

English on the air II

إنجليزي عَ الهواء II

Comprehension

فهم

Today's Reading:

- **John 15: 1-8:** I am the Real Vine and my Father is the Farmer. He cuts off every branch of me that doesn't bear grapes. And every branch that is grape-bearing he prunes back so it will bear even more. You are already pruned back by the message I have spoken. Live in me. Make your home in me just as I do in you. In the same way that a branch can't bear grapes by itself but only by being joined to the vine, you can't bear fruit unless you are joined with me. I am the Vine, you are the branches.

Today's Reading:

When you're joined with me and I with you, the relation intimate and organic, the harvest is sure to be abundant. Separated, you can't produce a thing. Anyone who separates from me is deadwood, gathered up and thrown on the bonfire. But if you make yourselves at home with me and my words are at home in you, you can be sure that whatever you ask will be listened to and acted upon. This is how my Father shows who he is—when you produce grapes, when you mature as my disciples.

Vocabulary

مفردات ومعاني

Writing letters and emails III

كتابة الرسائل البريدية والإلكترونية III

Writing an e-mail:

Emails, whether for business or social reasons, are usually written in a more informal style than letters. You should always give your email a Subject, which should summarize its purpose in a few words.

The conventions for starting business emails vary, although it is quite common to use first names for both business and personal emails if you know the recipient.

It is not necessary to use Dear, although some people prefer to do this.

Generally speaking, the content of business emails should be brief and to the point.

If you are including any attachments, make sure to mention it in the text of your email.

To close a personal email, you can use the same expressions as for informal letters.

The conventions for closing business emails vary, but phrases such as the following are appropriate:

- Regards,
- Kind regards,
- Best regards,
- With kind regards,

In business emails, you should also include your full name, organisation, and contact details at the end.

Ten Quick Tips on Writing a Professional Email:

1. Always fill in the subject line with a topic that means something to your reader.
2. Put your main point in the opening sentence. Most readers won't stick around for a surprise ending.
3. Never begin a message with a vague "This." ("This needs to be done by 5:00.") Always specify what you're writing about.
4. Don't use ALL CAPITALS (no shouting!), or all lower-case letters either.
5. As a general rule, PLZ avoid text talk (abbreviations and acronyms).

6. Be brief and polite. If your message runs longer than two or three short paragraphs, consider (a) reducing the message, or (b) providing an attachment.

7. Remember to say "please" and "thank you." And mean it.

8. Add a signature block with appropriate contact information (in most cases, your name, business address, and phone number, along with a legal disclaimer if required by your company).

9. Edit and proofread before hitting "send." You may think you're too busy to sweat the small stuff, but unfortunately your reader may think you're a careless dolt.

10. Finally, reply promptly to serious messages. If you need more than 24 hours to collect information or make a decision, send a brief response explaining the delay.

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 request into a reported speech.

Reported Speech (Indirect Speech)

- For pronouns and place / time expressions see the episode on statements in reported speech.
- Tenses are not relevant for requests – simply use "to" + infinite verb.
 - She said, "Say hello to your mum."
 - She asked me to say hello to my mum.
- For negative requests, use "not to" + infinite verb.
 - He said, "Don't give up, Bob."
 - He advised Bob not to give up.

Reported Speech (Indirect Speech)

Type	Example	
Direct speech	“Carol, speak English.”	“Elie, close the door behind you.”
Reported speech	He told Carol to speak English.	She asked Elie to close the door behind him.

Idioms:

Idiom	Meaning
Blow a deal	<p>- To ruin a business deal with someone.</p> <p><i>We are working hard so that we do not blow the deal with our new customer.</i></p>
Bottom line	<p>- The total, the final figure on a balance sheet, the results (of a business).</p> <p><i>After we examined the bottom line of the company we decided not to invest in it.</i></p> <p>-The essence of the whole conversation.</p> <p><i>Get to the bottom line already! You've been talking for an hour!</i></p>

Idioms:

Idiom	Meaning
By a long shot	<p>- By a big difference.</p> <p><i>Our company beat out the bids of the other companies by a long shot.</i></p>
Piece of the action	<p>- A share in the activity or the profits of something.</p> <p><i>The inventor wanted a piece of the action from the new equipment that he had invented.</i></p>
Red ink	<p>- Debt (the red ink on a financial statement).</p> <p><i>The automobile company has much red ink because of the bad economic conditions.</i></p>