



Cultural Linguistic Services
OFFICE OF HUMAN RESOURCES
UNIVERSITY OF WISCONSIN-MADISON

Employee Learning Center

English learning Newsletter

Wednesday, March 25, 2020

New words of the week:

We need to practice **social distancing** (staying a safe distance from other people).

We must **socially distance** ourselves to reduce **community spread** (giving others a contagious disease, such as COVID-19 or the flu).

Adapted from **8 Critical Soft Skills for Workplace Readiness**, by the Conover Company:

Skill #2: Communication

It's not what you say but how you say it that's important. You need to have good oral and written communication skills to make your point effectively. So many methods of communication today are text-based, so it's important to know how to state your intentions via the communication in text messages, instant messages, and email.

Listening is also a very important part of communication. Many people listen in order to respond, but they don't actually hear what the other person is saying. You have 2 ears and 1 mouth, and you should use them proportionally.

Phrases for conversation:

Use these phrases to ask for help or advice:

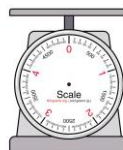
- **Do you think you could** help me out/give me a hand?
- **I'd like to hear your advice** about my situation.
- **What do you think I should do** about this?
- **I've got this problem with...**
- **I wish I knew how to...**
- **Can you take a look at** my writing?
- **I need** some help/advice.

-adapted from Perfect Phrases for ESL Conversation Skills by Diane Engelhardt

Proverb:

"An ounce of prevention is worth a pound of cure."

Meaning: It's better to be cautious and prepared in order to prevent something bad from happening.



Learn More:

At the Wisconsin Life website, you can read about, listen to, and watch videos of Wisconsin culture, history, food, nature, science, sports, and arts:

<https://www.wisconsinlife.org/>



Wisconsin Life

For fun:

The Ann Arbor, Michigan, Film Festival is live streaming this week! Find an interesting film to watch here: aafilmfest.org/58aaff-live-stream