



3
السنة



Speaking & Listening

1ST Semester – 4th Lecture

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Political Terms Reading & comprehension
Consecutive Translation phonetics
Culture Scientific Texts & Idioms **Essay**
Contrastive Analysis Dictionaries عربي
GRAMMAR Semantics & Syntax Translation
Speaking & Listening
Literary Texts Interpretation
Science of Translation Discourse Analysis

Hello Everybody!

Instructor: Who will remind me what was the last lecture about?

Student: Types of presentation: (describe, instruct, persuade, entertain)

Instructor: Yes, thank you, we also talked about the main structure of presentation: introduction, body, and conclusion.

In the introduction you should introduce your topic, make it clear to the audience what you are going to talk about and why your presentation is worth listening to.

Instructor: Now, we will talk about the body and the conclusion.

The Body

Instructor: What is the body of the presentation?

Student: It is the explanation of some facts, experiments or ideas.

Instructor: These are key words actually.

We deal in our body with the ideas that we are going to produce to our audience. So, how I present these ideas? Randomly?

Student: No. step by step.

Instructor: Good, how we do that step by step?

Student: From specific to general.

Instructor: This is one way actually, from specific to general or from general to specific. So, I may start with main idea of my research or from a wider point of view of my research

- **General to specific.** Starts with a general picture and then moves on to detail.
For example: a general overview of the company structure followed by the explanation of the function of the Sales Department.
- **Specific to general.** Starts with a detail and puts it in a more general context.

Instructor: How do we organize our ideas?

Student: We follow the time order from the beginning to the end.

Instructor: Perfect! What do we call this?

Student: Achronological order.

Instructor: Good, achronological order which means time order, stating your ideas according to their time sequence.

In the body you discuss the main ideas of your presentation. The ideas should be supported by facts, illustrations and/or claims. The topics discussed in the body should be organized in a logical way. Some examples:

➤ **Chronological order.** Starting with the oldest event and ending with the most recent.

➤ **Achronological order:** ترتيب زمني للأحداث

Instructor: Okay another idea about organizing our ideas?

Student: Point by point.

Instructor: Okay we call this sequence. Is sequence a part of chronology or chronology is a part of sequence?

Student: Chronology is a part of sequence.

Instructor: Yes, because when I say chronology, I am talking specifically the sequence of time, but when I am talking about sequence, it could be numeral, alphabetical, by incident...

☞ **Sequential order (step by step).** This order is related to chronological order. It explains the steps in process.

So, in the sequential order things go step by step in chain.

We also have the magnitude.

Student: What the means of magnitude?

Instructor: It is a term come from mathematics it means العشرية, here it is about size not numbers for sure.

☞ **Magnitude.** Starts with something small and familiar then moves on to something larger and less familiar.

Now if I am talking about smoking for example, I will start talking about smoking then I will move to the hazards or the effects of it like lung cancer, heart cancer or heart disease and so on.

☞ **Cause and effect.** Describe cause and effect of something. Especially suitable when you want to explain why something happened. For example: the causes of a disaster, the effects of a measure.

Another point if I have a problem like pollution and I want to talk about solutions, how might I stop this problem or prevent it.

☞ **problem and solution.** offer the solution for a problem.

Instructor: So spatial order, when I use it give me an example.

Student: weather in Damascus and Aleppo.

Instructor: Exactly this one way of a spatial order, or if I am talking about differences between east and west.

☞ **Spatial order.** Discussing one topic in different places. For example: unemployment in the East and the West.

Spatial order: is a method of organization in which details are presented as they are (or were) located in **space**. Geographical location east, west, north south etc..

After you have decided on the order of the topics you should make a framework in which you order the topics into main points and minor points.

Framework: Is the structure

The Conclusion

Instructor: after you have finished with the introduction and body, how do you conclude your presentation?

Student: by summarizing the ideas I have talked about in the body.

Instructor: exactly, in the conclusion you don't give any new ideas or new things you haven't mentioned before.

Instructor: "Put what you have said in a certain perspective" how do you do that?

Student: put our opinions or other writer quotations,

Instructor: yes, and you may just leave the conclusion open to let the audience say their opinion

In the conclusion you should either summarize the main points of your presentation or put what you have said in a certain perspective. For example, you can let the audience choose between two options for the future, you can end with your own opinion or somebody else's opinion (quotation). You should not add new facts to your presentation in the conclusion. After the summary or interpretation, you should thank the audience and close the presentation. If there's a question-answer session you should open the question and answer session.

A common mistake with the conclusions is that the speaker gives the brief summary and then walks away saying "that's it" or something similar.

You should take time to round off your presentation. Use a phrase like "with this I would like to conclude my presentation "

1. Summarize the main points of your presentation.
2. Put what you have said in a certain perspective.
3. You should not add new facts to your presentation in the conclusion.
4. You should thank the audience and close the presentation.
5. If it is open discussion, you should ask the audience if they have any question.
6. You should have a concluding statement to let the audience know that you have finished your presentation. Like: in conclude, at the end, finally...
7. You should take time to round off your presentation.

Unit Three

DRILLS ON SPEAKING AND LISTENING

Drill: practice تدريب

Instructor: Close your books and set a pen and paper on front of you please. This part is only focusing in oral exercise.

I will read the text for you and you should write down some notes and try to understand the story. then you will answer the questions. It is listening exercise.

(I)

Last night Susan had a long talk with her husband John, she told him that she was unhappy with the amount of time he was spending away from her and the children he looked guilty and agreed that it was excessive when she asked him why he was away so often he explained that he often found the house noisy and untidy and said he often felt like escaping for some peace.

Susan asked him how he expected children to be quiet and tidy all the time

He had to admit that it was almost asking for a miracle. when she suggested that the answer was actually to become more involved with them and take some responsibility for keeping the place tidy. John smiled and said he knew he was no angel as far as tidiness was concerned, he promised to spend more time with them and told Susan to sit down while he went and tidied living room and made her a drink.

Comprehension questions:

- **Why was Susan unhappy?**

The amount of time that John was spending away from her and the children was excessive.

- **Why did her husband often runaway?**

Because he often found the house noisy and untidy.

- **Was John an expert in tidiness?**

No, he said he knew he was no angel as far as tidiness was concerned.

- **What was that the answer Susan suggested?**

She suggested that the answer was actually to become more involved with them and take some responsibility.

- **Do you think that the husbands are supposed to share the housework with their wives? Why? Why not?**

A man must share his wife with housework and caring for children, especially if the woman works outside the home too, and at the end, each person has his own opinion

- **Are children always noisy and untidy? What can the parents do about that?**

Yes they are, Children should be trained to tidy the mess, encourage them, be good model.

- **Who is more important for bringing up children the father or the mother? Why?**

Both of them because it is all about partnership.

Instructor: Now try to make a dialogue between Susan and her husband depending on the text.

Susan: I am not happy because you are always absent from the house.

John: yes, I have been away from the house for a long time.

So, try to do it at home it is an easy task.

Now, the second text:

II. Why worry

There are two things to worry about in this life: Either you are well or you are ill

If you are well, there is nothing to worry about.

If you are ill, there are two things to worry about.

Either you will live or you will die.

If you live there is nothing to worry about.

If you die there is there are two things to worry about.

Either you will go to heaven or you will go to Hell.

If you go to heaven there is nothing to worry about.

If you go to Hell you would be busy shaking hands with old friends, teachers, and bosses and there will be no time to worry.

So, why worry

Comprehension questions:

What is the thing that is the most important for you? is it always the same?

Important things differ from one person to another. Health, money, family, so we cannot consider that there is something important for everyone on the same degree.

Do you agree with the ideas mentioned in the above text?

Everyone has his own point of view, and sees life from his angle.

Is money more important than your health?

We cannot get money without health, and vice versa. If we need surgery or we need to buy medicine, we need money.

III. A man entered a restaurant. He ordered a chicken.

Man: I do not want this chicken because one leg is longer than the other.

Waiter: Have you come here to eat the chicken or to dance with it?

Comprehension questions:

Do you like eating out? Why? Why not? What places do you usually go to!

Do you usually tip waiters? When and why?

The matter differs from one person to another, one of them pays the tip as prestige and the other believes that the waiter deserves this tipping.

عنوان مكتبة الكمال: (كلية الآداب - داخل الحرم الجامعي - بناء الصحافة/ جانب المدرج السابع)

The end ♥