STRESSED, UNSTRESSED

EAE Learning objectives for this lesson

Learn some techniques for improving your business English. Learn and practice common words and expressions for business English. Learn how to use syllabic stress. Learn and practice some new linking words to structure what you are saying.

★Activity One



- How often during the day do you feel stressed?
- How often do you succeed in changing your stressed mind set to an unstressed one?
- How do you do that?
- What do you know about stress in the English language?
- What's syllabic stress?
- What's word stress?
- Do you ever get stressed in a situation where you are speaking English at work? What kind of situation do you find challenging?

★Activity Two - The Power of WORDS.

It can be a bit stressful to be in a situation where you have to find the right word to describe something important and you just can't think of it!

Here are some common **words** **which are often used in business.**

➡How familiar are they?
➡How useful are they?
➡Do you sometimes find it hard to remember these words?
➡Does that make you feel stressed?

By learning some key words and expressions and trying to practice them, you can be more relaxed in your next business discussion in English.

Read the words and their definitions. Look them up in the dictionary if you want to be clearer about their meaning. You may recognise words but you need to be able to think of them when you need them. For this you have to practice using them regularly and see or hear them in different contexts.

Review - to analyse a subject to understand it better.
increase - to make bigger
decrease - to make smaller
Reduce - to lower/ make less
percentage - %
to lack - not have enough
there is a lack of - there is not enough of
trend - tendency
need - requirement, necessity
to be able - capable of doing, having the ability or power to do
Meaning - signification
Awareness - having consciousness or knowledge of
Stakeholder - a person who has an investment share or interest in
Behaviour - actions, conduct or comportment
Part-time - working less than the usual hours
Full-time - working the usual number of hours



Skill - the ability coming from knowledge and aptitude
Criteria - rule or principle for evaluating or testing.
Asset - useful or desirable quality
payroll - list of employees to be paid
trust - confidence
liability - a disadvantage or risk
outsource - subcontract
multitask - perform more than one task
deadline - time or date when something has to be finished
to fulfil - bring to realisation
brand - the make or kind of something
strength - effective force
weakness - lack of strength
purpose - reason to do something
Commitment - engagement

Fill the gaps in the text below with words from the list on page one :

We need to ……. the number of part time employees currently on our …….. We need to raise ……. of the negative ……. in this area. Managers need to know that it is hard to motivate ……. staff. They lack ……. to the company because they do not feel valued. We need to ……. the ……. of part time employees by training staff so that they can …….. We could ……. ……. for example and develop new ……. within our workforce. Employees capable of multi tasking are a real ……. to the company. Being trained in new ……. builds ……. in our ……. as an employer and gives ……. and a sense of ……. to people's jobs.



★**Activity Three** - **Stress Less** - *Coping techniques…*
Here is some advice to help you to feel more relaxed and make a better impression when using English at work.

1/ **Use a vocabulary note book** - Make an effort to learn new vocabulary of relevance to the situations in which you use English. Always write down new words you come across in work related situations and also write down words you didn't know and look them up in the dictionary. Review your vocabulary lists often. Don't alphabetise it, you will find it easier to remember if you keep things in the order, and context, in which you thought of them. So you can write the date down with new words.

2/ **Find another way to say things** - Learn to use a series of short simple sentences to explain what you mean when you can't remember a word for something. Get into the habit of doing this by practicing talking about work related subjects in English. (Practice in your lessons, or find someone to practice with at work.) *Here's are examples - you are trying to think of the word strength - you can't remember it, so you say: "The things we are good at doing." You are trying to think of the word 'payroll', "the money we pay to the staff" etc..* Get used to using alternatives, don't get stuck because you can't find a word. So practice doing this in a 'safe' situation, with a friend or teacher.

★**Activity Four** - **It all makes sense!**

When you want to make your meaning clear it's important to structure what you are saying. Here are some really useful, but not often used linking words which can really help you clarify and stress the important things you want to say! Which of these are new to you? Which do you want to try and learn? Try writing them on a post it on your desk for a week and see if you can use them.

- **Likewise**
- **By the same token**
- **then again**
- **after all**
- **given that**
- **with this in mind**
- **in other words**
- **to put it another way**
- **chiefly**
- **in particular**
- **it must be remembered that**
- **on the positive side**
- **on the negative side**
- **consequently**
- **on balance**
- **ultimately**
- **for the most part**
- **all in all**
- **overall**



Use some of the new words and expressions from pages one and two to ***answer the following questions:***

- **What is your main focus today at work and why is it important?**
- **What needs to change in your job today and why?**
- **What gives employees a sense of purpose and why is that important?**

Here are some useful lists of such words:
http://www.easyaccessenglish.com/wp-content/uploads/brochures/Livret-Linking-Words_Talk-to-the-Monkey-EAE.pdf
http://www.smart-words.org/linking-words/transition-words.html

★Activity Five - What is a stress?

Syllabic stress

In English most words that are made up of more than one syllable have at least one stressed syllable and one unstressed syllable. The stressed syllables are the ones which are emphasised, or spoken more loudly. The unstressed syllables are not emphasised; they are not spoken as loudly. This is very different from French where each word and syllable is spoken with equal emphasis. Word stress is part of the English language, so if you don't use it correctly people will not understand you.

For example, with the word "emphasise". Some syllables were pronounced more loudly. You can hear that **em** is spoken more loudly than **pha**, and **size** was also spoken more loudly than **pha**. This means that **em** and **size** were stressed syllables, and **pha** was unstressed.

If you use word stress in your speech, you will instantly and automatically improve your pronunciation

EM pha SIZE - ***The stressed syllables are written in capital letters.***

Here are some more **examples**:

- about - a BOUT
- indeterminate - IN de TERM in ATE
- examples - ex AM ples
- poetry - PO et RY
- Photograph - PHO-to-graph
- Photographer - pho-TO-grapher

Note: some words are stressed differently depending on what part of speech they are. For example, the word "arithmetic" is both a noun and an adjective. When pronounced as a noun it is a RITH me TIC, but as an adjective, it's AR ith MET ic. So you need to know how a word is being used before knowing how it's stressed!

Another example - to preSENT (verb), to be PREsent (adverb), a PREsent (noun).

RULES ABOUT WORD STRESS IN GENERAL:

- ☑ **1WORD1 - STRESS** - a word can only have one stress. If you hear more than 1 stress then you are hearing more than 1 word.
- ☑ Stress is always on a **vowel**.



Which syllables are stressed?

✓**Stress on the first syllable**
Most 2 syllable nouns and adjectives.
(HAppy, TABle…)

✓**Stress on the last syllable**
Most 2 syllable verbs
(to decIDE to begIN…)

✓**Stress on the second from last syllable**
Words ending in -ic
(fantASTic)

✓**Stress on third from last syllable**
Words ending in -cy, -ty, -phy, -gy -al
(demOCracy, geoLOGiccal)

Word Stress
What about **one syllable words**? Words made up of just one syllable may be either stressed or unstressed, and often it depends on the context (the words around it). Read the two sentences below aloud. Do you see how changing the stress changes the meaning of the sentence?

I can BE a DOC tor.
I CAN be a DOC tor.

Remember that **you will learn how** to use word stress correctly over time, step by step -

A/ Become aware of it.

B/ Notice it and listen for it

C/ Start to use it



Further study at home - https://www.youtube.com/watch?v=gSNcI_agzpI
https://www.englishclub.com/pronunciation/word-stress-2.htm

★**Activity Six** - ***Practice…***

- **A/** Go back to the words in **activity two and read them with the correct syllabic stress.**
- **B/ Read the text** paying attention to word stress, syllabic stress and intonation.

Business English does not need to be stressful.

It's true that many people who use English in a professional connect will often be confronted with potentially stressful situations. However with the right approach everyone can feel serene about using English at work.

If you make an effort to learn some key expressions and words you will find it less stressful to speak English at strategic moments.

Make sure that you always make a note of new words which you discover in the course of your work. Also look up words you don't know in the dictionary. Keep reviewing these words.

Make an effort to structure what you are saying with linking words. Try to learn as many linking words as possible. Use short sentences. You will find this easier to do if you use linking words to introduce new sentences.

