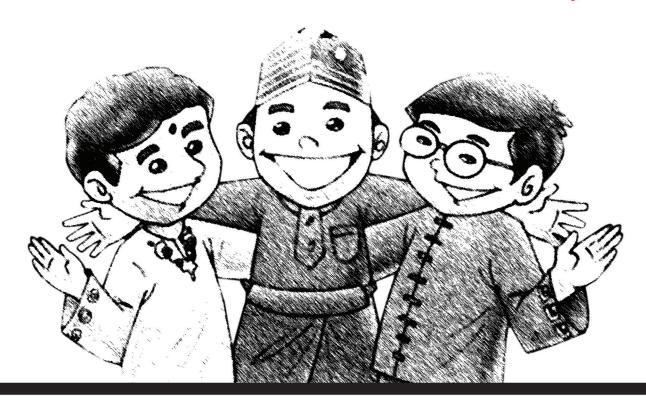
LET'S TALK BASIC TALK

Book · J	January 2013				
CITATION 0	s	READS 1,347			
1 autho	r:				
	Noraien Mansor Universiti Malaysia Terengganu 95 PUBLICATIONS 39 CITATIONS SEE PROFILE				
Some of the authors of this publication are also working on these related projects:					
Project	DRA SPEAKING MODULE View project				
Project	Let's Talk and Let's Go Global View project				

LET'S THE LIKE BOOK TO THE LIKE STATE OF THE LIK



Noraien Mansor

LET'S TALK basic talk

Noraien Mansor



Penerbit UMT Universiti Malaysia Terengganu (UMT) 21030 Kuala Terengganu Terengganu 2013 Let's Talk basic talk

First Printing 2013 Second Printing 2015

© 2013 All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical including photocopy, recording or any information storage and retrieval system, without permission in writing from the Director, Penerbit UMT, Universiti Malaysia Terengganu, 21030 Kuala Terengganu, Terengganu, Malaysia.

Hak Cipta Terpelihara © 2013. Tidak dibenarkan mengeluar ulang mana-mana bahagian artikel, ilustrasi dan isi kandungan buku ini dalam apa juga bentuk dan dengan apa cara sekalipun sama ada secara elektronik, fotokopi, mekanik, rakaman atau cara lain sebelum mendapat izin bertulis daripada Pengarah, Penerbit UMT, Universiti Malaysia Terengganu, 21030 Kuala Terengganu, Terengganu, Malaysia.

Published in Malaysia by / Diterbitkan oleh Penerbit UMT, Universiti Malaysia Terengganu, 21030 Kuala Terengganu, Terengganu, Malaysia.

http://www.umt.edu.my/penerbitumt E-mail: penerbitumt@umt.edu.my

Perpustakaan Negara Malaysia

Cataloguing-in-Publication Data

Noraien Mansor, 1960-Let's Talk basic talk / Noraien Mansor ISBN 978-967-0524-36-8 1. English language--Usage. 2. English language--Conversation and phrase books. I. Title. 428.2

Set in Arial

Design: Penerbit UMT Layout: Penerbit UMT

Contents

Pr	eface	vi
Ac	knowledgements	ίχ
1	Introduction	1
	Tips to Improve English Language Communication SkillsLet's Talk	2 7
2	Greetings and Making Introductions	
	 Types of English Greetings Summary Dialogue 1 Dialogue 2 Let's Talk 	10 14 15 17 18
3	Expressing Polite Remarks	19
	 Polite Remarks in Everyday Conversations Summary Dialogue Let's Talk 	20 25 26 29
4	Expressing Gratitude	
	Thanking SomeoneSummaryDialogueLet's Talk	32 34 35 37
5	Expressing Thanks	39
	 To Express Gratitude or Gratefulness Great Ways to Show Your Gratitude Summary Dialogue Let's Talk 	40 43 44 45 46
6	Apologising and Responding to Apologies	47
	How to Apologise?SummaryDialogueLet's Talk	48 50 51 53

7	Agreeing and Disagreeing	55
	 How to Express Agreeing and Disagreeing? Summary Dialogue Let's Talk 	56 59 60 61
8	Questions and Answers	63
	Basic Types of QuestionSummaryDialogueLet's Talk	64 66 67 69
9	Starting a Conversation	71
	 How to Start a Conversation Guidelines to Start a Conversation Dialogue Let's Talk 	72 73 78 80
10	Expressing Opinions	81
	 Types of Expressing Opinions Expressing Likes and Dislikes Dialogue Let's Talk 	82 85 86 87
11	Expressing Invitations	89
	Categories of InvitationsSummaryDialogueLet's Talk	90 93 94 95
12	Expressing Sympathy and Condolence	97
	 Expressing Condolence Expressing Sympathy Summary Dialogue Let's Talk 	98 98 99 101
13	Making Telephone Calls	103
	 Familiar Expressions in Making Telephone Calls What a Caller Needs to do in Making a Telephone Call What a Receiver of a Telephone Call Needs to do Summary Dialogue Let's Talk 	104 106 106 107 108 110

INTRODUCTION



How do we acquire language?
Language can be acquired in a formal way or in an informal way. Some may learn English through reading, grammar and writing. That is the formal way. In an informal way, they prefer to learn a language by listening to the spoken language

and trying to reproduce it in the spoken form. In my lesson, we will learn English through listening and speaking to certain expressions in various contexts. By the end of the lesson, it is hoped that you will be familiar with various social expressions in English to be practiced in your real life.

You have to remember that, having good communication skills in English language is imperative for your success in your career, business and everyday life. Why do you think that our students and workers are still weak in communication skills especially in English language? Well, first of all, they are afraid to speak in English language as they might make mistakes for example: grammatical errors, wrong pronunciation of words, incorrect sentence structure and most importantly, they are not interested at all to learn or to communicate in English language.

Then, how can we improve our English language communication skills? Remember, great communication skills take practice and "Practice makes perfect". Your ability to express yourself will grow almost daily as long as you apply yourself in improving English language communication skills.

Tips to Improve English Language Communication Skills

1. Chatting is a good way to practice informal English as chatters usually use short sentences. Sometimes they are not even sentences, but just a few words that are not really correct grammatically but may be typical of the way we speak in a quick conversation with friends. Now we have quite a number of internet-based applications for interactions such as Facebook, Twitter, Blogger, Myspace etc. So try to participate in those applications. But always remember to use a proper language with correct spelling and correct sentence structure.



Facebook communication

2. Read as much in English as possible – daily English newspapers, magazines, English textbooks, advertisements, story books, comics, jokes, poems, articles from the Internet, blogs etc. and try to learn new words in it.



Reading materials



English education website http://letstalkletsgoglobal.umt.edu.my/

3. Learn at least 3-5 new words daily or weekly and look up for the meaning in a dictionary. Then try to use these words in your daily work and in your communication.



English education website http://letstalkletsgoglobal.umt.edu.my/

- 4. Attend English speaking classes as frequent as possible or if you are really a shy person, then you may employ a personal tutor.
- 5. Make more English speaking friends and make a determined effort to speak only in English, even if you keep forgetting words, or tend to stammer or your friends tend to laugh at you. This will require a lot of will power but believe me you will soon improve.

- 6. Listen to English songs everyday.
- 7. Read aloud in English for 15 20 minutes. Research has shown it takes about 3 months of daily practice to develop strong mouth muscles for speaking a new language.
- 8. Sing karaoke in English.
- 9. Play English language learning games.



- 10. Watch English language news, TV programmes and films with English subtitles.
- 11. Prepare a vocabulary list and go through it several times everyday.
- 12. Keep a diary in English and try to write everyday what you have done or what you are going to do.
- 13. Do your grammar exercises everyday as practice makes perfect.
- 14. Use an English-English dictionary.
- 15. Listen to English programmes on air such as "Let's Talk" on TerengganuFM.
- Be confident give yourself auto suggestions that you have a good English.
- Start a blog in English as this is one way for you to practice your writing. You can blog on something that you like to do so. Write everyday.

18. Learn new phrases, idioms or proverbs a day and try to use it in your daily life. When you come across a saying that you like, write it down and its meaning in your notebook.



English education website http://letstalkletsgoglobal.umt.edu.my/

- Speak English as much as you can speak the language whenever or wherever you can.
- 20. Write a sentence a day or a paragraph a day on anything that you would like to write, for example expressing your feelings.
- 21. Practice! Practice! and Practice! Start using English today and Let's Talk!



- Let's talk about "I LOVE MALAYSIA".
- Tell your friends why you love your country, Malaysia.
- How do you show your love towards your country, MALAYSIA?
- Why do we need to love our country, Malaysia?



Assoc. Prof. Dr. Noraien Mansor is currently the Director of Penerbit UMT, Universiti Malaysia Terengganu (UMT). She holds a Certificate of Education in TESOL, Bachelor of Education in TESL and a Masters Degree in Educational Technology from Universiti Putra Malaysia. She managed to attain her Doctor of Philosophy from University of Nottingham in Applied Linguistics at the School of English Studies within the duration of two years and five months.

Owing to her keen interest in language teaching and learning, and her wide experience in teaching the English language courses, she was tasked to create various English language activities as part of the Knowledge Transfer Programme with the community. She inspired a programme entitled "Let's Talk and Let's Go Global" an expansion of her initial programme "Let's Talk" with TerengganuFM. These programmes demand her to propose varieties of activities to enhance students English language communication skills. Assoc. Prof. Dr. Noraien has attended various in-service academic courses and professional training as well as conferences, workshops/seminars at national and international level to enhance her knowledge in language teaching and learning. She has been involved in numerous administrative duties and other responsibilities at the university, national and international level.

Although she is very busy with administrative task and career advance responsibilities, Assoc. Prof. Dr. Noraien has completed various research activities manily focusing on Teaching English as a Second Language and managed to publish more than 100 publications including refereed journal papers, books, monographs, teaching modules, proceeding papers, technical reports and articles in magazines. Currently she is the Managing Editor of Journal of Sustainability Science and Management (JSSM) and Journal of Business and Social Development (JBSD) as well as Chief Editor for INFOKUS magazine of UMT. Apart from academic research, she is also committed in training postgraduate students for Ph.D and Masters degree.

Currently, she is responsible for the development of publication matters at UMT apart from teaching English language courses and participating in seminars at national and international level. Though it's a tough row to hoe in a diversified world of education and administration, she tries to cruise along with her motto "Love your work and explore the world".



Penerbit UMT Universiti Malaysia Terengganu (UMT) 21030 Kuala Terengganu http://www.umt.edu.my/penerbitumt E-mail: penerbitumt@umt.edu.my

