Table of Contents

Preface	VII
PART 1: SPEAKING ENGLISH	
Improving Your Spoken English	1
The Alphabet in English	4
Phonetic Symbols Applicable to English	4
Tips for Improving the English Pronunciation of Native German-speakers	5
Teaching Methods	7
The Psychological Problem	7
Dialect	8
Phonemic Distinctions	10
The Phonemes of English from a German-speaker's Viewpoint	12
Contrasting Phonemes	12
Vowel Opposition	12
Unstressed Long Vowels	16
Intonation	16
Consonant Pairs	16
Sentences Testing English Phonemes at Random	18
'Hans Breitmann's Barty', by Charles Leland	19
	20
Commentary	23
Note on the Pronunciation of 'Chaos'	29
	29 30
Approaches to Terminology	32
The Formation of Adjectives Denoting Nationality in English	35
Names of Cities in English	36
Provinces and Islands	
Popular English Nicknames	37
Conversational Notes	~ ~
Forms of Energy	39
Considerations Regarding the Free Market	40
John Maynard Keynes (1883 – 1946)	41
Inflation Talking Points	42
Why is Inflation-accounting Necessary?	42
Is it Reasonable to Blame OPEC for the Present World Recession	43
Why Does Inflation Tend to the Raise Income Tax?	43
The Balance of Imports and Exports	43
Fiat Money	44
Devaluation as a Policy	44
Productivity and Services	44
Rent Restrictions	45
Union Problems in Britain	45
Supermarkets	46
Gresham's Law	46
Speculation	46
Speculation and Insurance	47
Bearer Cheques	47



The Guest-worker System	47
Poverty in the Third World: I	48
Motorways	48
Arguments Against	48
Arguments For	49
Poverty in the Third World: II	49
Full Employment	50
Say's Law	51
Monetarism	51
Supply-side Economics	52
Some Talking Points on Tax	52
Parkinson's Laws	53
The Peter Principle	54
Double-entry Bookkeeping	54
Company Balance Sheets	54
Income Statements	55
Statements of Sources and Uses of Funds	56
Traveller's Cheques	57
Bank Drafts	58
Over- and Under-invoicing	58
Binary Numbers	58
Training the Memory	59
Note-taking	59
Applied Reading	60
The Lozanov Method (Modified)	60
Greetings in English	. 64
Telling the Time	64
Meals in England	65
Voting Patterns	65
The Reinforcement of Ideas through Discussion	66
Point of Sales Credit Cards	66

PART 2: WRITING ENGLISH

The Lay-out of Papers in English	67
1. Structure of the Text	67
2. Style	67
3. Typing	68
4. Spelling	70
5. Abbreviations	70
6. Punctuation	71
7. Corrections	73
8. Handwriting in English	74
9. Structural Points	74
10. Idiomatic Expressions	
Research with Professor Purcell	80
Seminar Papers	80
Master's Theses (Diploma Papers)	82
Marking Master's Theses	

Dissertation Abstracts Research Topics Originality Exemplary Notes on Ecology, by Dr. G. Neuwirth	86 87 88 88 88
Self-confidence in the Examinations 9 Oral Examination Criteria 9 Intonation 9 Useful Expressions 9	90 90 91 91 92 93
Part I Final Examination: Topics 9 Sample Conversation: Part I Final Examination 9 The Part II Final Examination (Second Diploma Examination) 10 Rigorosen 10 Letters of Recommendation 10 Part II Final Examination: Topics 10 Sample conversation: Part II Final Examination 10 Sample conversation: Part II Final Examination 10 Translation from and Into English 10 Marking Translations in the Part II Final Examination 10 A Sample Short Essay: 1 10 Marking English Essays in the Part II Final Examination 10	93 97 99 00 00 00 02 04 04 05 06 07
List of Works Consulted	10 15 21 24