

LANGUAGE STUDY

A. ACADEMIC TITLES AND DEGREES

Freshman	A student in the first year of the course at a university, college, or high school
Sophomore	A student in the second year of high school, college, or university
Junior	A student who is in the next to the final year of a course of study
Senior	A student in the final year at a high school, college, or university
Undergraduate	A student in a university or college who has not received a bachelor's, degree (also adjective): he's an undergraduate; completing her undergradute studies
Graduate	A student who holds the bachelor's degree: <i>He is a METU graduate.</i> Of, pertaining to, or involved in academic study beyond the first or bachelor's degree: <i>graduate courses in business; a graduate student</i>
Alumnus	A graduate of a school, college, or university. Plural: Alumni.
Honors degree (Hons.)	In a university a rank of the highest academic standard
BA	Bachelor of Arts. A bachelor's degree generally awarded for an undergraduate course or program in either the liberal arts, the sciences, or both
BS/Bc./B.S./B.Sc.	Bachelor of Science. Generally a four-year undergraduate degree more typically used in engineering, computer science, mathematics, and the natural sciences
MA Master of Arts.	A master's degree given usually in a specific branch of the humanities or social sciences
MS/M.S./M.Sc.	Master of Science. A master's degree given usually in a specific branch of the natural sciences, mathematics, or technology
MBA	Master of Business Administration

Ph.D.	Doctor of Philosophy. Also called doctorate. the highest degree awarded by a graduate school, usually to a person who has completed at least three years of graduate study and a dissertation approved by a board of professors.
Asst. Prof.	Assistant Professor. A teacher in a college or university who ranks above an instructor and below an associate professor.
Assoc. Prof.	Associate Professor. A teacher in a college or university who ranks above an assistant professor and below a professor.
Major Program	(to do) one's principal study (in a particular subject): <i>to major in English literature. History was my major at college.</i>
Double Major	A double degree program, sometimes called a conjoint degree , dual degree, or simultaneous degree program, involves a student working for two different university degrees in parallel, either at the same institution or at different institutions
Minor Program	A subject or a course of study pursued by a student, especially a candidate for a degree, subordinately or supplementarily to a major or principal subject or course

Fill in the blanks with suitable prepositions where necessary.

1. I am a junior _____ environmental engineering.
2. I am majoring _____ civil engineering.
3. I graduated _____ Hacettepe University _____ last year.
4. I will receive my BA degree _____ history _____ this June.
5. She already holds a BS degree _____ biology. She plans to have another _____ chemistry.
6. She will graduate _____ ITU _____ a bachelor's degree _____ computer engineering.
7. He applied _____ a Phd degree _____ philosophy.
8. She will apply _____ the department _____ the position of teaching assistant.
9. She enrolled _____ the MBA program _____ Bilkent University.
10. He has registered _____ three courses in the program.

B. COLLOCATIONS

a. Match the words that collocate.

1. communicate	a. research
2. possess	b. success
3. hold/receive	c. application
4. pursue	d. skills
5. set	e. degree
6. achieve	f. effectively
7. make	g. career/study
8. fill	h. requirements
9. meet	i. goals
10. do	j. position

b. Complete the following sentences with words that collocate from the box.

contribution	opportunity	best	knowledge	intensive
improvement	highly	experience	currently	career

- I gained extensive _____ during my summer practice at Arçelik on production processes.
- The candidate seemed to be _____ interested in the training programs our company offered.
- _____ I am a senior student at Middle East Technical University, at the department of Physics.
- I believe I will be able to make a special _____ to your institution with my strong educational background.
- My admission to Central Bank as a trainee in 2010 was a golden _____ to improve my professional and interpersonal skills.
- The position you have advertised suits me _____ in that I possess the necessary qualifications and qualities.
- During my summer practice this summer, I was exposed to a(n) _____ training program where I improved my problem solving skills.
- I have always had a strong desire to take up a(n) _____ in the field of education since I believe I have a talent for developing and implementing informative and interesting course materials.
- I obtained profound _____ on optoelectronics during my undergraduate studies at my university.
- The courses I attended during the last year of my education have made a remarkable _____ in my knowledge on world economy.

C. NOUN CLAUSES

Noun clauses act as nouns in a sentence.

What I read about the development stages of easy-to-use computers in a book interested me much. I found that **an American named Douglas Engelbart developed the idea of combining the screen, the keyboard and a hand-held controller – a mouse – in the 1960s.** The surprising thing about Engelbart's initial Mouse was that **it was a large wooden object with three buttons and it required six months' training to use it!** It can be said that Steve Jobs is responsible for **what happened to that prototype and how it transformed into the tiny equipment we use today.** He wanted to adapt the mouse to his own product, the Macintosh, in 1979 and asked a team of designers and engineers to create the perfect mouse. Today computer users all around the world are happy **that the one buttoned mouse the size of a child's hand is at their service.**

The noun clause markers are: that; if, whether; Wh-words: how, what, when, where, which, who, whom, whose, why; and Wh-ever words: however, whatever, whenever, wherever, whichever, whoever, whomever

Reduction of Noun Clauses

Noun Clause	Reduced Clause
It is essential that he report to his supervisor regularly.	It is important for him to report to his supervisor regularly.
I am glad that I have been promoted.	I am glad to have been promoted.
She is happy that she is here.	She is happy to be here.
The team do not know what they have to do.	The team do not know what to do.
He cannot decide when he should ask for a pay rise.	He cannot decide when to ask for a pay rise.
Could you tell me how I can get to the HQ?	Could you tell me how to get to the HQ?
My colleague told me where I could find last year's fiscal reports.	My colleague told me where to find last year's fiscal reports.
I cannot decide whether I should take the job offer or not.	I cannot decide whether to take the job offer or not.

Subjunctives: They are used after certain adjectives, verbs and nouns:

Adjectives	advisable, crucial, essential, imperative, important, mandatory, obligatory, necessary, recommendable, significant, urgent, vital
Verbs	advise, ask, demand, insist, order, prefer, propose, require, recommend, request, rule, suggest, urge
Nouns	advice, demand, insistence, order, proposal, recommendation, suggestion

Examples: It is **important** that she **learn** the regulations.
The company doctor **suggests** that he **take** a week off.
Her **insistence** that she **be promoted** gained her nothing.

Complete the following sentences with noun clause markers.

1. I took my report to the manager. He asked me _____ my references were, for which I did not have an answer.
2. _____ much she strives for a promotion, she cannot get it.
3. Our boss attended a seminar on Productivity. Later she summarized us _____ she learned from that seminar.
4. _____ took on this project knows his subject very well.
5. Her comments were irrelevant to _____ was being discussed.
6. The reason they are not participating into today's meeting is _____ their flight has been delayed.
7. You should get prepared before a presentation. You cannot say _____ comes to your mind.
8. _____ all these items have been covered in a short meeting is a miracle!
9. _____ they received our report yet has not been confirmed.
10. He may have many reasons for not finishing the project. _____ the reasons are, he cost us our credibility.

Complete the following paragraph with noun clause markers.

Talking about Values is Good Business

by Bill Collier

Values? What do "values" have to do with business? In a word: everything! I assure you (1)_____ I see core values as common-sense business practice, just like reading a balance sheet or reducing costs. It is simply a way to ensure (2)_____ everyone on the team knows (3)_____ is important. Every business has a culture. The culture is formed over time and is shaped largely by the owner, manager, employees, and the industry you are in, and on and on. A big part of a business' culture centers on the values that drive actions and decisions. You may not care (4)_____ your employees eat at the desk or go out, but you should know (5)_____ they are being honest with your customers or not. Here is my recommendation for every company: Determine (6)_____ values and principles are important to you, and then go about the serious work of injecting these values into the workforce. Each company must answer that question for itself. A technology firm might choose "innovation" as a key value. "Quality" could be a hallmark for a homebuilder. In fact, (7)_____ you go about

choosing your important values is not important, as long as sufficient time is taken to ensure (8)_____ you hear from all the important stakeholders. Gather input and kick it around. (9)_____ values are chosen, the company needs to make them second nature for all the employees. When you hear one of your employees tell another, “That is not (10)_____ we do things around here”, you will know hard work is paying off.

Complete the following statements using the given clues:

1. The project manager is happy. His team is made up of experienced engineers.

The project manager is happy to _____.

2. The newly installed computer program should be used by all the employees. It is important.

It is important that the newly installed computer program _____.

3. The supervisor had concerns about her new team at the beginning. She confesses it.

The supervisor confesses to _____.

4. When should you submit the report? Did he tell?

Did he tell you _____.

5. The sound system at the hall was problematic. The speaker was saying something but I could not hear it.

The sound system at the hall was so problematic I could not hear _____.

6. My wife, who works for a construction company, has taken part in a lot of projects.

I don't know how many _____.

D. RELATIVE CLAUSES

“As you will note from my enclosed CV, I have just graduated with an MSc in Computer Networks from Durham University, having previously achieved a first class diploma in Computer Science and Engineering – where I was amongst the top three students in the whole college.”

a. The sentence above is extracted from a sample cover letter in Unit 2. It is a combination of different sentences. What are they?

b. Which structures were used to combine them?

c. How did this combination help improve the quality/language of this letter?

There are two types of Relative clauses: **Defining and Non-Defining**.

A. Defining Relative Clauses are used to define people or things (who, which, that), show possession (preposition + which, whose), and refer to places (where, which, that). See the following examples.

Examples:

1. We traded in our company car that/which was old for a new one.
2. The accountant (that/who/whom) you have had an appointment with this morning will meet us tomorrow to show us the annual budget proposal. The accountant with whom you have had an appointment this morning will meet us tomorrow to show us the annual budget proposal.
3. The conference call (that/which) we had yesterday with the Japan subsidiary went pretty well.
4. The HR manager (that/who/whom) I wrote to last week kindly answered my email. The HR manager to whom I wrote last week kindly answered my email.
5. I could not contact the new applicant whose phone was busy all day yesterday.
6. The room where we held the meeting was rather spacious. The room in which we held the meeting was rather spacious. The room (that/which) we had the meeting in was rather spacious.
7. My supervisor drew up the tasks that I would fulfill immediately.
8. He was the first candidate who came to the interview with a comprehensive portfolio. He was the first candidate to come to the interview with a comprehensive portfolio.

*Relative clause markers in parentheses can be omitted.

Complete the following sentence using relative clause markers.

1. The new office building has a large hall _____ presentations and meetings can be held.
2. We parachuted a new MD _____ experience our company will largely benefit.
3. German chancellor called for immediate action against the recent soaring prices _____ caused public unrest.
4. We made a shortlist of candidates _____ CVs were impressive.
5. The government needs a new health system _____ meets the union's demands.
6. The report _____ prepared by the R&D Department caught the CEO's attention.
7. We were the first group _____ submit the project before the deadline.
8. A subsidiary is a company _____ controlling interest is owned by another company.

B. Non-Defining Relative Clauses simply give extra information. Here are some examples.

1. My father, **who** runs his own business, is considering retirement next year.

2. The company, (**which was**) established last year, is going through a rough patch.

3. The new security system cost the company a great deal of money, **which** is another breach in this year's budget.

4. Mr. Collins, **with whom** I discussed the details of the project yesterday, would like to have another meeting next week.

5. The Louvre has millions of visitors each year, **most of whom** come to see the Mona Lisa.

6. The Turkish Parliament, **which** consists of 550 MPs, passed the new bill yesterday.

The Turkish Parliament, **consisting** of 550 MPs, passed the new bill yesterday.

7. The Istanbul Modern Art Museum, (**which was**) inaugurated on December 11, 2004, is located on the Bosphorus in a converted warehouse in the Tophane neighborhood and is the first of its kind in Turkey.

*Relative clause markers in parentheses can be omitted.

Complete the following text adding the pieces of extra information provided after it. Use defining/non-defining relative clauses.



Middle East Technical University (METU), (1) _____, is a public technical university (2) _____. The university puts special emphasis on research and education in engineering and natural sciences, (3) _____ within 5 faculties, and 97 masters and 62 doctorate programs within 5 graduate schools. The main campus of METU spans an area of 11,100 acres, (4) _____. METU, (5) _____, has more than 95,000 alumni worldwide. Over one third of the 1,000 highest scoring students in the national university entrance examination choose to enroll in METU, (6) _____ . METU had the greatest share in national research funding by the Scientific and Technological Research Council of Turkey (TÜBİTAK) in the last five years, and it is the leading university in Turkey in terms of the number of European Union Framework Programme

(FP) projects participation. Over 40% of METU's undergraduate alumni choose to pursue graduate studies. METU was founded under the name " *Middle East Institute of Technology* " on November 15, 1956, (7) _____, by creating a skilled workforce in the natural and social sciences. "Arrangements and Procedures as for the Foundation of METU, Law No 6213" was enacted on January 22, 1957, whereby the current name " Middle East Technical University " (METU) was adopted. Finally, the "Foundation Act No 7907", (8) _____, was enacted on May 27, 1959. In the early years immediately following its foundation, METU was temporarily hosted in a small building (9) _____ in Kızılay and another building near the Grand National Assembly of Turkey. In 1963, the university moved to its current location west of Ankara city center, (10) _____

Retrieved on 29 November 2011 from www.metu.edu.tr

- 1 Middle East Technical University is commonly referred to as *ODTÜ*.
- 2 It is located in Ankara, Turkey.
- 3 It offers 40 undergraduate programs.
- 4 It comprises, in addition to academic and auxiliary facilities, a forest area of 7,500 acres, and the natural lake Eymir.
- 5 Its official language of instruction is English.
- 6 Most of METU's departments accept the top 1% of the nearly 1.5 million applicants.
- 7 It aimed to contribute to the development of Turkey and the surrounding countries of the Middle East, Balkans, and Caucasus
- 8 The Foundation Act No 7907 set forth the particular standing of METU and established it as a juridical entity.
- 9 The small building previously belonged to the Social Security Office of Retirees.
- 10 It created the first university campus of Turkey.