

# 5 Conferences and visits

**READING SKILLS** Purpose and audience (1) and (2) ✓

**WRITING SKILLS** Using formal expressions • A formal email

**VOCABULARY DEVELOPMENT** Suffixes • Prefixes

## READING A conference in Istanbul

1 Label documents a–d on page 29. Which is ... ?

- an itinerary
- an informal email
- an invitation
- a programme of events

2 Work with a partner. **Read Study Skill**

- 1 What is the purpose of each document a–d?
- 2 Who is each document for?

a passenger   a friend   a speaker at a conference

### STUDY SKILL Purpose and audience (1)

To understand the contents of a text better, predict what you can before you read. As well as titles, pictures, and headings think about:

- layout, size, and style of the print.
- purpose, for example, *to inform, to sell*.
- audience (who it is written for), for example, *a student, an expert*.

3 Scan the documents. Answer as many questions as you can in three minutes.

#### The programme

Where is the conference being held?

Who is the conference for?

When does the conference start and finish?

What time does the sightseeing tour start?

What time is the *Farewell Dinner*?

#### The people

Who is the invitation to?

Who is the first speaker at the conference?

Who is talking about the international novel?

Who is the email to?

Who is the email from?

#### Dr Khuffash

What time does she leave Amman?

What time does she arrive back home in Amman?

Where does Dr Khuffash teach?

What is she looking forward to most?

4 Complete the definitions using words and phrases in bold from the documents.

- 1 \_\_\_\_\_ is visiting important and historic places in a city as a tourist.
- 2 A \_\_\_\_\_ is a meeting or talk that everyone should attend.
- 3 A \_\_\_\_\_ is the place where people meet for an organized event.
- 4 An \_\_\_\_\_ is a collection of things, for example books or paintings for people to look at.
- 5 A \_\_\_\_\_ means someone you know, a friend.
- 6 \_\_\_\_\_ is saying or writing what you think is good or bad about something, for example, a book or essay.
- 7 To \_\_\_\_\_ is to wait with pleasure for something to happen.
- 8 The \_\_\_\_\_ of a meeting is the person in charge.
- 9 A \_\_\_\_\_ is someone who teaches at a university.
- 10 \_\_\_\_\_ is another more formal word for 'goodbye'.

a

# NATIONAL UNIVERSITY OF TURKEY

We have pleasure in inviting *Dr Laura Khuffash* to

## 3rd International Conference for Teachers of English Language and Literature

5 October – 8 October Venue: Istanbul City Hotel

b

### Programme Day 1

- 9–10.30 **Plenary Session**  
**Chair** Dr John Bryan, Head of English, University of Leeds
- 10.30–11.00 Coffee break and **exhibition**
- 11.00–13.00 Choice between:
- *English as a World Language*  
Dr Laura Khuffash, Senior **Lecturer**, Birzeit University.
  - *English and Tourism*  
Dr. Mahmoud Suhbi, Ministry of Tourism and Development, Libya
  - *Novels in Translation*  
Dr Meral Soyer, Lecturer, National University of Turkey
  - *The International Novel*  
Dr Richard Dean, Lecturer, University of West London
- 13.00–14.00 Lunch
- 14.00 Coach leaves hotel for **sightseeing** tour. Visits will include:  
Hagia Sophia/Blue Mosque/Topkapi Palace
- 17.00 Return to hotel
- 20.00 Dinner



### Programme Day 4

- 16.00 Final Plenary  
 Chair Dr John Bryan,  
 Head of English,  
 University of Leeds
- 20.00 **Farewell** Dinner

c

**04/10/06**

- 09.00 Check in Queen Alia  
International Airport,  
Amman
- 11.00 Depart flight RJ401
- 15.00 Arrive Ataturk International  
Airport, Istanbul
- 09/10/06**
- 07.30 Check in Ataturk  
International Airport,  
Istanbul
- 10.30 Depart flight RJ402
- 15.40 Arrive Queen Alia  
International Airport,  
Amman

d

**From:** laura.khuffash@bz.ac.com  
**Date:** Sat 29/9/06 07:50am  
**To:** nancy.marshall@lon.ac.uk  
**Subject:** Istanbul conference

Nancy,

Are you going to the conference in Istanbul next week? I'm giving a paper on the first day and chairing the plenary on the second day!! It would be great to see a **familiar face** in the audience. If not, I'll send you a copy of my paper on 'English as a World Language' and you can tell me what you think. Any **criticism** welcome! The programme looks great – we've even got some sightseeing arranged each day. I'm really **looking forward to** visiting the Blue Mosque – I've only ever seen photos of it. Don't forget to let me know if you'll be there.

Best wishes,  
 Laura



5 Skim extracts a–f. What type of texts are they? Label them.

- poem • medical textbook • history textbook • novel • note
- student essay

a

The chicken farm had been his idea, after Charles came back from the East with malaria. Work in the open air, Rivers had advised. He was paying for it now. As he left the shelter of the hedge and set off across two-acre field, a great gust of 'open air' almost lifted him off his feet.

b

Some of the features of the typical (medieval) village were inherent in the essential needs of agriculture and of social life, and may therefore appear too obvious to be worth specifying. The most obvious characteristic of the village was its topography.

c

### *A thing of beauty is a joy for ever*

*A thing of beauty is a joy for ever:  
Its loveliness increases; it will never  
Pass into nothingness: but still will keep  
A bower quiet for us, and a sleep . . .*

d

Paul, can't come to the lecture today - not feeling well.  
Can you explain to the prof. and can I look at your notes?!!  
Cheers,  
Tom

e

**Dysphagia** This term includes both difficulty with swallowing and pain on swallowing. The former symptom is more prominent in obstruction and the latter with inflammatory lesions. The patient can sometimes point to the site of the obstruction.

f

*In conclusion, it is clear that the arguments in favour of reducing carbon gases through the increased use of renewable sources are stronger than those supporting the increased building of nuclear power stations.*

6 **Read Study Skill** Choose a style or styles from the box to describe texts a–f in exercise 5. Underline vocabulary, phrases, and any examples of punctuation in the extracts that helped you decide.

informal formal literary academic medical

Extract a: a novel - literary style

### STUDY SKILL Purpose and audience (2)

The choice of vocabulary, grammatical style, and punctuation of a text depends on its purpose and its expected audience.

When you are writing, think about *who* is going to read your work and *why* you are writing. Then decide what the overall style should be, for example *literary, academic, formal, informal*, etc.