

## 5. conferences and visits

### Reading a conference in Istanbul

1.

- a) An invitation
- b) A programme of event
- c) An itinerary
- d) An informal email

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2. read study skill

- a) an invitation- to invite someone to something
- b) a programme of event- to show what is happening and when
- c) an itinerary- to give travel information
- d) an informal email- to contact a friend or get information

- a) an invitation- a speaker at a conference
- b) a programme of event- a speaker at a conference
- c) an itinerary- a passenger
- d) an informal email- a friend

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3.

- **The programme**  
Istanbul city hotel  
Teachers of English language and literature  
5<sup>th</sup> October- 8<sup>th</sup> October  
14.00  
20.00
- **The people**  
Dr laura khuffash

Dr John Bryan  
Dr meral Soyer  
Nancy  
Laura (dr LauraKuffash)

- **Dr Kuffash**  
11.00  
15.40  
Birzeit University  
Visiting the Blue Mosque

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4.

1. sightseeing
2. plenary (session)
3. venue
4. exhibition
5. familiar face
6. criticism
7. look forward to
8. chair
9. lecturer
10. farewell

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5.

- a) A novel
- b) A history textbook
- c) A poem
- d) A note
- e) A medical textbook
- f) A student essay

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6.

Novel-literary

A history textbook –academic/formal

A poem-literary

A note-informal

A medical textbook-medical/formal

A student essay- academic/formal

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### Writing invitations

1.

a-is informal

b-is formal

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2.

1. I have great pleasure in accepting your kind invitation
2. Please find attached
3. It would be greatly appreciated if you could send me
4. I look forward to meeting you
5. Yours sincerely

.....

3.

1. e, f
2. a
3. d
4. c
5. e, f
6. b

.....

4. تدريب للطلاب

.....

5. تدريب للطلاب

.....

6.

Dear (.....)

I am writing to inform you that your visit to (name of town) has now been organized. Please find attached a detailed programme of your activities and details of your accommodation. As you will see, we have included a visit to the National Museum and Zoological Park. Please feel free to suggest changes if you wish to do so.

I very much look forward to meeting you, and to welcoming you to our town.

Yours sincerely

(Name)

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### Vocabulary development

1.

- Invitation-noun
- International- adjective
- Forget-verb
- Renewable-adjective
- Criticism-noun
- Really-adverb
- Enjoy-verb
- Greatly-adverb

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2.

<b>verb</b>	<b>noun</b>	<b>adjective</b>	<b>Adverb</b>
think	thought	Thoughtful thoughtless	Thoughtfully Thoughtlessly
hope	hope	Hopeful hopeless	Hopefully Hopelessly
pain	pain	Painful painless	Painfully Painlessly
please	pleasure	Pleasing pleased	.....
criticize	criticism	critical	critically

.....

3.

1. B
2. E
3. D
4. G
5. C
6. I
7. J
8. H
9. A
10. f

.....

4.

1. Transform

2. Microphone
3. Bilingual
4. Antiseptic
5. submarine
6. Review
7. Autobiography
8. Postgraduate
9. Multimedia
10. misprint

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### **Review**

#### **1.**

1. a) a formal letter  
b) a job advertisement (newspaper/internet)  
c) an official notice
2. a) a student  
b) the organization/school looking for an employee  
c) the head of department at a school or university
3. a) dr. Stone/ the person in charge of the bursary  
b) an Arabic speaking student  
c) all chemistry students taking the exam

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#### **2.**

Dear Mrs Bateman

Thank you for your letter. I have great pleasure in accepting your invitations to the exhibition. It would be greatly appreciated if you could send me some information about

transport between the airport and the exhibition hall. I have written a brief biography as requested. Please see attachment.

I look forward to meeting you soon.

Yours sincerely,

Frank baker

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3.

1. Currently
2. Lecturer
3. Development
4. Particularly
5. Interested
6. Novelist

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