

English on the air II

إنجليزي عَ الهواء II

Comprehension

فهم

Today's Reading:

- **Philemon 1-7:** I, Paul, am a prisoner for the sake of Christ, here with my brother Timothy. I write this letter to you, Philemon, my good friend and companion in this work—also to our sister Apphia, to Archippus, a real trooper, and to the church that meets in your house. God's best to you! Christ's blessings on you! Every time your name comes up in my prayers, I say, “Oh, thank you, God!” I keep hearing of the love and faith you have for the Master Jesus, which brims over to other believers. And I keep praying that this faith we hold in common keeps showing up in the good things we do, and that people recognize Christ in all of it. 3

Today's Reading:

Friend, you have no idea how good your love makes me feel, doubly so when I see your hospitality to fellow believers.

- **Philemon 21-25:** I know you well enough to know you will. You'll probably go far beyond what I've written. And by the way, get a room ready for me. Because of your prayers, I fully expect to be your guest again. Epaphras, my cellmate in the cause of Christ, says hello. Also my coworkers Mark, Aristarchus, Demas, and Luke. All the best to you from the Master, Jesus Christ!

Vocabulary

مفردات ومعاني

Writing letters and emails

كتابة الرسائل البريدية والإلكترونية

Writing an informal letter:

Start your letter by using the word Dear followed by the first name of the person you're writing to, for example:

- Dear Mark/ Dear Jane,

Here are some things you might say:

- Thanks for your letter/ postcard/ present/ invitation.

- Sorry it's taken me so long to write.

- I hope you're well.

- Good to see you again last week.

- Look forward to seeing you soon!

Try as much as possible to write short sentences, to avoid making big grammatical problems.

Here are some typical ways to finish an informal letter:

- Best wishes,
- Kind regards,

If writing to a family member, partner, or close friend, you can finish with the following:

- Love,

Finish by signing your first name.

The following abbreviations are widely used in letters:

- asap = as soon as possible
- cc = carbon copy (when you send a copy of a letter to more than one person, you use this abbreviation to let them know)
- enc. = enclosure (when you include other papers with your letter)
- pp = per procuracionem (A Latin phrase meaning that you are signing the letter on somebody else's behalf; if they are not there to sign it themselves, etc)
- ps = postscript (when you want to add something after you've finished and signed it)
- RSVP = please reply

Grammar

القواعد

Reported Speech (Indirect Speech)

- If we report what another person has said, we usually do not use the speaker's exact words (direct speech), but reported (indirect) speech. Therefore, you need to learn how to transform direct speech into reported speech. The structure is a little different depending on whether you want to transform a statement, question or request.
- Today we're going to start with how to transform a statement into a reported speech.

Statements in Reported Speech

- In reported speech, you often have to change the pronoun depending on who says what.
 - *She says, “My mum doesn’t have time today.”*
 - *She says that her mum doesn’t have time today.*
- You must change the tense if the introductory clause is in Simple Past (e. g. *He said*). This is called **backshift**.
 - *He said, “I am happy.”*
 - *He said that he was happy.*

Statements in Reported Speech

Type	Example
Direct speech	“I speak English.”
Reported speech (no backshift)	He says that he speaks English.
Reported speech (backshift)	He said that he spoke English.

- For place and time expressions you have to check whether place and time are the same in direct and reported speech or not. You always have to think which place and time expressions are logical in a certain situation. In the following table, you will find ways of transforming place and time expressions into reported speech.

Statements in Reported Speech

Direct Speech	Reported Speech
Today	That day
Now	Then
Yesterday	The day before
... days ago	... days before
Last week	The week before
Next year	The following year
Tomorrow	The next day / the following day
Here	There
This	That
These	Those

Idioms:

Idiom	Meaning
Red-letter day	<p>Fig. an important or significant day. (From the practice of printing holidays in red on the calendar.)</p> <p><i>Today was a red-letter day in our history.</i></p>
Dash a letter off	<p>To write a note or letter quickly and send it off.</p> <p><i>I have to dash this letter off, then I will be with you.</i></p>
To the letter	<p>Exactly as instructed; exactly as written.</p> <p><i>I didn't make an error. I followed your instruction to the letter.</i></p> <p><i>We didn't prepare the recipe to the letter, but the cake still turned out very well.</i></p>

Idioms:

Idiom	Meaning
A Dear John letter	<p>A letter a woman writes to her boyfriend telling him that she does not love him anymore.</p> <p><i>Bert got a Dear John letter today from Sally. He was devastated.</i></p>
Dead letter	<p>1. A piece of mail that is returned to the post office as both undeliverable and un-returnable.</p> <p><i>Some of the dead letters are opened to see if there is an address inside.</i></p> <p>2. An issue, law, or matter that is no longer important or that no longer has force or power.</p> <p><i>His point about the need for education reform is a dead letter. It is being done now.</i></p>