

Dept. of English

Faculty of Art

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Second Stage / Second Semester –

Title of Subject / Communication Skills

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Chapter Seven: Part one /What's this thing?

1-Describing what objects are used for''

We have specific steps that are used to describe objects as in the following conversation:

A. What's this thing?

B. It's an ice- cream maker.

A. What's this thing used for?

B.I t's used for making ice cream.

2.Giving instructions about the use of these objects

A. Please show me how to use it?

B. First, you put this metal container in the bottom of the tub. Then you fill it with an ice cream mixture. Next, you put the lid on the container and fill the rest of the tub with ice and salt. After that, you turn this handle...

Part Two:What else do I need?

1.Discussing needs and requirements:

You are going on a picnic and you and your family need things, you will make a discussion about the important of these things, as in the following conversation:

A. Do I need to bring anything?

B. Yes, you need a hat. Or (No, not really)

A. What else do I need?

B. You might also need some insect repellent. Or That's it.

2.Asking for clarification

You are invited for a picnic and want to ask about things that you should take them then ask your friend to give you a clarification that you take this thing, follow the steps:

A. What do I need insect repellent for?

B. It's to keep mosquitos and other insects away.

A. What is the esky for?

B .It's for keeping drinks cool.

A. Why do we need a fire extinguisher?

B. Just in case!

3. Talking about consequences:

In this case, you are asking why you need this thing? You want a reason :

A. Why do I need a hat?

B. If you don't wear a hat, you'll get sunburned.

NB. Students use the above steps to make a conversation they should start and finish a conversation according to the situation of the conversation in the textbook, but here I give the main steps that should be followed according to the situation.

Chapter Eight: Part One/ We'd like to book a hotel

1.Asking about types of hotel

You want to book a hotel and asking a travel agent about the kinds of hotel, follow the steps:

A. We'd like to book a hotel in Tioman, please.

B. Are you interested in a hotel or a package?

A. Well, a package would be better.

B. Take a look at this brochure.

A.This looks perfect.

2. Asking for details

In this step, we should ask about the following things:

Location, types of rooms, facilities, price, tours and meals.

A. Where is the spa Resort Hotel?

B. It's on the beach or it's near the center .

A. Dose it have a swimming Pool?

B. Yes, it dose or NO it doesn't .

A. What types of rooms does it have?

B. It has double rooms or single.

3. Making a reservation

A. I'de like to reserve a double room at the Spa Resort Hotel, please

B. Certainly, for what dates?

A. From September 23 – 30

B. Could I have your name?

A. yes, my last name is Park. P-a-r-k

Part Two/ We'd like to check in, please.

1. Checking in

A. I'd like to check in, please

B. Do you have a reservation?

A. Yes, the last name is Park

B. Here it is. Could you sign here, please

2. Making requests

Here, you are asking about the types of rooms.

A. Do you have a room with an ocean view?

B. Yes, certainly. You can have room 438.

A. Could I have a non – smoking room?

B. I'm sorry. Those rooms are all taken.

3. Asking about hotel services

A. Can I help you?

B. Could you tell me what time the restaurant opens for breakfast?

A. Yes, of course. Breakfast is served in the restaurant from 7.30 A.M. to 10 A.M.

B. Thank you very much.

Chapter Nine/ Part One- If you like shopping...

1. Getting information

You are at a strange country and you want details about specific place, you'll ask someone to get information, follow the steps:

A. I need some ideas for things to do in Hong Kong.

B. What are you interested in seeing?

A. First, I want to see the famous sights.

B. You shouldn't miss Victoria Peak. You can get fantastic views from there. Then you can go shopping.

2. Discussing possible activities

In this conversation, you want to know details about the markets.

A. What is there to do?

B. If you like shopping, there are lots of street markets.

A. That's a good idea. Or, I'm not really interested in that. What else is there to do?

Part Two/ How do I get there?

1. Asking about public transportation

Here, you want to go to another place and want to know the best means of transportation to arrive to that place.

A. Excuse me. What is the best way to get to Waterfront Park from here? Can I take a bus?

B. Actually, it's best to take a taxi from here.

2. Talking about tours

A. What does the city tour include?

B. It's a guided bus tour of the entire city.

A. How much is it?

B. It's 10.00\$ per person for a one hour tour.

A. Is lunch provided?

B. Yes, it is.

Unit Ten/ Part One – Who's that woman?

1. Asking who someone is?

When we see a person for the first time, we ask to get details and information about this person by following the steps:

A. Who's that woman?

B. Which one?

A. The one in the purple sweater.

B. I have no idea.

In this conversation, the speaker can give details about the unknown person like his/her work or qualifications of this person.

2. Identifying someone

A. Is Matt (he) the one whose brother drives the red sports car?

B. Yes, that's right.

A. Is he the one whose cousin sings in a rock band?

B. No, his cousin plays the guitar.

Part Two/ What's she like?

1. Asking what someone is like

Here in this conversation, you are giving your opinion about the positive and negative qualities of the person, as in the following steps:

A. What's he/she like?

B. He's really funny, or boring.

2. Discussing qualities

A. What makes her so great?

B. She's funny. If someone's funny, you pay more attention.

Here, the speaker is talking about the qualities (positive or negative) then discussing them.

Unit Eleven/ Part One – Have you ever tried it?

1. Discussing experiences (1)

This conversation is talking about if you have an idea or experience about specific sports equipment.

A. Have you ever tried snowboarding?

B. No, I've never done it. Have you?

A. Yes, I have.

B. When?

A. I tried it last year.

2. Discussing experiences (2)

Here, when the speaker appears that he has an idea about this thing, you will ask him when he did it, as in the following steps:

A. When was the last time you went mountain climbing?

B. The last time was in the Spring. I fell and hurt my leg.

3. Discussing experiences (3)

Here asking about his opinion about how was that thing whether it was interesting, terrifying, etc.

A. What was it like?

B. I was terrified at first. Or really scared.

Part Two/ I'll never forget the time I ...

1. Telling a story

You are talking to your friend about a specific an accident that happened with you for a long time.

A. Did I tell you about the time I found 150\$?

B. No, what happened?

A. I was taking the train to my judo class, when I saw a wallet on the seat next to me.

B. What did you do?

A. I gave it to a police officer when I got off.

2. Responding to someone's story

Here, your partner will respond to your experience by the following steps:

A. I turned the wallet in to the police.

B. Good for you. That was really honest of you.

Unit Twelve/ Part One – What did you think of it?

1. Asking and giving opinions

A. What did you think of the movie?

B. I thought it was great.

Here, you ask your partner his opinion about a movie, a game, a Tv show, etc.

2. Agreeing and disagreeing with opinions

Here, you may agree or disagree with your partner's opinion:

A. I loved it.

B. So I did.

OR,

A. I didn't like it at all

B. Neither did I.

3. Giving reasons

Here, if you disagree with your partner, you should give a reason or a clarification for your disagreement:

A. What didn't you like about it?

B. It was too violent.

Part Two/ If you ask me...

1. Asking and giving opinions

Here, your partner wants to know your opinion about a specific type of films, follow the steps:

A. What do you think about violence in movies?

B. Well, if you ask me, I think it's a problem. Kids grow up thinking that it's OK to hurt people.

A. I think so, too

2. Agreeing and adding a reason

Here your partner agrees with you but gives a reason:

A. Personally, I think romantic movies with happy endings are silly. They give people unrealistic expectations.

B. That's true. They're so superficial. They don't deal with real life issues at all.

3. Seeing the other side

Here you will see the opinion of the other side:

A. I think romantic movies with happy endings are silly. They give people unrealistic expectations.

B. That's true, but at least they don't encourage people to commit crimes and kill each other.

A. Oh come on! Everyone knows they're not real.

Good Luck