



Introduction

It is with great pleasure that we introduce a whole new concept in language learning. *Como Dizer Tudo em Inglês* is a real tool for expressing what you need to say or write in English. No matter your level of proficiency or purpose for using English, *Como Dizer Tudo em Inglês* will take your English to a whole new level of effective communication. The book's creators used their years of international language-learning and language-teaching experience to create what will undoubtedly be an irreplaceable tool for effective communication in English for years to come.

Como Dizer Tudo em Inglês takes as a basic principle that adults who need to use English have complex thoughts and ideas which they already effectively express in their own language – they simply do not know how to express all those thoughts and ideas in English. With only a very rudimentary knowledge of English, now they will. All a user of English will need to do now with *Como Dizer Tudo em Inglês* is to know what he wants to say in Portuguese and then find how to say it in English through thousands of easy-to-find expressions organized under hundreds of common social and professional situations.

Never has there been a tool so complete and successful in getting a language learner to say just the right thing at the right time.

Wide range of situations

Como Dizer Tudo em Inglês is divided into seven sections: *Inglês Geral*, *Inglês Comercial e Profissional*, *Inglês para Palestras e Reuniões*, *Inglês para Viagens e Turismo*, *Morando no Exterior*, *Inglês para Correspondência Escrita*, e *Expressões Comuns em Português*. Within these sections the user of the book will find hundreds of everyday expressions. The situations, nonetheless, are not aimed at different users. On the contrary, it would be nearly impossible for the person who needs *Inglês Comercial* to not ever use *Inglês Geral*. And vice-versa. After all, language itself knows no topic boundaries.

Full of tips and language advice

Language is more than words. It is culture, custom and attitude. *Como Dizer Tudo em Inglês* takes this fact into account and offers cultural-linguistic advice wherever appropriate.

Language universals

An interesting aspect of languages around the world is, although there are so many interesting differences among them, in fact what we want to say in the language is very often exactly the same. We all feel the need to persuade, show empathy and apologize. *Como Dizer Tudo em Inglês* takes this into account and provides the English counterpart of what the user of the book already knows in Portuguese.

Who is this book for?

If you ever have needed, need or will need to use English to any capacity at all, *Como Dizer Tudo em Inglês* is an indispensable tool. Though not a course in itself, it will rescue you in the hundreds of English-language contexts in which you are likely to find yourself. Whether you are a business person or other professional, or simply a student or frequent traveler, *Como Dizer Tudo em Inglês* is the reference title you should keep on your desk, in your briefcase and next to your passport.

Is this book for my level?

Remember that language knows no levels. What language courses often forget is that, even though from a grammatical point of view, beginning students may not be comfortable with learning ‘advanced’ locutions, they are still adults with adult thoughts and with a need to express those thoughts. What in fact makes a course difficult is not necessarily the vocabulary but the *grammatical structures*. *Como Dizer Tudo em Inglês* circumvents this problem by focusing on meaning and communication first. There is no level for this book because language has no ‘levels’. There is no level for this book because if you know what you want to say in Portuguese, then you will know how to say it in English – the grammar of what you are saying is merely a fact of the language. What should concern the user, really, is the meaning. This is not to say that grammar is not important: just like a car has an engine and suspension, a language has grammar and rules. But one need not be versed in the workings of the engine and suspension to drive the car.

Only the most useful situations

Though language indeed has more situations than this book covers, *Como Dizer Tudo em Inglês* attempts to cover that which is most important for the need of today’s learner and user of English. In other words, though ‘How to tell your children to go to bed’ and ‘Things you say to your pets’ do indeed constitute part of the myriad functions of any given language, these are situations which are not usually of the utmost importance for the needs of the average user of this book.

Perfect companion to English courses/dictionaries

Como Dizer Tudo em Inglês is not a course per se. But if you are learning English and you have a dictionary in English, put *Como Dizer Tudo em Inglês* in with them and now your course is complete. A dictionary, after all, will only help when you need to find an individual word. A language course helps when you need to practice and learn rules and to improve in general. *Como Dizer Tudo em Inglês* will give you that boost you need to find not just “the word” you are looking for but the exact expression you want to use whether you are in your English class or simply trying to improve your English on your own.

There exists a concept in applied linguistics called “the intermediate plateau”. What this

means is that most students – often due to frustration – never advance to a level of English proficiency above “intermediate.” Often the only viable solution for this is living abroad in an English-speaking country for a while. Now, with *Como Dizer Tudo em Inglês*, the “intermediate” student has another doorway out of the “plateau”.

‘International English’

Como Dizer Tudo em Inglês was designed to include language which could be used world-wide. The English model that was chosen was American English, with a very international slant. In other words, the user of the book will never sound strange and will never be misunderstood using any of the expressions no matter where in the world he’s using it. In the few cases where the authors felt a confusion may occur, the difference is marked by *AmE* (American English) and *BrE* (British English).

Have the assurance that you are saying something OK

Not only will the expressions in the book be acceptable no matter where they are used, they will also be acceptable no matter who you use them with. The authors were careful in selecting only the expressions which are used in mainstream speech – nothing too slang. Where language is colloquial, it is only included because it is extremely common and useful. These more colloquial expressions are identifiable simply by looking at the Portuguese – if it is colloquial-sounding in Portuguese, it will sound the same in the English equivalent.

How do I use this book?

The reader may have seen mini travel phrase books before. In their effort to be compact, they in fact become less useful. For language does not occur ‘compactly.’ Any good language course does not aim at ‘compactness.’ It aims at effective communication. And for effective communication to occur, the speaker needs variety in order to initiate, react and interact in all situations. *Como Dizer tudo em Inglês* has been designed with this goal in mind.

Language reference and language rehearsal

Como Dizer Tudo em Inglês is a book for language reference and language rehearsal. That is, it is designed to be used on a case-by-case basis over the years for whenever the user wants to find an expression in English, but perhaps more importantly, it is also designed as a kind of script. In other words, if the reader knows that he often needs to take clients out for dinner, he might prepare himself by reading ‘Discutindo a conta,’ ‘Coisas que se falam quando as pessoas se encontram’, ‘Comendo e bebendo’ and ‘Elogios’, just to name a few.

The user can then prepare himself and feel more ready and so sound more effective once in that situation. In terms of formality or informality, that is easy to discover by simply knowing Portuguese. If the expression is informal on the left, then the expression on the right will also sound informal.

Notas Linguísticas and appendices

The user of this book should find it to be indeed easy to use. He simply finds the context in which the language he needs occurs, and in that context what the exact expression he needs is, using the Portuguese on the left side of the page for help. Where an expression contains

grammatical variation it is marked (i.e. You need to stop ^{NL12}). *NL* stands for *Nota Linguística*. Additionally, if a word can be substituted in an expression (i.e. He has ____ hair) in most cases it will be referenced to an appendix where common vocabulary which goes in that space can be found.

Equivalents – not translations

Though there are thousands of possible situations in any language, the authors of this book used their experience in the field of language training to target only the most used and useful language situations, thereby avoiding a feeling of being overwhelmed when finding an expression.

All the expressions in this book are common and what's more, the English expressions on the right of the page are equivalents – not translations – of their Portuguese counterparts on the left-hand side of the page. If the reader sees that the English expression 'looks' different from the Portuguese expression, it is because an exact translation does not exist and/or would sound strange in English.

Using this book one can always have the confidence that they are saying something widely accepted and understood in English.

Quality, not quantity

The emphasis in this book is always on effective communication. In other words, though there may be hundred of different ways of greeting someone in English, *Como Dizer Tudo em Inglês* focuses on quality, not quantity. In other words, though many different ways of saying the same thing may indeed exist, the authors carefully selected those which were most widely used and most common.

Mix-and-match for best results

The user of *Como Dizer Tudo em Inglês* will get the best use out of it by not focussing on just one topic, but all of them. Language, after all, knows no boundaries. And even though different users of the book will be needing certain expressions more than others, it would be most strange to need certain expressions and never the others. In other words, keep this book beside you at all times – it just might come in handy.