Academic Skills
Students’ Booklet

Instructor’s Name

Day - Period – Room No.

Student No.

Year - Class Number

Student’s Name
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Appendix 1: An Introduction to Note-taking and Lectures

Appendix 2: Abbreviations and Note-taking Symbols

Development of the Academic Skills course was begun in 1998 by Gregory Strong and Jennifer Whittle, with the assistance of Erica Aso, James Ellis, Luther Link, Wayne Pounds, Peter Robinson and Donald Smith, and contributions from teachers in the IE program. The curriculum development was supported by the English Department’s chairpersons Minoji Akimoto and Osamu Nemoto. Midterm and Final Tests were piloted by Vivien Cohen, Patricia Hilson, Simon Himbury, and Richard Kringle. Marlene Ernst contributed the unit on World Englishes. Special thanks to Vivien Cohen and Patricia Hilson for their many suggestions for improvements to the program. The efforts of Naoko Sugimoto, Yuki Yoshimura and Joseph Dias are also acknowledged in preparing the transcript and booklets.

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1. The Mirror Images

By Professor Don Smith

I. Pre-listening:
For homework read the text and then answer the following questions. Finally complete the vocabulary exercise. You will be quizzed on the material next week.

Japan and the United States

The culture of a country is an integral part of its society, whether it is a remote Indian Village in Brazil or a highly industrialized city in Western Europe. Basically, culture is reflected in a country's language, literature, art, music, and dance. Japan and the United States are two highly industrialized nations in the world. Although their cultures have a few similarities there are greater differences between these nations of the East and West.

First of all, Japan and the United States have several similarities. Both Japan and the United States have made a mutually enriching exchange of cuisine. There are Japanese restaurants in America, where diners can enjoy food like sashimi, tempura (fried vegetables and prawns), and noodles. Similarly, Japanese enjoy American fast foods like McDonald's hamburgers and French fries, Kentucky fried chicken, and Mrs. Fields' cookies.

Despite these similarities, the United States and Japan have some very significant differences. One important difference is the people. Japan is a homogeneous society of one nationality and a few underrepresented minority groups like Chinese and Koreans. As a result, all areas of government and society are controlled by the Japanese majority. In contrast, although the United States is a country with European roots, its liberal immigration policy has resulted in its becoming a heterogeneous society of many nationalities -- Europeans, Africans, Asians and Hispanics. They are represented in all facets of American society, including business and politics.

Another difference is in the two countries' use of transportation. Japan and the States have modern transportation systems which use the latest technology. However, the means of transportation used by the masses in Japan is different from that used by
the masses in the United States. The majority of Japanese use an efficient network of public transportation for pleasure and for commuting from the outlying areas to the cities or from city to city. Thus the train and subway systems are extremely overcrowded during peak hours. By comparison, Americans rely less on public transportation and prefer instead to drive their own cars or ride in carpools. Although the average Japanese family owns one car, the typical American family owns two cars or more, depending on the number of children of legal driving age. Finally, a common sight in Japanese cities is neatly dressed women on motorized scooters riding on busy streets to do their shopping. Bicycles are also a very popular form of daily transportation. In contrast, Americans usually do their errands by car and ride their bikes mostly for exercise or pleasure.

The final and most important difference is that in modern Japan, traditional customs are still largely observed. In fact, surprisingly many young people still prefer an arranged marriage, in which a couple meet through the combined efforts of parents and friends of relatives. By comparison, young American people seek their own marriage partners. In addition, married Japanese couples have more clearly defined roles than their American counterparts. A Japanese wife has greater control over the household and family decisions than an American wife. For example, a Japanese wife decides on the family's residence, major expenditures and the children's schools. The strong role of a Japanese wife is understandable since the husband, as primary breadwinner, is a very busy man. His loyalty is first to his workplace, and he must devout all of his energy and waking time to his career or job. Thus, he may not arrive home until late at night, so his wife must discipline the children and make important decisions to keep the household running smoothly. On the other hand, an American couple, who more or less maintain a 50/50 relationship, generally have a more democratic approach and make decisions together.

It is clear that although there are some important similarities between Japan and the United States, there are significant differences as well. The extent to which Japan has accepted some aspects of Western culture reveals the country's desire to absorb new customs. Indeed, the cultural exchanges of Japan and the United States have benefited both nations dramatically and will continue to do so in the future.

**Filling in this chart as you read will help you answer the subsequent questions.**

<table>
<thead>
<tr>
<th>(Note the differences.)</th>
<th>Japan</th>
<th>United States</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transport</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Make up of Society</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marriage &amp; Married Life</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. List two similarities between Japanese culture and American culture that are mentioned in the text.

2. List three differences between Japanese culture and American culture that are mentioned in the text.

3. Write a definition for each of these words. Use them in a sentence.

<table>
<thead>
<tr>
<th>Integral</th>
<th>Liberal</th>
<th>Observed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remote</td>
<td>Heterogeneous</td>
<td>Expenditures</td>
</tr>
<tr>
<td>Mutually</td>
<td>Facets</td>
<td>Discipline</td>
</tr>
<tr>
<td>Cuisine</td>
<td>Masses</td>
<td></td>
</tr>
<tr>
<td>Homogeneous</td>
<td>Carpoools</td>
<td></td>
</tr>
</tbody>
</table>
First Section

II. Dictation

Listen to the first section several times and write down the missing sentences.

Hi, I’m Don Smith

_______________________________________________________

_______________________________________________________

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But first of all, let’s talk about just the idea of mirror images.

III. Note taking

1. Look at the second section written below.

“When you look in a mirror, what do you see? What you see is, of course, the same, like if you’re standing in front of the mirror, you see yourself. There’s only one difference and that is that if you raise your right hand, in the mirror, it’s on the left, and if you raise your left hand, in the mirror, it’s on the right. Everything is reversed. If the mirror is flat and smooth, not bent or broken or anything, and then, everything is perfectly reversed, that is everything’s in order; it’s not all mixed up, fortunately. If you look in wavy water or something, then the image is all shattered and perhaps your…you may be distorted, you might just have one eye, or two mouths or something like that. But usually a mirror image is a perfect reversal of what you have. Well that’s what happens between Japanese and English and between Japanese culture and Western culture a great deal.”

a. First, cross out all words that are not the main words of a sentence (e.g., determiners, such as “the,” and conjunctions, such as “and”)

- Next, cross out any words or phrases that are repeated.

- Then, cross out any sentences that do not contain main ideas.

- Finally, reduce this paragraph to 2 sentences.

(Thanks to Simon Himbury for this activity)
b. Now listen to the second section and write down what you think are the most important points. Then, compare them with those of your partner.

2. Listen to sections 3 to 9 one at a time. What cultural examples of mirror images are given? The first one has been done for you.
   a. hand gestures
   b. ______________________
   c. ______________________
   d. ______________________
   e. ______________________
   f. ______________________
   g. ______________________

3. Now, explain to another member of the class how each of these has been reversed.

4. Listen to sections 10 to 12 one at a time. What linguistic examples of mirror images are given? The first one has been done for you.
   a. prepositions in English become post-positions in Japanese.
      e.g., "to the store" becomes "mise e"
   b. _____________________________________________________________
   c. e.g., ________________________________________________________
   d. _____________________________________________________________
   e. e.g., ________________________________________________________
6. Listen to the 13th section. Write down what you think are the important points.

Key words: many elements, subject, verb, translate, situation, word order, particles

7. Listen to the last two sections. What examples of saying "thank you" are provided?
   a. 
   b. 

IV. Vocabulary
1. Match the vocabulary from the video on the left with the appropriate definition on the right. Guess if you are not sure of an answer.

1. ______ syntax  
2. ______ distorted  
3. ______ gesture  
4. ______ tools  
5. ______ plane  
6. ______ framework  
7. ______ bargain  
8. ______ basement  
9. ______ attic  
10. ______ dress up  
11. ______ reversed  

   a. room just below the roof of a house  
   b. a device used to make wood smooth  
   c. word order  
   d. wearing nice clothes  
   e. something used to get a job done  
   f. transformed appearance  
   g. hand movement that conveys meaning  
   h. item with a lower-than-usual price  
   i. room / space below ground floor  
   j. format/ outline  
   k. put in the opposite order or direction
2. Now, use the vocabulary words you did not understand in sentences.
V. Post-listening
1. Can you think of any other mirror images of Western and Japanese cultures?

2. What do you think about linguistic mirror images between Japanese and English? Which language do you feel more comfortable using? Why?

3. What did you learn in Professor Smith's lecture that you didn't already know?

4. Do you agree with the proverb “When in Rome, do as the Romans do?” Does Professor Smith behave in a Japanese way? Think about the examples he gave concerning Valentine's Day, putting out the garbage, and saying "Thank you."
The Mirror Images
2. Hall’s Classification of Cultures

By Professor James Ellis

I. Pre-listening
1. Discussion
   a. How would you define culture?

   b. What are some unique features of Japanese culture?

   c. Is there any other culture that you know about deeply? Tell your group members about it? Refer to the Wikipedia entry on “Culture” to help you find points of comparison <http://en.wikipedia.org/wiki/Culture>.

2. Reading
Prepare the reading and vocabulary sections for homework. You’ll be quizzed on this material next week.

Cultures are extraordinarily complex, much more so than TV sets, automobiles, or possibly even human physiology. So how does one go about learning the underlying structure of culture? Any of the basic cultural systems and subsystems can serve as a focus for observation. These include matters such as material culture, business institutions, marriage and the family, social organization, language, even the military (all armies bear the stamp of their culture), sex (I once knew a man who became fascinated with differences in blue movies), and the law. These activities and many more besides reflect and are reflected in culture…

In Japan, the over-all approach to life, institutions, governments and the law is a high-context one in which one has to know considerably more about what is going on at the covert level than in the West. It is very seldom in Japan that someone will correct you or explain things to you. You are supposed to know and they get quite upset when you don’t. Also, Japanese loyalties are rather concrete and circumscribed. You join a business firm and, in a larger sense, you belong to the Emperor. You owe each a debt that can never be repaid. Once a relationship is formed, loyalty is never questioned. What is more, you have no real identity unless you do belong. This does not mean that
there aren’t differences at all levels between people, ranging from the interpersonal to the national. It is just that differences are expressed and worked out differently. As in all high-context systems, the forms that are used are important. To misuse them is a communication in itself.

Context, in one sense, is just one of many ways of looking at things. Failure to take contexting differences into account, however, can cause problems for Americans living in Japan, and even at times inconvenience the sheltered tourist. High-context cultures, such as Japan, make greater distinctions between insiders and outsiders than low-context ones do. People raised in high-context systems expect more of others than do the participants in low-context systems, such as America. When talking about something that they have on their minds, a high-context individual will expect his interlocutor to know what’s bothering him, so that he doesn’t have to be specific. The result is that he will talk around and around the point, in effect putting all the pieces in place except the crucial one. Placing it properly -- this keystone -- is the role of his interlocutor. To do this for him is an insult and a violation of his individuality.

Also in high-context systems, people in places of authority are personally and truly -- not just in theory -- responsible for the actions of subordinates down to the lowest man. In low-context systems, responsibility is diffused throughout the system and difficult to pin down. Paradoxically, when something happens to a low-context system, everyone runs for cover and “the system” is supposed to protect its members. If a scapegoat is needed, the most plausible low-ranking scapegoat is chosen.

Successful students use multi-color highlighting pens to underline key words and ideas in readings. Using a minimum of five colors, indicate the main definitions, distinctions, and items of evidence in the passage. Hopefully, you will be able to fill in the missing information below by referring to your underlined words and phrases.

**Key Definition**
Cultural systems that can be observed include:

* * * *
* * *
* * *

**Key Distinction**
High-context culture: ___________________________
Low-context culture: __________________________

Japan is a ___-context culture, whereas the U.S. is a ___-context culture.

**Evidence that Japan is a ___-context culture.**

* * * Evidence that the U.S. is a ___-context culture.
* * * * * * * * *
* * * * * * * *
3. Vocabulary
Write definitions of these words, found in the pre-reading, and use each of them in a sentence.

High-context
Institution
Loyalty
Scapegoat
Subordinate

Low-context
Authority
Responsibility
Interlocutor
Plausible

______________________________________________________________________
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II. Note-taking
1. Cloze passage: Listen to the first section of the lecture. Fill in the missing words.

Usually, when we deal with ___________ people, we deal with them as if we were all ___________ of the same culture. However, it’s possible that people from different cultures have different, _____________, ingrained assumptions about the world regarding such important and basic ideas as _____________ relationships, time and personal ___________. And basically this is the ________ of Edward Hall. Edward Hall is an anthropologist who spent a large part of his life studying American ___________; their culture, their language. But he was different from a lot of other _____________ who just study one culture. He was interested rather in the ________ between cultures, how cultures _____________. And basically he believes that cultures can be placed, or ________ rather, on a continuum ranging from what he called ________-context to low-context. I’ll define those terms later on. This talk is going to deal with the two ________ on the ____________: the high-context culture and the low-context culture. So I’m going to look at both of these in today’s ________.
2. a. First, cross out all words that do not contain the main idea of each sentence (for example, “the” and “a”)

b. Next, cross out any words or phrases that are repeated.

c. Then, cross out sentences that do not contain main ideas.

d. Finally, reduce this paragraph to two sentences.

OK, to start with, a high-context culture is a culture in which the context of the message, and all…and you all understand context, context meaning surroundings, the context of the message or the action or an event, carries a large part of its meaning and significance. So what this means is that in a high-context culture, more attention is paid to what’s happening in and around the message or event than to the message itself. So more attention is paid to what’s going on around the words or the event than to the actual event or message. And you’ll get a better of…you’ll get a better idea of what this all means when I give you examples…OK?

3. Now, listen for the 3 subtopics the speaker intends to speak about in his lecture.
4. Listen to the next section and look at the note-taking model below. It contains only a summary of the main ideas of the paragraph. As you listen, fill in the missing information.

Interpersonal relationships in high-context cultures
- Strong dependence on shared or built-in, preprogrammed information concerning a message or event.
  For example: In legal paperwork, people would trust ________________ rather than care about ________________.
  For example: When you __________ money in a high-context culture, they might only say ____________________.

- Also you might find there’s a strong dependence on ________________ rather than ________________.
  In other words, ________________ restrains people more than just ________________.
  For example: In a high-context culture, a person wouldn’t break the law because ____________________.

- Another thing about interpersonal relationships is that there’s a ________________.
  They care more about ________________, and not so much about ________________.
  It could be demonstrated in ____________________.
5. Take notes on the following section.
   **Key words:** personal space (bubble), respect for privacy, body language

6. Summarize the next section in one sentence.

7. What is the attitude toward time in high-context cultures? Explain this with an example.
   **Key words:** polychronic, clock time
8. The speaker will sum up everything he has covered so far in his lecture. As he does so, fill in the blanks. [You may refer to the notes you’ve taken in previous sections, if necessary.]

<table>
<thead>
<tr>
<th>HIGH-CONTEXT CULTURES</th>
<th>LOW-CONTEXT CULTURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition:</td>
<td>Definition:</td>
</tr>
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<td></td>
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<tr>
<td><strong>Interpersonal relationships</strong></td>
<td><strong>Interpersonal relationships</strong></td>
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<tr>
<td>Example:</td>
<td>Example:</td>
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<tr>
<td></td>
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<tr>
<td><strong>Personal space</strong></td>
<td><strong>Personal space</strong></td>
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<td>Example:</td>
<td>Example:</td>
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<td></td>
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<tr>
<td><strong>Time</strong></td>
<td><strong>Time</strong></td>
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<tr>
<td>Example:</td>
<td>Example:</td>
</tr>
<tr>
<td>Hall’s Classification of Cultures</td>
<td></td>
</tr>
</tbody>
</table>

8. a. Listen to the ninth paragraph WITHOUT looking at the video screen and write down the twelve nationalities you hear.
b. Please place the twelve nationalities on this continuum.

Extreme low-context cultures

Extreme high-context cultures

c. Now, watch this section again and check your answers.
10. Cloze: Listen to the final section of this lecture. Fill in the missing information.

So, basically, what all this is about is that Hall _________ that people need to be aware of their different assumptions about _________. And Hall also believes that this has all kinds of relevance no matter what you’re doing. If you’re in business _____________, if you’re in _________, interpersonal relations, if you’re just dealing with people from different cultures in any way, its going to _________ every part of your life because these assumptions that we make are so _________ that we don’t think about them. We _____________ assume that everyone thinks the same way about time, place, personal relationships in the same way. But Hall says these things are so _________, they are actually very different, that we unconsciously learn these things. These things are based on culture. And Hall basically says that we think of…as mind…what we think of as mind, is really _________ culture. He’s of the belief that _________ is basically your culture, your culture’s _________. OK, and he stresses the fact that in any multicultural situation these assumptions need to be taken into account for successful _________.

III. True or False: If false, correct the sentence.

1. T / F Different cultures have similar ideas regarding interpersonal relationships, time, and personal space.

__________________________________________________________________________

2. T / F Edward Hall was interested in differences between cultures.

__________________________________________________________________________

3. T / F A high-context culture is a culture in which the message is given more attention than its context.

__________________________________________________________________________
Hall’s Classification of Cultures

4. T / F In a high-context culture, more attention is paid to what’s happening in and around the message.

5. T / F In a high-context culture, people prefer to have details written down rather than trust someone’s word.

6. T / F In a high-context culture, focus is placed on one’s personal networks.

7. T / F A high-context culture places emphasis on individuality.

8. T / F A high-context culture has less respect for the personal space bubble.

9. T / F High-context cultures pay little attention to clock time.

10. T / F In a low-context culture the context of the message carries a large part of its meaning.

11. T / F A low-context culture places more emphasis on group identification.

12. T / F In a low-context culture, the concept of privacy is very important.

13. T / F A monochronic sense of time means that there’s one standard of time for everything.

14. T / F The Japanese culture is a high-context culture.
IV. Multiple Choice

1. Edward Hall is
   a. an engineer
   b. a biologist
   c. an anthropologist
   d. a sociologist

2. In a high-context culture there is a strong dependence on
   a. legal restriction
   b. bureaucratic restrictions
   c. academic restrictions
   d. social restrictions

3. Who takes responsibility in a high-context culture company if something goes wrong?
   a. the head of the organization
   b. the individual who caused the problem
   c. the department
   d. the entire society

4. If someone from a low-context culture is jostled in a crowd or touched inadvertently, they would
   a. not worry about it
   b. feel their personal space had been violated
   c. hit the violator(s)
   d. behave rudely in return

5. A polychronic attitude towards time means
   a. there is no set standard of time
   b. that people, things, and events have their own time
   c. punctuality isn’t emphasized
   d. all of the above

6. In a low-context culture
   a. people stand close to each other when talking
   b. there’s a respect and a desire for privacy
   c. people pay close attention to body language
   d. time is considered relative
V. Vocabulary

1. Vocabulary Context

1. The work ethic was deeply ingrained in him.
2. The result of the experiment shook the basic assumptions of his theory.
3. He was quite unconscious of having offended them.
4. The results of the experiments showed striking differences between the experimental group and the control group.
5. All cultures fall somewhere along a continuum between those two extremes.
6. He shouldered the blame for everyone.
7. There was a network of people who worked together.
8. In some societies, what the group thinks restrains people.
9. People feel violated when they get too physically close to one another.
10. People are calling for reforms in our prison system.
11. Class structure is very rigid in some countries.
12. Two countries are linked by bonds of friendship.
13. In low-context cultures, the message, event, or action is seen as a separate entity.
14. The treaty was the result of long negotiations.
15. In some cultures, time is considered a commodity.
16. No one would take responsibility for the error. They all just passed the buck.

2. Match the vocabulary from the video with the appropriate answer on the left. Guess if you are not sure of an answer.

1. _____ ingrained  a. discussion leading to compromise
2. _____ assumption  b. line with extremes at each end
3. _____ unconscious  c. internalized
4. _____ striking  d. restrict/ hold back
5. _____ continuum  e. web
6. _____ to shoulder the blame  f. changes/ improvements
7. _____ network  g. item
8. _____ restrain  h. unaware
9. _____ to feel violated  i. feel attacked
10. _____ reforms  j. avoid taking responsibility
11. _____ rigid  k. noticeable/ remarkable
12. _____ bonds  l. firm/ strict/ unyielding
13. _____ entity  m. accept responsibility
14. _____ negotiation  n. connections
15. _____ commodity  o. goods
16. _____ to pass the buck  p. something taken for granted w/o proof
3. Write down any words you didn’t know. Use each word in a new sentence.
VI. Outlining the lecture [Can be done for homework as a review exercise.]
Read the following sentences and underline key words. Then, listen to the lecture again and order the sentences as they occur in the lecture. Check your answers with a partner.

_____ In a high-context culture there is a “polychronic” attitude towards time, which means people, things, and events have their own time.

_____ In a low-context culture there is a “monochronic” sense of time, which means one standard time.

_____ Hall stressed that people need to be aware of the different unconscious assumptions about reality that are based on culture.

_____ A high-context culture is a culture where the context of the message carries a large part of its meaning.

_____ According to Hall’s classification of cultures, Swiss-Germans come at the low end of the continuum. The Greeks, Arabs and the Japanese are classified as high-context cultures.

_____ In a low-context culture people pay more attention to the event than the context which surrounds the event.

_____ Edward Hall is an anthropologist, who studies American Indians. He believes that cultures can be placed on a continuum ranging from low-context cultures to high-context cultures.

_____ In a high-context culture there is a greater dependency on group thinking and less respect for privacy and personal space.

_____ There is more emphasis on individuality and the concept of privacy is very important in low-context cultures.

_____ There is a strong dependence on shared information in a high-context culture as well as strong feelings of responsibility for the group.
VII. Post-listening

1. Write a summary of the talk you have just heard. Include facts about…
   * high- and low-context cultures
   * interpersonal relationships
   * personal space
   * time

2. When lecturers move from one topic to another, verbal and non-verbal cues may be used (for example, they might say “Moving to the next…” or they may make a relatively long pause). List ones that appear in this lecture.

3. Discussion
   a. Can you think of any serious international or racial problems caused by differences between cultures? What do you think we can do to prevent them?

   b. Look at the speaker’s examples of interpersonal relationships, personal space and time. Which of them do you think apply to Japanese culture and which of them don’t? Please justify your answers using your personal examples.
What’s Special about Shakespeare?

3. What’s Special about Shakespeare?
   By Professor Luther Link

I. Pre-listening
1. Discussion:
What do you already know about Shakespeare? Discuss with your partner and write down three items. Be prepared to share your ideas with the class.
   a. 

   b. 

   c. 

2. Web Exploration:
Those students who don’t know anything at all about Shakespeare can go to the website “A Shakespeare Timeline” to read about his life…
<http://shakespeare.palomar.edu/timeline/timeline.htm>. An interactive quiz “A Shakespeare Biography Quiz” can be completed after exploring the site.

3. Reading:
For homework read the text then answer the following questions. Finally, complete the vocabulary exercise. You will be quizzed on the material next week.

   Text adapted from Shakespearean Criticism, Oxford University Press.

   William Shakespeare (1564-1616) was a dramatist, a man of the theatre, and a poet. His birth is traditionally celebrated on 23 April, which is also the date of his death. He was the eldest son of John Shakespeare who played an important part in local affairs, becoming bailiff and justice of the peace in 1568. John married Mary Arden in 1557. Of their eight children, four sons and one daughter survived childhood. William Shakespeare’s writings indicate he probably attended a local grammar school, although all records are lost. On 28 November a bond was issued permitting him to marry Anne Hathaway of Shottery, a village close to Stratford. She was eight years
older than William. (She died seven years after he did). They had a daughter, Susanna, and twins, Hamnet and Judith. The boy, Hamnet, died quite young. We do not know how Shakespeare was employed in his early years, but he may have been a schoolmaster. It has also been suggested that he spent some time as a member of a great household, and that he was a soldier.

Nothing is known of Shakespeare’s beginnings as a writer, neither when nor how he entered the theatre. We do know, however, that he became a leading member of Lord Chamberlain’s Men around 1594. With them he worked and grew prosperous for the rest of his career as they developed into London’s leading theatre company, occupying the Globe Theatre from 1599. He is the only prominent playwright of his time to have had so stable a relationship with a single theatre company. Although the city of London was generally negative towards the theatre in Shakespeare’s day, many of the nobility supported the productions and were friends of the actors.

Probably Shakespeare began to write for the stage in the late 1580’s and continued to do so for more than twenty years. Henry VI and its sequel Richard III are among his early works. His earliest comedies include The Two Gentlemen of Verona, and The Taming of the Shrew. A Midsummer Night’s Dream and The Merchant of Venice were printed in 1600. Shortly before this, Romeo and Juliet, a tragedy with comic parts, was written. Around the turn of the century, Shakespeare turned again to tragedy. Julius Caesar was performed in London in 1599 and Hamlet, perhaps Shakespeare’s most successful play, was performed a year or two later. This was followed by King Lear (1605), Macbeth (1606) and Coriolanus (1607-9).

The scripts of Shakespeare’s plays have been translated into innumerable languages and have inspired poets, novelists, dramatists, painters, composers, film-makers and other artists at all levels of creative activity. They have formed the basis for the English theatrical tradition, and they continue to be performed in a variety of ways on the world’s stages.

a. Draw Shakespeare’s family tree.

b. What were some of the important events and dates in Shakespeare’s life?
4. Vocabulary

Write a definition for each of these words. Use them in sentences.

Dramatist
(Marriage) bond
Schoolmaster
Leading
Prosperous
Prominent

Playwright
Comedy
Tragedy
Innumerable
Inspired
Novelist

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
What’s Special about Shakespeare?

II. Listening
1. Listen to the first part of the introduction about Shakespeare and fill in the blanks.

Hello, I’m going to (uh) talk about what’s ____________ about Shakespeare and why I find Shakespeare ____________. We have only one picture of Shakespeare. Only one. And if you look at that picture you will see the face of a _____________ uninteresting man. Or I should say the face itself is uninteresting. Um, it looks _____________, there’s nothing dynamic, there’s nothing original, there’s nothing that really ________________ your attention when you look at the only picture we have of Shakespeare. And not only is the face not _____________ interesting, but from what we know about Shakespeare he was not a very interesting person. He was extremely _____________ conscious. He was a good moneymaker. He began as an actor and then he became a _____________ in his acting company. He had a very good _____________ as a playwright but it wasn’t exceptional. Nobody thought that Shakespeare was far ________________ to the other playwrights of his time.

2. Listen to the second section and write down words or phrases that describe Shakespeare.
3. Listen to the third section. What are four features that make Shakespeare’s work great?

a.

b.

c.

d.

4. What is the main point of the fourth section? What does “right-wing” mean? What does “left-wing” mean?
5. Listen to the rest of the lecture and take notes about what makes Shakespeare’s plays special.

a. Pericles
A terrible childbed hast thou had, my dear
No light, no fire: th’ unfriendly elements
Forgot thee utterly, nor have I time
To give thee hallow’d to thy grave, but straight
Must cast thee, scarcely coffined, in the ooze;
Where, for a monument upon thy bones
An ’ere remaining lamps the belching whale
And humming water must overwhelm thy corpse,
Lying with simple shells…
Lying with simple shells… (III, 1, 56-64)

b. Romeo and Juliet

c. The Merchant of Venice

d. The Tempest
III. Summarize the main idea of this lecture in three or four sentences.

IV. Multiple choice /True and False
Choose the correct answer. In the case of True and False questions, write down the correct answer if the statement is False.

1. Shakespeare was the only playwright of his time who
   a. went to prison.
   b. didn’t go to prison.
   c. got in trouble with the police.
   d. wasn't careful.

2. What kind of person was Shakespeare?
   a. Dynamic.
   b. Unreliable.
   c. Mysterious.
   d. Conservative.

3. What is one of the distinctive features included in Shakespeare's works?
   a. A wide range of social classes.
   b. A wide range of middle classes.
   c. A wide range of lower classes.
   d. A wide range of upper classes.

4. When characters in Shakespeare's plays speak, the reader sees the world through
   a. the eyes of a teacher.
   b. his/her own eyes.
   c. the eyes of the character.
   d. the eyes of Shakespeare.
5. Both T. S. Eliot and Bertolt Brecht found the play *Coriolanus* to be
   a. reserved.
   b. Marxist.
   c. fascinating.
   d. boring.

PERICLES
6. Pericles' daughter Marina had to work
   a. in a house of prostitution.
   b. in an institution.
   c. in a hospital.
   d. as a lecturer.

7. T / F The worlds of Marina and Boult are quite similar.

ROMEO AND JULIET
8. T / F Juliet is far more mature than Romeo when the play begins.

9. T / F No one knows that Juliet is already married.

10. T / F Juliet gets support from the Nurse.

11. T / F The line "Thou hast comforted me marvelous much" is ironic and sarcastic.
THE MERCHANT OF VENICE

12. T / F  The character Shylock brings up problems everyone can answer.

13. How does Shylock want to be paid by the merchant?
   a. With cash.
   b. With one pound of gold.
   c. With one pound of the merchant's flesh.
   d. With livestock (cows, chickens, pigs, etc).

14. In Shylock's speech, he shows the ____ of the people around him.
   a. stupidity
   b. hypocrisy
   c. lunacy
   d. complacency

15. T / F  Shylock compares his request for repayment to the ownership of slaves.

THE TEMPEST

16. T / F  *The Tempest* is probably the only play for which Shakespeare didn't write the story.

17. T / F  Prospero was betrayed by his mother.

18. T / F  Prospero and his daughter Miranda are put on a small boat and arrive on a small island.

19. T / F  Prospero's four words to Miranda; “Tis new to thee” means that Miranda doesn't understand the evil in the world.
20. No matter how wonderful something is in Shakespeare's works, there is
   a. never any doubt.
   b. always another point of view.
   c. just one point of view.
   d. always something new.

V. Vocabulary
From the context clues, try to guess the meaning of the words in italics.
1. “This sauce tastes quite bland, maybe you should add some more spices.”
   a. unusual
   b. plain

2. Susan bought part of her friend's business and became a shareholder.
   a. owner of stock
   b. manager

3. Mr. Baines was an exceptionally fine person to work for. His reputation was known
   throughout the company.
   a. distinction
   b. religion

4. There is a wide scope of coverage in the professor’s lecture.
   a. rivalry
   b. range

5. It was quite ironic that Michael studied so hard to become a lawyer and now he's in
   prison for robbery.
   a. tragic
   b. contradictory

Now, read the sentences below and suggest your own definition for each word.
1. Shakespeare is now considered one of the most exceptional playwrights of his time.
   
   playwrights:

2. His works included characters from all social classes: from beggars and prostitutes to
   kings and queens.
   
   prostitutes:
VI. Outlining the Lecture

Listen to the lecture again. Order the sentences as they occur in the lecture. Check your answers with a partner.

_____ It is not only the wide range of characters that makes Shakespeare special. It is that when a king speaks, the king speaks from the point of view of a king.

_____ Both the right-wing poet T.S. Eliot and the left-wing playwright Brecht loved “Coriolanus.”

_____ Shylock shows the hypocrisy of the people around him. Shylock may be a villain but the other people aren’t so good either.

_____ With the four word line “‘Tis new to thee,” Prospero puts a pin in Miranda’s balloon-like enthusiasm.

_____ With the single line “Well, thou has comforted me marvellous much,” we can see how much Juliet has matured.

_____ Shakespeare was a boring, ultra-cautious and rather conservative person; nevertheless, he created very fascinating and interesting personalities.

_____ If you read Shakespeare carefully, you’ll find that no matter how wonderful something seems, there’s always another point of view.

_____ The world of Marina and the world of Boult are totally different; Shakespeare makes it plain that there’s no simple answer and he passes no judgment.
VII. Post-Listening:
Discuss the following questions with a partner. Then summarize one of your answers in written form. Be prepared to share your answers with the class.

1. What did you learn about Shakespeare that you didn't know before?

2. Would you like to study Shakespeare? Why or why not?

3. Throughout the lecture, Professor Link contrasts various things. Give some examples of what he contrasts and explain them.
What’s Special about Shakespeare?
4. Langston Hughes

By Professor Wayne Pounds

I. Pre-listening / Reading

Langston Hughes 1902-1967

Langston Hughes was the most accomplished poet of the Harlem Renaissance. A true "Renaissance man," he wrote drama, fiction, popular songs, and movie screenplays; worked on anthologies and translations; and generously helped the careers of many younger writers. He is, however, best noted for his poetry.

Hughes was born in Missouri and went to high school in Cleveland, Ohio, where he began writing poetry for a school magazine. He went on to Columbia University in New York City and a year later left to go to sea. After traveling as a merchant seaman to Africa and Europe, he returned to America and continued writing poetry. His work appeared in a number of prominent black journals and in the chief anthology of the Harlem Renaissance, *The Negro* (1925).

The poet Rachel Lindsay helped Hughes publish his first volume of poetry, *The Weary Blues* (1926). His literary reputation secure, Hughes decided to complete his formal education. After graduating from Lincoln University, he returned to New York City, where he continued to write and was active in the theater. His later books of poems include *The Dream Keeper* (1932), *Fields of Wonder* (1947), and *Montage of a Dream Deferred* (1951). He wrote two autobiographical volumes, *The Big Sea* (1940) and *I Wonder as I Wander* (1956).

Much of Hughes's best writing appeared in newspapers. Especially popular were the sketches he wrote for the Chicago Defender during the 1940s. These short tales chronicle the adventures of a character named Simple, whose innocent but shrewd observation of the world gave Hughes many opportunities for sharp satire and social criticism.

"Dream variations" demonstrates how well Hughes had absorbed the international Modernist techniques and adapted them to his subject matter and to jazz and blues rhythms.

a. Why was Hughes called a true "Renaissance man"?

b. When did Hughes begin to write poetry?

c. Where did much of Hughes' best writing appear? Who was the main character in this writing?

2. Vocabulary
Write an English definition for each of these words.

accomplished sketches
Renaissance autobiography
screenplays shrewd
anthology satire
prominent absorb
noted for adapt
II. Listening

1. Listen to the first section of the lecture. Fill in the missing words.

Hello. My ____________ is Wayne Pounds. I teach American ____________ at this university, and this ____________ I am going to ____________ you to an American writer named, Langston Hughes. In the ____________, a moment ago, we were in fact listening to a ____________ lyric by Hughes. It was a lyric called “Me and the Mule,” by Langston Hughes… ____________ by Taj Mahal. The question is perhaps, what is a mule? ____________ an animal that is not ____________ to all of you. A mule is a ____________ between a horse and a ____________. It was the work animal of the ____________ South. Therefore, there's a close ____________ between the slaves of the old South and the mule. So, it's not ____________ for an African-American ____________ like Hughes to see the mule as, somehow, ____________ to him. So he says...

(music) Me and the Mule

My old mule has got a grin on his face,

Been a mule so long he’s forgot about his race.

I’m like that ol’ mule – black and I don’t give a damn.

You got to take me – like I am.
2. As you listen to the second section, look at the note-taking outline below which provides a summary of the main events in Hughes’ life. Fill in the missing information.

Langston Hughes is perhaps the most important _______________________________
______________________________________________________________________

He wrote stories, __________________________________________________________
______________________________________________________________________.

He is associated with ________________________________________________________ .

He was born in ____________________________________________________________ .

He grew up in ____________________________________________________________ .

He attended ________________________________________________________________ .

He quit school and visited ___________________ and ___________________.

His experiences in France gave him an appreciation of _________________________
______________________________________________________________________ .

3. Listen to the third section. What type of poems did Hughes write? Explain.
4. After listening to the poem “Consider Me” (see page 57), list two observations made about the poem's form.
   a. 
   b. 

5. Listen to the next sections one at a time. Answer the questions after each listening. Each question is about the main idea of the section.
   a. In what way is the poet similar to us? 
   b. In what way is the poet different from us? 
   c. What does Hughes lack? 
   d. What is the crack? 

6. Now listen to the next section and write a question about the main idea.
7. Listen to section nine and take notes on the main points of “a short lesson in history.” The following terms are explained:

- Imperialism
- Colonialism
- Global Economy
- International Debt

8. Dictation

Listen to the following section and write down what is said.

So, that, I think is the crack…

______________________________________________

______________________________________________

______________________________________________

______________________________________________

______________________________________________

______________________________________________

______________________________________________

And, we understand the crack.
9. **Cloze Passage: Listen to the next section of the lecture. Fill in the missing words.**

So, let’s go _____________ to the poem for a _____________. Literature, according to an _____________ tradition, is writing that _____________ and instructs. The poem, I _____________ both of them, have _____________ you pleasure. I hope they’ve also been _____________. Hughes defines _____________ music, at one point, as a music _____________both _____________ and cries.  So, we understand the ____________, that’s the pleasure of the _____________, isn’t it? And, I think now we also, understand the _____________. I hope you’ve found this _____________ both pleasing and _____________.

**III. Vocabulary**

1. **Read the sentences below taken from the lecture.**
2. He’s been a mule so long he’s forgot about his race.
3. My old mule has got a grin on his face.
4. I’m like that old mule -- black and I don’t give a damn.
5. In the background, we were listening to a blues lyric by Hughes.
6. Hughes sees the mule as kin to him.
7. In his long career, he wrote stories, poems, novels and opera libretti.
8. Hughes’ anthology helped to make the literature of black-Americans known and read.
9. In the United States, blues and jazz were looked down upon by most Americans as lower class, or vulgar.
10. Free verse forms are based on forms of jazz.
11. Simply stated, jazz music is an art form of improvisation.
12. Blues is, arguably, the most important art form of the 20th century.
13. I think you’ve heard rhyme sometimes, but not in a regular way.
14. And after that, it’s all speculation: we don’t know.
15. In the second stanza, the speaker begins to make distinctions.
16. The third world accounts for the majority of the population of the globe.
17. The colonial countries were initially exploited to bring wealth to the imperial powers.
18. All they can do is pay the interest and the debt keeps growing.
2. Now match the vocabulary with the appropriate definition on the left.  NO DICTIONARIES ALLOWED. Guess if you are unsure.

1. _____ mule  
   a. the act which is recited or performed, without preparation
2. _____ grin  
   b. lacking in taste, manners, delicacy
3. _____ I don’t give a damn  
   c. can be supported by good reason or evidence
4. _____ lyrics  
   d. a charge made for the borrowing of money
5. _____ kin  
   e. the members of one’s family; one’s relatives
6. _____ libretto (pl. libretti)  
   f. to explain adequately
7. _____ anthology  
   g. an animal whose parents are a horse and a donkey
8. _____ vulgar  
   h. a wide smile which usually shows teeth
9. _____ free verse form  
   i. the words of a song
10. _____ improvisation  
   j. I don’t care at all about it
11. _____ arguably  
   k. the words, or text of an opera
12. _____ rhyme  
   l. to put together words ending with the same sound, for example ‘cat’ and ‘rat’
13. _____ speculation  
   m. to use or develop a thing fully so as to get a profit; to take advantage of
14. _____ stanza  
   n. a group of lines in a repeating pattern forming a division of a poem
15. _____ account for  
   o. mere guesswork
16. _____ exploit  
   p. a collection of poems that have been chosen from different books or writers
17. _____ interest  
   q. poetry in a form that does not follow any regular or accepted pattern
IV. True or False
1. T / F ‘Me and the Mule’ depicts the similarity between the slaves of the south and the mule.
2. T / F Langston Hughes is one of the most important African-American writers of the 20th century.
3. T / F Hughes’ father wanted him to become an engineer and he agreed with him.
5. T / F Both in France and the United States, blues and jazz were looked down on as lower class when Hughes was a young man.
6. T / F He wrote poems in the spirit of jazz and blues.
7. T / F ‘Free verse form’ means a form without any pattern whatsoever.
8. T / F In the first part of the poem, ‘Consider me,’ the poet says we are all descended from the same mystery.
9. T / F Hughes’ girlfriend was working because she was an advocate of women’s liberation.
10. T / F In the poem “Consider Me,” Hughes implies that what he lacks is fame.
11. T / F The ‘crack’ referred to here is what separates the world into the wealthy and the poor.
12. T / F To know why the world is split into two, we have to go back about 400 years.
13. T / F Officially, colonialism as a system ended in 1945 with the creation of the United Nations.
14. T / F Poor countries can be wealthy only if wealthy countries give them money.
15. T / F Poor countries can easily pay off their debts because the conditions for repayment given to them by wealthy nations are so generous.
16. T / F Mr. Pounds hopes that we understand some sources of laughter and tears through the poem.

V. Multiple Choice
1. Langston Hughes is best known for his
   a. Drama.
   b. Fiction.
   c. Pop songs.
   d. Poetry.
2. He was born in  
   a. Missouri.  
   b. Cleveland.  
   c. New York City.  
   d. Atlanta.

3. He wrote poems in the spirit of  
   a. British poetry.  
   b. French poetry.  
   c. operas.  
   d. jazz and blues.

4. Jazz is recognized as  
   a. an art form of improvisation.  
   b. the most sophisticated form of poetry.  
   c. having influenced classical music.  
   d. having started in France.

5. In the first stanza of “Consider me,” Hughes  
   a. insists that his black ancestors experienced discrimination.  
   b. says it’s no use to speculate where we’re from.  
   c. presents himself as a very unique person.  
   d. implies we all have much in common.

6. In the poem ‘Consider me,’ the crack represents something that  
   a. splits the world into the wealthy and the poor.  
   b. runs through the Asian continent.  
   c. separates African-Americans from Africans in Africa.  
   d. divides the Atlantic Ocean between North America and Europe.

7. The population of the third world accounts for what portion of the entire world population?  
   a. one third or one fourth.  
   b. one half.  
   c. four fifths.  
   d. two thirds or three fourths.
8. Which is **not** true?
   a. Colonialism created the first global economy in history.
   b. Colonialism officially ended with the formation of the United Nations.
   c. The global economy, created by colonialism, has disappeared.
   d. The former colonial countries are still at a great disadvantage.

9. Why does a great amount of money flow from the Third World to the First World?
   a. Third World countries are still official colonies of First World nations.
   b. Poor countries want to return the favors they received from wealthy countries.
   c. Poor countries have great debts that they must pay back to rich countries.
   d. Third World countries are not part of the global economy.

**VI. Outlining the lecture**

*Read the following sentences and underline key words. Then listen to the lecture again and order the sentences as they occur in the lecture. Check your answers with a partner.*

_____ The crack in ‘Consider me’ refers to that which splits the world in two.

_____ In the poem “Consider Me,” Hughes insists that there are wealthy people and poor people though we are all descended from the same mystery.

_____ Hughes defines blues music at one point as music which both cries and laughs. Mr. Pounds hopes we found this discussion both pleasing and instructive.

_____ The world is divided into the Third World and the First World and this structure is derived from colonialism and imperialism, which dates from the late 15th century.

_____ Langston Hughes is the most important African-American writer of the 20th century. He wrote poems in the spirit of jazz. When he was young, he went to France and this gave him a new appreciation of African-American music.

_____ There were a lot of similarities between the slaves of the old South and the mule. Langston Hughes writes about this in his poem.
VII. Post-listening

1. What is the laughter of the poem, “Consider Me”? What are the tears of the poem? Does the author do a good job of making us feel these emotions?

2. Which African-American writers or entertainers can you name?

3. In what ways do you think African-Americans have contributed to world culture?

4. Do you agree or disagree that popular music has a big effect on your life?

5. What do you think we should do about the differences in the First and Third World?

6. Do you agree or disagree that people from the Third World still experience discrimination? In America? In Japan?
Consider Me

Consider me, My Sugar,
A colored boy, Consider her
Once sixteen, Who works, too--
Once five, once three, Has to.
Once nobody, One don’t make enough
Now me. For all the stuff
Papa, mama, It takes to live.
Grandpa, grandma, Forgive me
So on back What I lack,
To original Black,
Pa. Caught in a crack

(A capital letter there, That splits the world in two
He From China
Being Mystery) By way of Arkansas
To Lenox Avenue

Consider me, Consider me,
Colored boy, On Friday the eagle flies.
Downtown at eight, Saturday laughter, a bar, a bed.
Sometimes working late, Sunday prayers syncopate glory.
Overtime pay Monday comes,
To sport away, To work at eight,
Or save, Late,
Or give my Sugar Maybe.
For the things Descended also
She needs. From the
Mystery.
5. First and Second Language Acquisition

By Professor Peter Robinson

I. Pre-listening
1. Discussion: What do you know about hypotheses in linguistics? A “hypothesis” is an idea or explanation that is based on facts, but is still not proven. It is usually the starting point for further research. In class, write down your answers to the following questions. Compare them with a partner. Be prepared to share them with the class.

a. You have been learning English for many years, so, you probably know quite a lot about successful and unsuccessful methods of language learning. What’s your hypothesis for how people learn how to speak a language?

b. Do you believe that all people learn language in the same sequence, no matter what the language? Why or why not?

c. Under what circumstances do people fail to learn a language?

d. How do you think you could prove your hypothesis?
2. Reading: For homework, read the following passage and answer the questions. Also, complete the vocabulary exercise.


The Critical Period Hypothesis

The idea that there is a specific and limited time period for language acquisition is referred to as the critical period hypothesis (CPH). There are two versions of the CPH. The strong version is that children must acquire their first language by puberty or they will never be able to learn it. The weak version is that language learning will be difficult and incomplete after puberty. The following case studies support either the weak or the strong version of the CPH.

Natural experiments: Victor and Genie

It is difficult to find evidence for the critical period hypothesis since all normal children are exposed to -- and acquire -- language at an early age. However, history has recorded a few “natural experiments” where children have been deprived of contact with language. One of the most famous cases is that of a child called Victor. François Truffaut created a film, L’enfant Sauvage (The Untamed Child) about him and about the efforts to teach him to speak.

In 1799, a 12-year-old boy was found wandering naked in the woods of Avignon in France. When captured, he was found to be completely wild, apparently having had no contact with humankind. A young doctor, Jean-Marc Gaspard Itard, devoted five years to the task of civilizing Victor and teaching him language.

Although Itard succeeded to some extent in developing Victor's sociability, memory, judgment, and all the functions of his senses, Victor remained unresponsive to all sounds except those which had meaning for him in the forest, such as the cracking of a nut, animal sounds, or the sound of rain. Victor only succeeded in speaking two words, his favorite food “lait” (milk) and his governess's frequent exclamation “O Dieu!” (Oh, God!). Moreover, his use of “lait” was only uttered when he saw a glass of milk. He could not be brought to call for the one object he was capable of naming. Even when Itard deprived Victor of milk in hopes of making him call for it, Victor never used the word to communicate. Finally, Itard gave up.

Another famous case of a child who did not learn language normally in her early years is that of Genie. Genie was discovered in 1970, a thirteen-and-a-half-year-old girl who had been almost completely isolated, deprived, neglected, and abused since the age of 20 months. Because of the demands of a crazed father and the
submission and fear of her abused mother, Genie spent more than eleven years tied to a crib in a small, darkened room. Her father had forbidden his wife to speak to her and had only growled and barked at Genie. She was beaten every time she spoke or made any noise, and she had become completely silent. Genie was unsocialized, primitive, and under-developed physically, emotionally, and intellectually. Needless to say, she had no language.

After she was discovered, Genie was cared for and educated in the most natural surroundings possible, and to the fullest extent possible. With the participation of many teachers and therapists and a normal, loving foster home and special schools, Genie made progress in becoming socialized and cognitively normal. She developed deep personal relationships and a strong personality.

However, after five years of exposure to language, a period during which a normal child would have acquired a language system, Genie’s language contained many of the features of abnormal language development. These include a large gap between language comprehension and production, inconsistency in the use of grammatical forms, a slow rate of development, over-use of routine speech, and the absence of certain grammatical forms.

Genie's language shared features shown by adults with brain damage who have had to re-learn language, by children in the earliest stage of language acquisition, and by chimps attempting to learn language. It is the most carefully documented and tested case of a child brought up in isolation, allowing linguists to study the CPH hypothesis.

Genie's case seems to support a weak version of the critical period hypothesis, while Victor's case seems to support a strong version. However, it is difficult to support the CPH with examples from such unusual children because of the unknown circumstances of their early lives and what other factors such as social isolation or physical abuse might be contributing to their inability to learn language. For now, our evidence for the CPH is that every child learns language in a very similar way despite the differences between languages and cultures.
3. Reading Comprehension
   a. What is a “natural experiment”?

   b. What was the difference between the amount of language learning achieved by the two children?

   c. Why is the CPH still unproved?

4. Vocabulary
   Write a definition of the key words found in the pre-reading. Use each in a sentence.
   
   Acquisition  Crazed
   Abnormal  Circumstances
   Foster  Versions
   Abused  Therapists
   Primitive  Deprived
   Hypothesis  Neglected
   Cognitively  Isolation
II. Listening
1. Listen to part of the introduction about Second Language Acquisition and fill in the blanks.

OK, today I’m going to 1.___________ first and second language acquisition in particular the question of whether first language 2.___________is the same as, or similar to second 3.___________acquisition.

This is a 4.___________ interesting question and 5.___________interesting as well. A theory of second language acquisition attempts to explain the 6.___________ involved in the process of second language learning, usually for adults. And so if we find that second language acquisition and first language acquisition take place as a 7.___________ the same mechanisms, that 8.___________ to the theory of SLA (Second Language Acquisition).

It’s a practically 9.___________question too, because…huh…in classrooms, we want to know what the best 10.___________ for language learning is. And so, if second language learning is the same as first language learning a good option is to 11.___________ the environment that the child had when they were learning their first language. And in fact, some second language teachers and people who 12.___________ second language teaching and 13.___________ do think that first and second language acquisition are the same process and they do try to recreate the environment in the 14.___________ that the child had as a learner. So, there are theoretical and practical 15.___________…huh…that follow from this issue.

Select the missing words or phrases from the following list:
- talk about
- acquisition
- language
- theoretically
- consequences
- result of
- contributes
- interesting
- practically
- mechanisms
- environment
- think about
- recreate
- classroom
- pedagogy
2. In the next section, the speaker explains the 5 areas he will cover in his lecture. They involve differences between the way children and adults learn their first language, and adults learn a second language. Make an outline of the talk along with any supporting details that you’re able to catch.

a. Topic:
    Supporting Details:

b. Topic:
    Supporting Details:

c. Topic:
    Supporting Details:

d. Topic:
    Supporting Details:

e. Topic:
    Supporting Details:
III. Note-taking by editing the main points

“So what I’m going to do now, then, is go back in more detail and talk about each of these five things, child versus adult cognitive differences. For the first basic difference between child and adult is their ability to pay attention to things. When children are learning a language, remember this takes place by and large, for children, language learning is largely complete by the age of four years. And within those four years, children are developing other cognitive abilities, too. When children are zero, or one, or two, or even three years old, they’re not able to maintain voluntary attention. So voluntary attention means attention that you can control, that you choose to pay to things. So for example, when you decide to…when adults decide to revise for an exam, they spend time concentrating on things that they have to learn. When adults take part in conversations, they spend time, they pay attention to other people who are speaking in the conversation. Children are very bad at allocating voluntary attention.”

1. First, cross out the words that are not the main words.
2. Next, cross out any words or phrases that have been repeated.
3. Cross out sentences that do not contain main ideas.
4 Finally, reduce this paragraph to three sentences.

IV. Supporting an Idea with an Example
Take notes on the next example mentioned by the speaker on the videotape. Compare your results with a classmate.
V. Fill in the Table comparing adults and children learning a language

<table>
<thead>
<tr>
<th>Adults</th>
<th>Children</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td></td>
</tr>
<tr>
<td>a. Memorizing lists of words</td>
<td>a. Memorizing lists of words</td>
</tr>
<tr>
<td>b. Phonological memory</td>
<td>b. Phonological memory</td>
</tr>
<tr>
<td>c. Metalinguistic awareness</td>
<td>c. Metalinguistic awareness</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>2)</td>
<td></td>
</tr>
<tr>
<td>d. ultimate attainment</td>
<td>d. ultimate attainment</td>
</tr>
<tr>
<td>e. brain lateralization</td>
<td>e. brain lateralization</td>
</tr>
</tbody>
</table>
VI. Paragraph Writing: Language Development in Adults and Children
Write a 10-sentence paragraph contrasting language development in adults and children. Choose three or four of the differences for your paragraph. Use appropriate transition words such as “on the other hand,” “in contrast,” “however,” “although,” “though,” “while,” and “but.” Later, you will be asked to compare your paragraph with those of other students. Your teacher may ask you to write your paragraphs on the blackboard.

VII. Note-taking by editing the main points
“So how can we explain the fact that children’s ultimate attainment is high and adults’ is very low, or not necessarily high? Huh…One explanation has been something called ‘the critical period.’ And to explain the critical period, I have to, unfortunately, show you a picture of the brain. Now, I’m not a very good artist, but, basically, this is a brain, you know, the stuff inside a head. And we know that for children, when they’re born, that language learning takes place in all areas of the brain. The brain is undifferentiated. Yeah? By the age of seven years…by the age of seven years, the adult brain, believe it or not, your brain, has divided into two halves, pretty much like a walnut. Yeah? And these two halves are connected by…by a little passageway. And so during the period from zero to seven years, the child’s brain is actually altering structurally. And what happens is that the brain divides into two halves, and the left half is responsible for language. Yeah? The left half is responsible for language. So, and this is a little joke, don’t take me seriously, take very good care of the left side of your head if you want to learn a second language, because it’s the side of your head that does the most work when you’re learning a second language. OK…huh…I can’t go into any detail about this, but by the age of seven, lateralization has taken place in the child.”
1. First, cross out the words that are not the main words.
2. Next, cross out any words or phrases that have been repeated.
3. Cross out sentences that do not contain main ideas.
4 Finally, reduce this paragraph to three sentences.
VIII. Listening for numbers

We know that before the age of ________ if you are to begin learning a language, you have a ________ percent, cash-back guarantee that you will be successful—and become like a native speaker—after the age…after the age of ________, up to the age of ________, the guarantee becomes less and less reliable. So if you begin to learn a second language after the age of ________, just after, you’ve got a ________ percent chance of becoming a native speaker. If you begin to learn a second language before just around the age of ________, let’s say, you’ve got a ________ percent chance.

IX. Noting Sentences

Cloze: Listen and write down the missing phrases.

So there are three linked things left to talk about differences between children and adults in second language learning. _____________________________.

We…I’ll make a distinction here between rate and route of development. Rate and route. So rate means the speed by which you learn a second language, _____________________________.

Let me illustrate rate and route with a little diagram. Huh…we can say that it’s pretty much like…huh…_______________________________.

We know that for first and second language learners, the route, the direction of second and first language learning are pretty much fixed.

_______________________________ in a certain order. One example in English is that you will learn a morpheme like “ing” at the end of verb “run.”

_______________________________ before they are able to learn a morpheme like “I go,” “you go,” “he goes” like this. So this is learned early, at this
First and Second Language Acquisition

point on the route, and this one is learned much later, at this point on the route.

________________________ that the route or direction you take is constrained, not only in English, but in Japanese, Swahili, Estonian, and other languages, too.

Now, children pretty much, so this is the route, children pretty much all progress at the same rate. So that, by the age of four years, they’ve reached the end and they all begin it at the age of zero years. ______________________ is very similar for children. But here’s the difference with adults. __________________________ and can quickly leave behind some people who are much slower. So, in terms of amount of variation, we find no variation for first or second language learners in the route of development, the direction they take. ______ __________________________, quite a lot of variation for adults in terms of the rate of development.

X. Noting Examples
Please explain the following two terms using the example described on the video.

1. Explicit Negative Correction

2. Implicit Negative Correction

3. Affective factors
XI. Comprehension Questions
1. According to the speaker, why is it more important for children to learn a language than adults?

2. Why does he think adults have more anxiety about language learning than children?

XII. Outlining the Lecture

Listen to the whole tape. Put the following points into the correct sequence.

INTRODUCTION
a. _________ This is both a theoretically and practically interesting question.

b. _________ They are similar but fundamentally different in five areas.

c. _________ Is first language acquisition the same as second language acquisition?

A BRIEF SUMMARY OF DIFFERENCES
d. _________ Furthermore, they differ in whether negative evidence and correction are effective or not.

e. _________ Another difference is their levels of ultimate attainment.

f. _________ The difference between child and adult language acquisition is a cognitive difference.

g. _________ The final one is the role of affective factors.

h. _________ An additional one is the amount of variation that language learners experience.
COGNITIVE DEVELOPMENT

i. ________ Children have poorly developed voluntary attention whereas adults are better at it.

j. ________ Adults have metacognitive awareness but children don’t.

k. ________ Children have better phonological memory than adults.

l. ________ Adults have better explicit memory than children.

ULTIMATE ATTAINMENT

m. ________ A child’s level of ultimate attainment is very high because they learn their first language before their brain gets differentiated by the age of seven.

n. ________ The period from the age of seven up to twelve is called “the critical period” for second language learning, after which the possibility of becoming a native speaker declines dramatically.

o. ________ Children and adults differ in the highest level they can reach in language learning.

VARIATION

p. ________ Teaching can not really change the route of second language learning but can speed up the rate of acquisition.

q. ________ The rate, the speed by which they learn languages is very similar for children, but varies for adults.

r. ________ The route, the direction of first and second language learning is generally the same.

NEGATIVE EVIDENCE AND CORRECTION

s. ________ Adults receive and can respond to explicit negative correction because they have metacognitive and metalinguistic awareness with which they can think about language.

t. ________ When learning their first language, children do not get explicit negative correction but some implicit negative correction.
THE ROLE OF AFFECTIVE FACTORS
u. _________ Children’s motivation for learning their language is that they need it to live, and their motivation is much greater than for adults.
v. _________ Children do not get anxious when learning their first language, whereas adults often do when learning their second language.

CONCLUSION
w. _________ First and second language learning are really different processes.

XIII. Post-listening
1. Imagine that you are going to interview someone who is bilingual. Prepare a series of questions for them, using complete sentences, in order to test "the critical period theory." Use the following terms or phrases in your questions:

   a. age of exposure to the language

   b. accent

   c. country

   d. language

   e. length of time

   f. school

   g. difficulties
2. Compare your questions with a partner. Edit them for clarity and grammatical correctness.

3. Interview two classmates using the questions. Then, let them interview you. (If there is no one in your class who studied a second language before the critical age, the teacher will ask some students in the class to pretend that they have learned other languages -- for example, English, French, Chinese, or Russian -- and prepare answers to the questions.)

4. In a small group, discuss the following statements and decide whether your group agrees or disagrees with them.

   a. Being a bilingual student is an advantage in Japan.

   b. Other students discriminate against bilingual students.

   c. It would be a good thing to introduce second language instruction in kindergarten.

   d. Rank the following languages in terms of difficulty (1-easiest to 5-hardest)
      - Chinese
      - Russian
      - Japanese
      - German
      - French
      - English

   e. Rate the list in terms of usefulness in trade in the world (1-most useful to 5 least useful) Try to find information on the Web to back up your ordering.
6. World Englishes
By Professor Don Smith

I. Pre-listening
1. Discussion
   a. How many reasons can you think of to learn English?
      Why are you studying English?

   b. In which foreign country would you like to study English? Why?

   c. Name six countries where you think you could use your English.

   In class, compare your answers with another student.

2. Reading
For homework read the text and then answer the following questions. Finally, complete the vocabulary exercise. You will be quizzed on the material next week.

Why English?
Adapted from The Cambridge Encyclopedia of the English Language. Cambridge University Press, 1995, p. 106.

If English is not your mother-tongue, why would you want to learn it, or give it special status in your country? There are seven kinds of reasons given to this question.
Historical reasons
Because of the tradition of British or American imperialism, the country’s main institutions may carry out their meetings in English. These include the governing body (e.g., parliament), government agencies, the civil service, the law courts, national religious bodies, the schools and higher educational institutions, along with their publications (textbooks, etc.).

Internal political reasons
Whether a country has an imperial past or not, English may have a role in providing a neutral means of communication between its different ethnic groups. A distinctive local variety of English may also become a symbol of national unity. The use of English in newspapers, on radio, or on television, adds a further dimension.

External economic reasons
The U.S.A.'s dominant economic position attracts international business and trade, and organizations wishing to develop international markets. The tourist and advertising industries especially depend on English. And any multinational business will wish to establish offices in major English speaking countries.

Practical reasons
English is the language of international air traffic control, and is now developing its role in international maritime, policing, and emergency services. It is also the main language of international business and academic conferences, and the leading language of international tourism.

Intellectual reasons
Most of the scientific, technological, and academic information in the world is expressed in English. And access to the philosophical, cultural, religious, and literary history of Western Europe is often through some form of English translation. In most parts of the world, the only access to such authors as Goethe or Dante is through English.

Entertainment reasons
English is the main language of popular music, popular culture and advertising. It is also the main language of satellite broadcasting, home computers, and video games as well as such illegal activities as pornography and drugs.
Some wrong reasons

It is sometimes thought that English has achieved its world-wide status because of its intrinsic linguistic features. People have claimed that it is a more logical or more beautiful language than others, easier to pronounce, simpler in grammatical structure, or larger in vocabulary. This kind of reasoning is the result of unthinking chauvinism or naive linguistic thinking; there are no objective standards of logic or beauty to compare different languages. Languages rise and fall in world esteem for many reasons--political, economic, social, religious, and literary--but linguistic reasons do not rank highly among them.

a. In your words, list the seven reasons that English is given special status (without looking at the text!). Which does the author say is ‘wrong’?

b. Can you name countries (in which English is not the native language) where English is used for some of the reasons mentioned in the reading?

c. Which reasons are most connected to your motivation for learning English?

d. In the future, which language do you think might supplant English as a language for international communication? Why?
3. Vocabulary

Write definitions for these words. Also, use each of them in a sentence.

<table>
<thead>
<tr>
<th>Word</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imperialism</td>
<td>Dominant</td>
</tr>
<tr>
<td>Neutral</td>
<td>Philosophical</td>
</tr>
<tr>
<td>Intrinsic</td>
<td>Religious</td>
</tr>
<tr>
<td>Ethnic group</td>
<td>Literary</td>
</tr>
<tr>
<td>Chauvinism</td>
<td>Status</td>
</tr>
<tr>
<td>Naive</td>
<td>Esteem</td>
</tr>
</tbody>
</table>
III. Listening
1. What are seven reasons for the popularity of English? Can you write them?

2. Now listen to the mini lecture “World Englishes” once. Which reasons does the speaker mention? Circle the ones that you wrote in Part 1 and add those that are missing.

IV. Cloze passage
Listen to the first section of the lecture. Fill in the missing words.

Hi. I'm Don Smith and I'm here _________ to talk to you about World _________ . I suppose all of you are studying English. And…huh…I’m wondering: Why are you _________ English? I sup…well…I can guess, I suppose, some of you are studying English _______ because you made good _______ in English in high school, and you thought “Oh well, I’ll just keep doing that,” or maybe…huh…you’ve done some _______ and you will have had some _______ speaking English.

I’m sure that most of you, now as you’re studying English, want to go use your English _________ . And you’re thinking “Well, let’s see, where will I go use my English?” You can’t use your English much in Japan except, say, in _______. But, I suppose, you’re thinking…huh…“I’ll go use English in some English _________ country.”
V. True or False: If it is false, write the correct statement.

1. T / F  English is spoken natively in the U.S.A., Canada, Great Britain, Ireland, Scotland, Wales, Australia, and New Zealand.

______________________________________________________________

2. T / F  There are more native speakers of English in the world than non-native speakers.

______________________________________________________________

3. T / F  One fourth of the world’s population speaks English fairly well.

______________________________________________________________

4. T / F  About 1.2 to 1.5 billion people can handle English on a functional basis.

______________________________________________________________

5. T / F  More people can use English functionally than can speak Chinese.

______________________________________________________________

6. T / F  Chinese is not the largest single language spoken natively.

______________________________________________________________

7. T / F  In some countries, where there are too many other languages spoken, people communicate with each other in English.

______________________________________________________________

VI. Noting Examples
Listen to parts three to six. Write the examples given.

1. Internationally, English is used to communicate in:
   * 
   * 
   *

2. In countries where__________________________________________________________,

   it’s still used today because it is the most ____________________________.
3. How else is English being used for international communication? Can you list three more examples? Compare your answers with other students.

                                           _______________________
                                           _______________________
                                           _______________________

VII. Asking Questions to Explore a Topic

Listen to parts seven and eight of the lecture.

1. What questions does the speaker ask? Finish each line.

   a. So, what __________________________________________?  
   b. What should __________________________________________?  
   c. Who is __________________________________________?  
   d. And what kind __________________________________________?  
   e. These are all __________________________________________, aren’t they?  
   f. Do you want to __________________________________________?  
   g. What is going to be __________________________________________?  
   h. Are we going to speak like __________________________________________?  
   i. Is that correct __________________________________________?  

2. Does the speaker directly answer these questions?  
   Why do you think he asks you?________________________________________

VIII. Listening for details

1. Mark these sentences as grammatically correct (C) or incorrect (IN).
   a. _____ Do you have a pen I can borrow?  
   b. _____ Have you a pen I can borrow?  
   c. _____ You have pen I borrow, OK?  
   d. _____ Me want pen you give, OK?  
   e. _____ You give me pen, OK?
When do you think it might be appropriate to use some of the expressions you marked above as being ungrammatical?

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

2. Mark the words that could be considered Japanese English (JE). How would you explain these expressions to a native English speaker?

a. ______ Walkman

b. ______ Loose Socks

c. ______ Romance Grey

d. ______ Open Campus

e. ______ Sign

f. ______ Silver seat

g. ______ Recruit Suit

h. ______ Mansion

i. ______ Love hotel

j. ______ CM

k. ______ Salary man

l. ______ One-piece

m. ______ Over
3. If these expressions are not used by native speakers, are they wrong?  Yes/No

4. Why do you think so? What does the lecturer think?

IX. Vocabulary:
Match the vocabulary from the video with the definitions on the right. Guess if you are not sure.

1. _____ functional  a. points of similarity
2. _____ assumed  b. formally or legally
3. _____ neutral  c. affected—in either good or bad ways
4. _____ advantage  d. practical
5. _____ common ground  e. benefit
6. _____ official  f. solemn; of great importance
7. _____ serious  g. an instance of something
8. _____ flexible  h. believed to be
9. _____ influenced  i. having the ability to change
10. _____ phenomenon  j. impartial

Now, try using the vocabulary you did not know in sentences.

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
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____________________________________________________________________
____________________________________________________________________
X. Understanding the Conclusion: Multiple choice

1. The speaker believes the expression “Eibe Bungakka” is too narrow because
   a. English is spoken differently in many places.
   b. British and American literature isn’t as good as African literature that’s written in English.
   c. English isn’t used merely to produce literature.
   d. English literature is a global phenomenon that isn’t confined to Britain or the U.S.

XI. Further Reading

*The Three Circles of English*

**Draw three concentric circles. Write the name of each country mentioned in the lecture in the appropriate circle. Write one other country for each circle. Compare your answers.**

The spread of English around the world has been visualized as three concentric circles, representing the different ways in which the language has been acquired and is currently being used. The inner circle refers to the countries where English is the primary (or native) language. The outer circle refers to non-native settings where the language has become part of the country’s main institutions, and has a role as a second (or common) language in multilingual settings. The expanding circle includes those nations that recognize the importance of English as an international language, though they do not have a history of colonization, nor have they given English any special status in their language policy.

<table>
<thead>
<tr>
<th>Inner Circle</th>
<th>Outer Circle</th>
<th>Expanding Circle</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. U.S.A.</td>
<td>e.g. India</td>
<td>e.g. China</td>
</tr>
<tr>
<td>320-380 million*</td>
<td>150-300 million</td>
<td>100-1000 million</td>
</tr>
</tbody>
</table>

*Figures refer to the populations of English speakers.*
XII. Post-listening Activities -- Group Discussion

1. Summarize, in your own words, the talk you just heard.
   a. Native English speaking countries

   b. Countries where English is used for communication

   c. How English is used as an international medium of communication

   d. How we can be flexible, or vary our English depending on where we are

   e. Why some English words in Japan aren't understood by native English speakers

2. Discussion Questions
   a. Do you believe that we should speak ‘standard’ English or should we feel free to speak ‘local standards,’ as the speaker suggests? Why?

   b. When you say 'standard' English, what does that mean to you?
      Who should decide what ‘standard’ English is? Why?
Appendix 1: An Introduction to Note-taking and Lectures

This introductory lesson is to introduce students to note-taking. A secondary goal is to enable students to understand the differences between spoken and written discourse.

I. The Warm-up

Working in pairs, each student has a passage (A or B) to read aloud to a partner.

a) One student reads while the other student takes notes.

b) Next, the listener compares his or her notes to the printed reading passage.

c) The two students switch roles using the other reading passage. Then, they compare one another’s notes.

d) Afterward, the teacher explains that for effective note-taking, the students should listen for discourse markers and key words, such as dates and names. In a subsequent activity, the students might be asked to take notes while listening to a more authentic, improvised ‘lecture’ given by the teacher based on the content of Passage A or Passage B. Many repetitions will become apparent. The teacher may provide the explanation that repetitions are a common aspect of spoken discourse. They can make the note-taker’s job substantially easier.

II. Note-taking Techniques

Students should be introduced to note-taking techniques, such as the use of abbreviations, symbols, headings, sub-headings and lists. Refer to Appendix 2.

a) The teacher asks the students to switch their two passages and read them to one another.

b) The student who is listening tries to note down as many symbols as he or she can.

c) After the listening, the partners compare notes and check the written passages to see if they have found all the words that could be abbreviated.
Afterward, the teacher might model note-taking to demonstrate how to make the most of note-taking conventions, such as the use of headings, lists, abbreviations, and capitalization and underlining for emphasis. One effective way to do this is through a “think-aloud” protocol. This can help to demonstrate to students what they should be listening for. The teacher vocalizes his or her thoughts while making notes on an OHP. Passage A might look something like this…

Cross-cultural communication, okay, that’s it. The title. I’ll abbreviate it. All right. “X-CULT COM.” X.C-U-L-T...C-O-M. Now what is the lecturer saying? Oh, yeah, this is a “definition.” That’s an important discourse marker. “X-CULT COM means the communication between two cultures, both verbal and non-verbal.” There were communication problems between the Indians and Europeans. There’s a date. “British, Jamestown, 1607.” There’s another, “French and Indians, 1608, Quebec.”

Repeated over the term, this note-taking activity will help students develop an ability to comprehend a mini-lecture and take appropriate notes.

**STUDENT SELF-ASSESSMENT**

Which statement(s) is/are true?

When listening to a lecture, I should

a) write down as much as possible.
b) concentrate on listening and notice discourse markers.
c) take notes after the lecture is finished.
d) write down important dates and names.
PASSAGE A: CROSS-CULTURAL VERBAL COMMUNICATION

Cross-cultural communication is by definition, communication between at least two people from two cultures. It may include both verbal and non-verbal communication. Verbal communication may be blocked, of course, when the two speakers use different languages or have dissimilar values. Both were problems in the first encounters in the 17th century between British colonists and Indians at Jamestown in 1607 and French settlers and Indians at Quebec in 1608. At the time, the number of Indians in what is now called Canada and the U.S.A. was probably about 10 million, with 30 million living in the area now called Mexico. The Europeans at the time were organized into nations of millions of people and they owned land. The Indians were not organized in huge nations and they had no concept of land ownership. That their ideas were so far apart is shown by this story. A French explorer speaking with an Indian from a nearby camp, asked him what the place was called. He actually meant the name of the country. But the Indian misunderstood and said, “Canada” which means village. That was how the nation of Canada, currently made up of about 32 million people, got its name.

PASSAGE B: CROSS-CULTURAL NON-VERBAL COMMUNICATION

Cross-cultural communication is by definition, communication between at least two people from two cultures. It may include both verbal and non-verbal communication. Leger Brosnanahin, in his book *Japanese and English Gesture*, published in 1990, notes that speech, which is a feature of human communication, is not more than 50,000 years old. Writing is, at most, 6,000 years old. Even though non-verbal communication makes use of signs and gestures, these differ from one culture to another. The sign for “all right” in America, for example, is to form an “o” by pressing the index finger and thumb together. However, that same gesture means “yen” to a Japanese person. However, the sign for money in the U.S. is made by rubbing the thumb, forefinger and middle finger together, as if counting bills. A third kind of ‘gesture’ involves eye contact. Eye contact by Americans is generally more intense than for Japanese. Japanese people complain that Americans stare too hard while American people feel that Japanese are shy or untrustworthy because they make less eye contact.
Appendix 2: Abbreviations and Note-taking Symbols

Note taking can be difficult because it’s not easy keeping up with an instructor. The tongue is faster than the hand. But, you can learn some techniques to build up your “speed writing” while taking notes. Using a personal system of abbreviations or symbols is the easiest way. It doesn’t matter which symbols you choose to use; it’s only important that you understand your system and use it CONSISTENTLY. Please access the following website for more detailed advice on how to take notes: http://www.cl.aoyama.ac.jp/~dias/EsllinksNotetaking.html.

Use symbols for common words.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Meaning</th>
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<tr>
<td>&amp;</td>
<td>and</td>
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<tr>
<td>w/</td>
<td>with</td>
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<td>#</td>
<td>number</td>
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<td>vs</td>
<td>against</td>
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<td>?</td>
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<td>%</td>
<td>percent</td>
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<tr>
<td>b/c</td>
<td>because</td>
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</table>

Leave out periods in standard abbreviations.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
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<tbody>
<tr>
<td>cf</td>
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</tr>
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<td>eg</td>
<td>example</td>
</tr>
<tr>
<td>ie</td>
<td>in other words</td>
</tr>
</tbody>
</table>

Use g to represent ing endings.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>decrg</td>
<td>decreasing</td>
</tr>
<tr>
<td>exptg</td>
<td>experimenting</td>
</tr>
</tbody>
</table>

Use only the first syllable of word.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
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<tbody>
<tr>
<td>pol</td>
<td>politics</td>
</tr>
<tr>
<td>lib</td>
<td>liberal</td>
</tr>
<tr>
<td>dem</td>
<td>democracy</td>
</tr>
</tbody>
</table>

Use technical symbols

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>ibid</td>
<td>Latin, the same work</td>
</tr>
<tr>
<td>H2O</td>
<td>water</td>
</tr>
<tr>
<td>o</td>
<td>degrees</td>
</tr>
</tbody>
</table>

Use entire first syllable and only 1st letter of 2nd syllable.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>pres</td>
<td>presentation or president</td>
</tr>
<tr>
<td>subj</td>
<td>subject</td>
</tr>
<tr>
<td>ind</td>
<td>individual</td>
</tr>
</tbody>
</table>

Leave out final letters.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>info</td>
<td>information</td>
</tr>
<tr>
<td>max</td>
<td>maximum</td>
</tr>
<tr>
<td>intro</td>
<td>introduction</td>
</tr>
</tbody>
</table>

Use an apostrophe in place of letters.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>am’t</td>
<td>amount</td>
</tr>
<tr>
<td>cont’d</td>
<td>continued</td>
</tr>
</tbody>
</table>
