

English on the air II

إنجليزي عَ الهواء II

Comprehension

فهم

Today's Reading:

- **1 Peter 1: 1-2:** I, Peter, am an apostle on assignment by Jesus, the Messiah, writing to exiles scattered to the four winds. Not one is missing, not one forgotten. God the Father has his eye on each of you, and has determined by the work of the Spirit to keep you obedient through the sacrifice of Jesus. May everything good from God be yours!

Today's Reading:

- **2 Peter 1: 1-2:** I, Simon Peter, am a servant and apostle of Jesus Christ. I write this to you whose experience with God is as life-changing as ours, all due to our God's straight dealing and the intervention of our God and Savior, Jesus Christ. Grace and peace to you many times over as you deepen in your experience with God and Jesus, our Master.

Vocabulary

مفردات ومعاني

Writing letters and emails II

كتابة الرسائل البريدية والإلكترونية II

Writing a formal letter:

If you know the name of the person you are writing to, start your letter by using Dear Mr (for a man), Dear Mrs (for a married woman), Dear Miss (for an unmarried woman), or Dear Ms (for an unmarried woman or where the marital status is unknown), followed by the surname, for example:

- Dear Mr Smith,
- Dear Mrs Jones,
- Dear Miss Richards,
- Dear Ms Shepherd,

If you don't know the name, start with one of the following:

- Dear Sir,
- Dear Madam,
- Dear Sir or Madam,

Here are some examples of things you might say in a formal letter:

- I am writing in reply to your letter of 4 September regarding ...
- Further to our conversation, I'm pleased to confirm our appointment for 9.30am on Tuesday, 7 January.
- I would be grateful if you could attend to this matter as soon as possible.

- If you would like any further information, please don't hesitate to contact me.

If you would like a reply, you can use the following sentence at the end of your letter:

- I look forward to hearing from you.

If you started your letter with Dear Mr, Dear Mrs, Dear Miss, or Dear Ms, you should finish your letter with the following expression:

- Yours sincerely,

However, if you started your letter with Dear Sir, Dear Madam, or Dear Sir or Madam, then use the following:

- Yours faithfully,

Add your signature at the end, followed by your full name printed.

Some observations:

- Try your best to remain as professional as possible.
- Writing a formal letter does not mean it has to be negative. Be positive and expect positive feedback.
- Just like we advised you in the informal letters, being an apprentice in English, try to keep your phrases short to avoid grammatical mistakes.

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 question into a reported speech.

Reported Speech (Indirect Speech)

- To change pronouns, tenses and place / time expressions the same rules apply as of those in reported speech statements.
- Also note that you have to:
 - Transform the question into an indirect question.
 - Use the interrogative or if / whether.

Reported Speech (Indirect Speech)

	Direct Speech	Reported Speech
Statement	<i>He said: “She lives in London.”</i>	<i>He said that she lived in London</i>
Question with interrogative	<i>He asked: “Where does she live?”</i>	<i>He asked where she lived.</i>
Question without interrogative	<i>He asked: “Does she live in London?”</i>	<i>He asked whether she lived in London. He asked if she lived in London.</i>

Idioms:

Idiom	Meaning
A no brainer	<p>A no brainer is something that requires little mental effort or intelligence to perform or understand.</p> <p><i>Preparing an ad campaign is a no brainer. It's the slogan that will require a lot of work.</i></p>
A picture is worth a thousand words	<p>A picture can often get a message across much better than the best verbal description.</p> <p><i>When it comes to designs, a picture is worth a thousand words.</i></p>
Across the board	<p>Including everyone or everything.</p> <p><i>The company decided to give the workers an across-the-board increase in their salary.</i></p>