

English for Employment

Conditionals

Words that express condition:

if, if only, unless, provided, suppose/supposing, had, should, imagine

Different types:

- 100% certainty: If I eat an apple, it is gone.
- Future possibility: If I get a rise, I will buy a car.
- Present hypothesis: If I were you, I would quit now.
- Past hypothesis: If I had quit, I wouldn't have been the boss.

Other words:

Had I bought this, something bad would happen.

If I had bought bitcoin back then, I would have been a billionaire.

Memos and E-mail

Memos contain some key components

- Identification lines: Date, To, From, Subject
- Introduction
- Discussion
- Conclusion
- Audience recognition
- Appropriate memo style/tone

Business e-mails

- Include Subject, Greeting, Body and Closing
- More formal tone
- Include all necessary information and nothing more
- Use simple grammar. Avoid the passive.
- Use short sentences.

- Subject line: informative, avoid "hello".

- Greeting: Use a colon or a comma, after replying for the second time, skip the greeting:

Dear Mr. Jones: Dear Mrs. Jones,

Dear professor, (Dear sir,)

- Body: write the most important information first, avoid starting with "My name is..", Be concise, use paragraphs, be polite, courteous and professional, use numbers and bullet points

- Closing: A little less formal than a letter.

Sincerely, Best

Register (formal or informal?)

Neutral	Formal	Informal	Outdated
TV/television		the box/telly	the box/telly
glasses	spectacles	specs	
clothes	clothing/garment	clobber/kit	
	subsequently	later/afterwards	
	in sum	to sum up	
		whatsisname/whatsename	
		thingy	
		mind you	
		now then	
hospital			asylum
frock dress			frock
radio			wireless
tuberculosis			consumption
glasses			eyeglasses
	boyfriend	bloke	
children	offspring	kids	
sunglasses		shades	
policeman	police office	cop	
umbrella		broolly	
meal	repast	grabb	
make sure	ensure		
pharmacist			apothecary
		girl	damsel
poetry/poem			poesy
where to			whither
	assistance	help	
	due to	because of	
	enquire	ask	
	inform	tell	
	information	info	
	obtain	get	
	occupation	job	
	possess	have	
	provide	give	
	repair	fix	
	request	ask for	
	requirement	needs	
	verify	check	
	reserve	book	
	further	more	

Informal and formal phrases.

• Thanks for the email — Thank you for your email
received 12 April

• Re... — With regard/reference to

• Please could you — I would be grateful if you could..

• I'm sorry to tell you that — We regret to advise you

• I'm sorry for — Please accept our ~~apologies~~ apologies for

• Could you — I was wondering if you could

• You haven't — We note that you have not

• Don't forget that — We would like to remind you

• I need to — It is necessary for me to

• I might — It is possible that I will

• Shall I...? — Would you like me to?

• But,.../Also,.../So,... — However,.../In addition,.../
Therefore,...

• If you'd like more details, let me know. —

If you require any further information, please do
not hesitate to contact me.

• See you next week. — I look forward to
meeting you next week.

• What do you need? — Please let us know your
requirements.

Verbs in English

1. Tense (present, past, future) — regular, irregular

2. Aspect (progressive, perfect) — auxiliary

3. Voice (active, passive) — transitive, intransitive

— stative

Phrasal Verbs.

head up: lead

turn over: to do business worth a particular
amount of money in a particular period
of time.

set up: to start running a business

deal in: to operate a business

bring sth. out: to produce sth.; to publish

buy out: to pay sb. for their share in a business,
usually in order to get total control of
it for yourself.

firm up: to make arrangements more final and
fixed — to make sth. harder.

hive off: to separate one part of a group from the
rest; to sell part of a business.

bring in: to make or earn a particular amount of
money

set up: make arrangements for — get the

equipment ready — prepares you

break into: forcibly entered — start — start using

bring in: introduce — include — hire/involve

bring out: make more noticeable — helping sb. to
behave in a more confident

turn out: come to — happen — make sb. leave

drop off: decline gradually — fall asleep — stop
and give something to someone

sign up: get someone to sign a document

stating they will work for you
aim sth. at sb.: intend something to influence
someone, or be noticed or bought by
someone.

Collocations

utterly stupid, richly decorated, fully aware,
regular exercise, maiden voyage, excruciating pain,
round of applause, ceasefire agreement, lion roar,
dog bark, bars of soap, commit murder,
do homework, make bed, give presentation,
run out of money, fill with horror, burst into tears,
drive sb. to crime, place gently, whisper softly,
vaguely remember, have a haircut, have a holiday,
do the shopping, do the washing up, catch sign of,
take someone's temperature, break the news to,
pay a fine, pay someone a visit, pay your respects,
save yourself the trouble, keep someone's place,
come into view, go bankrupt, come to a decision,
come to an agreement, go astray, get home,
come to a decision, come to terms with,
bang on time, dead on time, from dawn till dusk,
great deal of time, early 21st century, close deal,
annual turnover, bear in mind, break off negotiations,
chair a meeting, close a meeting, come to point,
dismiss an offer, draw your attention to,
launch a new product, lay off staff, market forces,
sales figures, ball of string, a bunch of carrots,
a pack of cards, a pad of paper

Something to know:

— How do you do. I am AA BBB

— How do you do. I am CC DDD

Formal greeting and only the first time.
Not the same as "how are you".

Frequency & time-related adverbs.
always, often, usually, sometimes, seldom, rarely,
never, already
not use with the continuous form. The only
exception is "always" in a annoying situation.

Verb tenses

Past perfect \Rightarrow Past and past

Simple past is in chronological order

Intercultural awareness

"We see what we expect to see and we do not
see what we don't expect to see."

• People from different cultures do things in
different way.

• Do not assume.

• Stereotypes are dangerous.

Some basic differences between CVs and Résumés

CVs

• Britain and Australia

• (More) Focus on dates

• Traditionally does not
include objective

Résumé

• North America

• Focus on activity

• Includes objective

Future forms: what form do we use to express

Present simple

• An event that is part of a timetable

• After certain expressions of time (as soon as)

Present continuous

• Arrangements

Will + verb.

• General prediction

• Future facts

• Decision made at the time of speaking

Be going to

• Prediction based on present evidence

• Intention

Future continuous

• Prediction of an action in progress

• Plan made in the past

• Event that are part of a routine

Future perfect

• Prediction about a completed action

Letter as a "visual" genre.

Address (Yours)

Date (Write out the date)

Name + Address (to)

Salutation

Introduction

Education

Work Experience

Extra-Curricular activities

Conclusion

Your name + signature