * نظام الدراسة بالتعليم الأولي والابتدائي والإعدادي.</p> <p><b>تصميم الرسالة الإدارية العامة:</b> نموذج (1) تصميم الرسالة الإدارية العامة: المؤسسة الإدارية الوحدة الإدارية مكان وتاريخ إنشاء الوثيقة السلطة الإدارية التي ترجه الوثيقة المرسل إليه عنوانه الإداري - الموضوع: - المرجع: - الرمتنق المرصنة: نص الرسالة: - صفة المرسل - اسم الكامل</p>

Course VI

## Formal Email and Informal Email

In the information age, email has become the dominant form of communication. Being able to write a polished, professional email is now a critical skill both in college and the workplace.

### The Informal Email:

- Written to friends and family
- Accuracy and grammar (spelling and punctuation) are not important
- You can make up your own rules

### The Formal Email:

- Written to a professor, colleague, boss, etc.
- Must always be professional
- Accurate grammar, punctuation, and spelling necessary

### Email Format:

1- Salutation: The salutation of a formal email is similar to the salutation of a letter. (eg. Dear professor, dear Doctor, ...)

2- Body Paragraphs: It is important to remember that an email needs to be concise. The first sentence, known as the opening sentence, can be a greeting if the situation allows it.

- I hope all is well with you.
- Thank you for your prompt response.

However, for most formal emails it is best to get straight to the point.

- Thank you for your assistance with...
- Thank you for your time and I look forward to hearing back from you.
- Please feel free to call or email me if you have any questions.
- I would appreciate it if this could be taken care of promptly.

3- Closing: Like the salutation, the closing of a formal email can be the same as the closing to a letter.

- Thank you
- Best regards
- Sincerely
- Yours



Course VII

## Expository Essay

**I. Introduction Paragraph:** The introduction is the most general part of the paper. It helps provide a roadmap for further discussion or analysis. This simplified formula offers components for a basic introduction:

**Definition:** Identify, define, and/or describe the topic, concept, or literary theme. What will you be talking about?

**Relevance:** Show the importance of your topic, concept or theme. How does it relate to or impact society?

**Thesis:** Copy the thesis statement generated in the previous step.

**II. Body Paragraphs:** The body of the essay is the most detailed part. It involves addressing each supporting detail in a separate, fully developed paragraph. Make sure to include the necessary evidence from your research.

It is imperative that each supporting detail be announced or introduced within the text. This introduction is called a topic sentence and it is found at the beginning of a paragraph. The topic sentence is a statement you make about the supporting detail.

**V. Conclusion:** Conclusion brings the paper to a close. It should be similar to the introduction, but worded differently. It allows you to reiterate and summarize the main points of the essay. The following components comprise a conclusion:

**Relevance:** Repeat the importance of your topic.

**Review:** Reiterate the points you discussed.

**Summary:** Summarize your conclusions.

**Course support:**

- Lectures 2: self-introduction, Rza Mhammadkhani, English for Electrical Engineers fall 2014, University of Kurdistan, [Http://eng.uok.ac.ir/mohammadkhani](http://eng.uok.ac.ir/mohammadkhani)
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