

29 MARCH 2023 – VOCABULARY BUILDING

ACTIVITY ONE

Write more suitable, formal Business words in Column B to match the meanings of the words in Column A

No.	GENERAL ENGLISH (Spoken / Colloquial)	BUSINESS ENGLISH (formal)
1.	Got	
2.	Need	
3.	Talk about	
4.	Get in touch	
5.	Make sure	
6.	Make travel plans (2 words)	
7.	Let them know	
8.	Tell why	
9.	Talk or explain more	
10.	Fix the problem	

Now watch the video and check your answers.

ACTIVITY TWO

Read the summary of the text and complete it with the words given below.

Cite explain emphasize illustrate list defined
provide go on point out state

Macionis and Plummer (1997) (1) an introduction to sociology and how societies can be analyzed. They (2) that sociology is concerned with the changing nature of societies, society being (3) as the interaction of people who share a culture, within a given area. That area may be limited to a city or place of work or be an entire continent. They (4) how the development and use of technology is the main driving force of this change in society and (5) the example of the ‘iceman’, the body of a 5000-year-old man which was discovered intact, to (6) the point that even primitive societies interacted with technology. (7) onwards continued below)

They (7) to explain how the greater the amount of technology within a society, the more diverse that society will be and the quicker the rate of change. They then (8) five main types of society based on levels of technology: hunter gatherer, horticultural and pastoral, agrarian, industrial and post-industrial. Finally, they (9) that there is no natural evolution in society and that different types can exist alongside one another. Furthermore they (10)..... that it is not technology itself which causes change but human's desire to create it and the choices we make about how it is used.

ACTIVITY THREE

The language used in essay writing has a particular style, which is academic and differs in many ways from spoken language. This worksheet will help you become more familiar with the correct style or register required in academic contexts, which is more formal and objective.

Match the sentence halves on the left with the halves on the right to reveal 6 common rules of academic style.

- | | |
|--|---|
| 1. For numbers one to ten, write the actual words | a. such as go up or talk about. |
| 2. Use complex sentences ... | b. and use formal academic words. |
| 3. Avoid phrasal verbs ... | c. such as don't, can't or won't. |
| 4. Do not use contracted word forms ... | d. rather than the figures e.g. five and not 5. |
| 5. Use precise language and avoid vagueness by.. | e. and avoid the overuse of simple sentences |
| 6. Avoid informal and idiomatic language... | f. using numbers and statistics where possible |

ACTIVITY FOUR

The sentence below has four types of academic style errors. List those error types as shown in the table on the screen. Your lecturer will share a table on screen.

Error types:

- 1.
- 2.
- 3.
- 4.

ACTIVITY FIVE

The essay below has a number of problems with academic style. Identify and underline the errors. Then, compare the issues you underlined with a partner.

The world is currently facing a terrible and growing problem with wealth inequality. Over the past 40 years, the gap between the earnings for the bottom twenty per cent of the American population and the top one percent jumped up by more than 10 times. This has in recent years, contributed to social and political instability and one frequently talked about fix is to bring in a basic universal income. In my opinion, there are two convincing arguments for launching basic universal income programs.

Universal basic income will certainly mitigate the disruption that's predicted to result from increased automation in the economy. How will this be so? By some estimates, the number of job losses caused by artificial intelligence could be in the hundreds of millions globally. Although we also expect that artificial intelligence will create a demand for new jobs, many workers don't have the required skills that'll be needed. Universal basic income will not only support people financially in the aftermath of mass firings, but it'll also allow them to invest time in retraining to get the skills that will be valued in the new economy.

In addition to softening the move toward more automation, universal basic income can be good for the economy. A significant increase in unemployment has a bad effect on the demand for goods and services, which would put many current businesses at risk and lead to further job losses. Universal basic income could help keep enough demand in the economy to protect businesses and jobs. Moreover, with no income, people are often forced to borrow money to make ends meet, which results in an increase in private debt. As we all know, rising private debt has been an important factor in many financial crises of the past century.

At the end of the day, introducing universal basic income will be great. It may help us to minimize or avoid some of the consequences of future technological disruption and protect the economy. Universal basic income may also change the way countries deal with social welfare.