

Professor Ltd Getting It Right First Time

NEWS

Due to the number of wonderful employees we have working within the company, we can now offer a new service which will give you a better chance getting that job you've been after. We will be launching a service to help write job applications, in order for you to enhance what we're sure is already a glowing CV.

If you require such services, don't hesitate to get in contact. If language has previously been a barrier for you when applying for a job, we are here to help and understand how hard it can be presenting your skills in writing.

Please send us an email stating whether the job you are applying for is in the public or private sector, allowing us to most appropriately select the tone of your application. You will need to provide us with information about:

- **The job you are applying for** – this will help us understand how to best write your CV.
- **Work experience** – previous employers and what the job entailed.
- **Skills** – for example, competence using computer programmes such as excel, and personal skills, such as being a team-player.
- **Educational background** – where you have studied and your qualifications.

TOP TIPS

Tutors must get bored of reading the same words in essays over and over and over again. It is always good to vary your sentence structure, including the length of your sentences.

Conjunctions/connectives are a grammatical device to join two clauses (statements which can be sentences on their own) together. Conjunctions can be used at the beginning of sentences, but are often best used to elongate a sentence and make it sound more interesting and intelligent.

“But” and “because”, are just two of the more commonly used, however there are a lot more to choose from, (“however” is one too!)

Try: while, although, however, therefore, subsequently, on the other hand, nevertheless, moreover, furthermore, as well as...

REMEMBER: make sure you select your conjunctions carefully, they can mean different things. “Because” explains and justifies your previous point, whilst “although” suggests you are making a new point.

USEFUL SLANG

Have you ever felt a bit lost amongst your English speaking friends when they start using words you’ve never heard of? By this we don’t mean really long, complicated words (that’s just your friends showing off), but slang. Have no fear! Each month we will be bring some useful slang for you to learn. For our first newsletter, we’re going to start with the basics.

- **“Man!”** – people often use the word man at the beginning or end of sentences to exclaim and exaggerate something. It could be used for both negative and positive purposes, for example: *“That was so cool man!”* or *“Man, it was bad!”*
- **“Alright”** – this is typically London slang, used instead of asking “how are you?”, the question is often shortened to “alright?” and would be used between friends.
- **“Cheers!”** – probably said over drinks, cheers is a really casual and friendly way of saying thank you, used when everyone is in good spirits.

REMEMBER: whilst this slang is all good fun with your mates, don’t start using it in your essays! Your tutors will probably not see the funny side of it! Alright man?

COCKNEY RHYMING SLANG

Cockney rhyming slang originated in Cheapside, London, and anyone born within the sound of the Bow Bells was considered a true “Cockney”. It is a dying type of speech but lots of fun to learn about and often very funny. It uses rhymes to replace the actual word people mean, using London stations, British celebrities and typical English foods to add to the effect. Each month we’ll bring you some example and you’ll think we’re having a laugh! Or in cockney “Having a bubble bath!”

English	Cockney
“On my own”	“On my Jack Jones”
“Legs”	“Pins”
“Stairs”	“Apples and Pears”
“This apple is rotten”	“This apple is Dot Cotton”