

Preparatory English 1

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Learning Unit 1:

GETTING TO KNOW ONE ANOTHER



Contemporary and Forward Looking

What are we going to learn today?

- Greeting others
- Introducing oneself
- Asking questions about others
- Grammar – Present and past tense



Discussion:

- Do you like meeting new people?
- Name some situations in which you can meet new people.
- How do you start talking to people when you meet them for the first time?
- What words can you use to introduce yourself?



Language Focus: Greetings

When you meet someone for the first time, you are expected to introduce yourself. It is both a personal and professional communication skill that is needed in everyday life. Here are some suggestions that you can use in your conversations.

Informal

Hi.
Hello.
Good day, mate.
How's it going, mate?
How are you today?

Formal

Good morning.
Good afternoon.
Good evening.

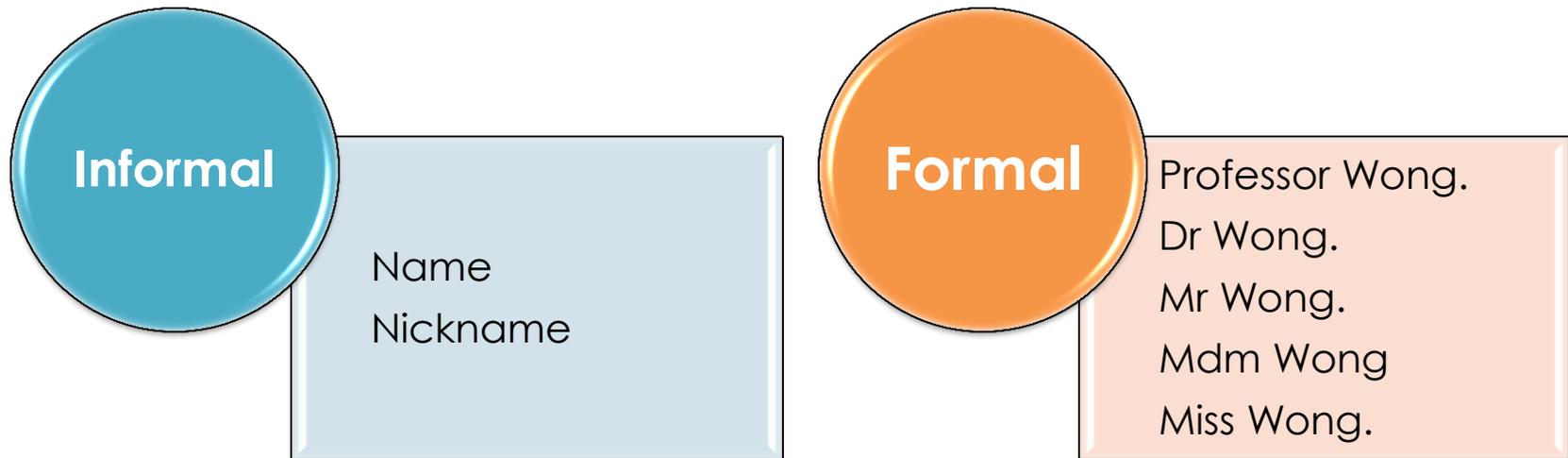


Language Focus: Greetings

Greetings	<input type="checkbox"/> Hello! <input type="checkbox"/> Hi! <input type="checkbox"/> Good morning!
Introducing oneself	<input type="checkbox"/> My name is Jane. <input type="checkbox"/> I'm Jane. <input type="checkbox"/> I'm Jane and you are...
Responding to the introduction and information given	<input type="checkbox"/> Nice to meet you Jane. I'm Alex. <input type="checkbox"/> Pleased to meet you. <input type="checkbox"/> Hi Jane. I'm Alex.
Asking for more information about the other person	<input type="checkbox"/> Where are you from? <input type="checkbox"/> What do you do? <input type="checkbox"/> What course are you taking now?
Taking leave	<input type="checkbox"/> Goodbye. <input type="checkbox"/> See you later.

Language focus: Forms of address

In formal situations, when conversing with people of a higher status, we use more formal language. We address them using the formal form such as 'Professor Albert' or 'Dr Roselind' instead of saying 'Albert' or 'Roselind'.



Language focus: Forms of address

When do you use Ms, Miss, or Madam? These are some of the common forms of addressing a female speaker.

Ms	When you do not know the marital status of the person (pronounce as /miz/).
Miss	When you know for certain that the person is not married.
Madam	Another term of address for a married person.
Ma'am	An abbreviated form for addressing women whom we do not know, for example, when addressing a lady at a fast food counter (pronounce as /mam/).

Do it Malaysian style?

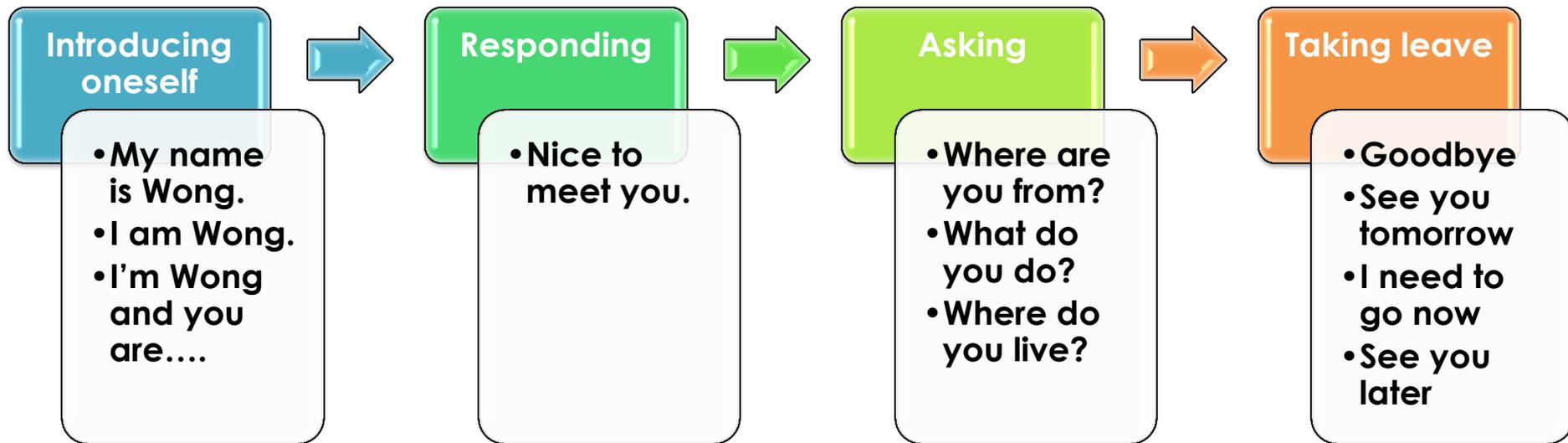
The higher echelon of Malaysian society are given titles of **Dato'**, **Datuk**, **Dato' Seri**, **Tan Sri** or **Tun**, and they are addressed by their title. Generally, a Datuk's wife is addressed as **Datin**, the Tan Sri's wife is **Puan Sri**, and a Tun's wife is **Toh Puan**. However, husbands are not given courtesy titles and are to be addressed by their own titles, if any, otherwise it is **Encik** or **Tuan**.

When you address a significantly older Malay man, you may call him "**Pakcik**" and a lady "**Makcik**". Someone obviously younger can be addressed as "**Adik**". For a man of similar age or slightly older than you, the term would be "**Abang**" or "**Bang**" (pronounced "bung"); whereas a slightly older woman would be "**Kakak**" or more commonly "**Kak**".

<http://www.tripadvisor.com/Travel-g293951-s604/Malaysia:Important.Phrases.html>



Self-introductions and getting to know each other



Grammar: Simple Present Tense

- Habitual actions or a fact or general truth, statements without telling the time in the past or future, present tense is used.

Usage	Examples
1. To show a fact or general truth	UNIMAS <u>is</u> a university in Sarawak. The Earth <u>goes</u> around the Sun. Water <u>boils</u> at 100 degrees Celcius.
2. To show habitual action (repeated regularly) that still continues.	Goh always <u>plays</u> tennis at UNIMAS court. Shima <u>drives</u> from to Kuching to UNIMAS every day. They <u>walk</u> to campus every morning.



Simple Present Tense

Exercise 1: Write the correct present tense for the verbs given.

1. Jeanine and her friends (sip) _____ the hot tea slowly.
2. Her nephews (love) _____ to play badminton.
3. The vet (suggest) _____ that her dog be put to sleep.
4. He (inform) _____ his class of the concert tonight.
5. Hisham (write) _____ to his parents every week.



Grammar: Simple Past Tense

- Actions that happened in the past.

USAGE	EXAMPLES
To express an action completed in the past usually with a time frame	Salim played rugby <u>when he was in school</u> . I watched this movie with Carol <u>yesterday</u> .
To show a past habit (with a given time frame)	She always visited the old folks home <u>when she was in town</u> . <u>When I was 5 years old</u> , I often climbed trees.



Simple Past Tense

Exercise 2: Write the correct past tense for the verbs given.

1. I (buy) _____ a new car yesterday.
2. His uncle (arrive) _____ from Johor Bahru last night.
3. The cat (catch) _____ a rat in the drain last night.
4. She (walk) _____ to her office this morning because of the jam.
5. The doctor (tell) _____ me to take less sugar during my last check-up.



Answers

Exercise 1 (Simple Present Tense)

1. sip
2. love
3. suggests
4. informs
5. Writes

Exercise 2 (Simple Past Tense)

1. bought
2. arrived
3. caught
4. walked
5. told

