16 To be precise

Being concise

1 Compare these two emails. Which one:

1 sounds the most professional?
2 took longer to read and write?
3 is clearer?
4 sounds more friendly?
5 would you prefer to write or receive? (Why?)

Hi everyone,

Well, here we go again! The November field kick-off meeting is quickly approaching and it looks like we have another great programme. I'm attaching a draft schedule for you to have a look at.

Even though we've all worked on these events before, I'd like to get everyone involved together to go over the list of participants and the schedule.

I've checked everyone's diaries and the best date looks like next Wednesday, 18 March, from 12.30 to 1.30 p.m.

Please let me know if you can come and I'll order sandwiches.

Looking forward to working with you all on another successful event.

Cheers,

Eliane

I'm attaching a draft schedule for the November field kick-off meeting. There will be a meeting for everyone involved on Wednesday 18 March, 12.30-1.30 pm. Please confirm you can attend.

Eliane

2 Read another email. Can you delete words to reduce its length and still maintain a warm professional tone?

Hi Yoko

I've just opened my mail! Thanks very much for sending me the specifications.

I don't know if it's possible, but it would be great to discuss the schedule when you're over in the UK later this month. Would you like to come to our main office in Leighton Buzzard on Friday 21st to talk about it?

It would also be good to have a preliminary discussion on the phone if you're not too busy. Is there a convenient time for me to call you later this week? I'm free most days so please suggest a time that works for you.

With very best wishes

Stephen

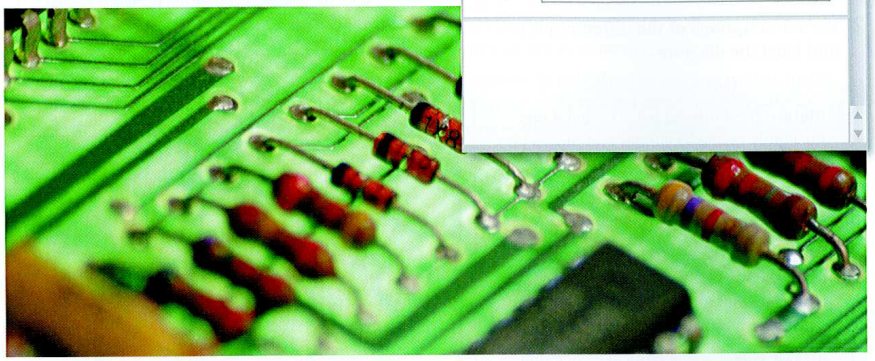
3 Work in pairs or groups and compare your answers. Did you delete the same words?

4 Avoiding repetition is important for clarity. What words should be deleted from these sentences?

1 Please send us your flight details and please send us your hotel details.
2 Any information you can provide or give us would be appreciated.
3 I'll arrange a tour of our facilities, factory, and offices so you can see what we do.
4 We'd like to discuss and talk about the specifications with you.
5 I'm attaching some numbers and figures for the project in the attached file.
6 Don't hesitate to let me know if there's anything else I can do, and please tell me if I can help in any way.

5 (29) Two people are discussing an email they need to write about printed circuit boards. Listen. Make notes on what they want to say. Then work with a partner to write the email.

To: john.warner@hjb-equip.net
Cc:
Subject:



Text abbreviations

1 Some people use text message abbreviations in their emails so they can be really brief. Match these abbreviations to their meanings.

1 4	a today
2 U	b excellent
3 R	c for
4 2DAY	d you
5 2MORO	e no one
6 XLNT	f are
7 NO1	g tomorrow

2 It's probably a bad idea to use abbreviations like this in case they confuse your readers, but can you work out what they mean? Read this conversation with a partner.

A Happy bday 2 U
B THNQ
A WAN2 celebr8?
B I cant 2nite
A Y not? RUOK?
B Every1 is working L8
A OIC. Is NE1 looking at U?
B No. NO1.
A Get outta there B4 any1 CS U leave
B OK
A GR8 C U L8R

3 Work in pairs or groups. Write a text message to another group using some of the abbreviations. See if they can understand it.

Identifying parts

1 Look at the diagram of a four-stroke engine. What parts can you name?

2 Read descriptions of the different parts and label the diagram.

Piston A cylindrical piece of metal that fits tightly inside a cylinder and moves up and down.

Combustion chamber The part of an engine where fuel is burned.

Spark plug An electrical device on top of the engine that creates a spark which ignites the mixture of air and fuel in the combustion chamber.

Intake valve A mechanical device that controls the flow of air and fuel entering the combustion chamber.

Exhaust valve Another valve which allows exhaust gases to escape.

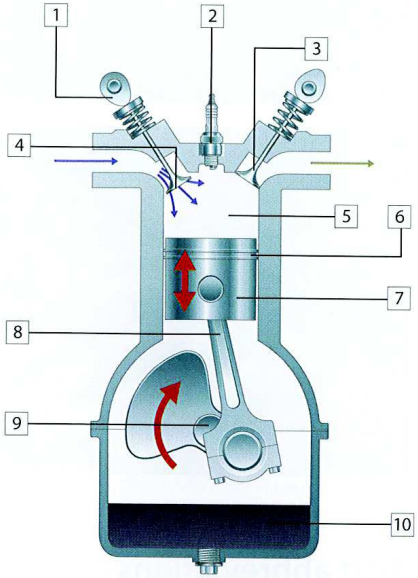
Crankshaft A rod or shaft with arms (called cranks) which stick out at right angles. Pushing the cranks rotates the shaft and converts the engine's power into movement.

Connecting rod The part that attaches the piston to the crankshaft. It rotates at both ends so its angle changes as the piston moves and the crankshaft rotates.

Cam A type of wheel with a bump on one side, used to convert a circular motion into up and down motion.

Sump The lowest part of the engine lubrication system which has a plug for draining off the oil.

Piston rings Sliding seals located between the outer edge of the piston and the inner edge of the cylinder which prevent the fuel-air mixture and exhaust from leaking into the sump. They also prevent oil in the sump from leaking into the combustion chamber.



3 Look at the descriptions again. What were the key words and phrases that helped you to identify the parts?

Identifying parts

There are many ways to identify parts and devices. Here are some important ones:

The class they belong to	*a device, a part, a type of wheel, a piece of metal*
Adjectives	*long, rotating, electrical, mechanical, cylindrical, sliding*
Components or features	*has a plug, with a bump on one side*
Locations or connections	*is located between, connects, attaches, fits tightly inside*
What things do	*creates, moves up and down, rotates, allows, prevents*
Purpose	*for draining off the oil, used to convert circular motion into up and down motion*

4 Work with a partner. Read some more descriptions. Identify and label the correct part or device below.

Nozzle A narrow part that's attached to the end of a pipe or tube that's used to direct a stream of liquid, air, or gas passing through.

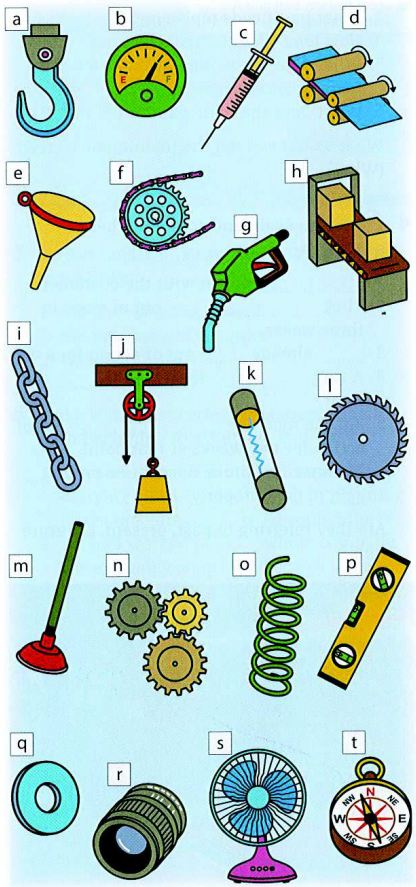
Compass An instrument with a needle that always points to the north.

Hook A curved piece of metal or plastic for catching things or hanging things on.

Plunger A flexible rubber cup that has a handle.

Sprocket A wheel with a row of teeth around the edge that connect with the holes of a chain or holes in film in order to turn it.

Washer A small flat ring made of rubber, metal, or plastic that is placed under a nut. It reduces wear from friction between two surfaces.



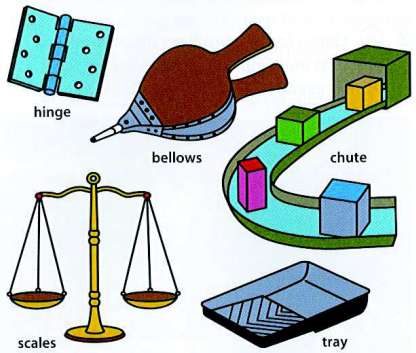
5 Use words from the list to label the other parts and devices in **4**.

gears	chain	conveyor belt	spirit level
syringe	fuse	rollers	lens
pulley	spring	funnel	blade
fan	gauge		

6 Work with a partner and check your answers.

1 **A** turns to file 21 on page 96 and reads descriptions of parts and devices. **B** listens and identifies the correct picture.
2 **B** turns to file 5 on page 89 and reads descriptions of parts and devices. **A** listens and identifies the correct picture.

7 Work with a partner. Write similar descriptions for these devices.



Read your descriptions to the class. Which were the clearest? (Why?)