

# How to learn english



**ASSIGN  
BUSTER**

How to learn English effectively Do you want to know how to learn English effectively? If so, you are not alone. In fact, there are many people out there today who are working to learn English as a second language. No matter what the reason is that you are learning English, you want to make sure that you can learn it quickly and effectively as well. Whether you are learning English in a class, on your own, or with language teaching software, there are certain things that you can do to make sure that you learn the language effectively.

So, here are a few tips to keep in mind that will help you on your journey towards learning the English language. Tip #1- Make Sure You WANT to Learn One of the first tips that can help you out if you want to know how to learn English effectively is to make sure that you really want to learn this language. If you really don't want to learn, there is no book, no class, and no tips that are going to make it simpler for you. Make sure that you ask yourself whether you really want to learn English. If not, then it's not for you. However, a real desire to learn the language can go a long way.

Tip #2 – Figure Out What Motivates You If you want to learn English effectively, you need to figure out what your motivation is. Why do you want to learn English so badly? Do you want to improve your current learning, get a better job, attend university, or enjoy your life in an English speaking country? No matter the reason you are motivated to learn this language, you need to understand what motivates you so you can use it as encouragement as you learn the language. Tip #3 – Decide on Some Goals It is very important that you have goals in mind if you want to know how to learn English effectively.

Setting goals will help you to know where you want to be and it will you to actually see your progress as you learn the language as well. Decide what your goals are, whether you want to improve your vocabulary, pronunciation, or even if you want to comprehend when you're listening better. Once you know your goals, make sure that you are working to achieve them. Tip #4 – Be Sure to Practice Practicing is probably one of the most important tips if you want to know how to learn English effectively. The more you practice your English skills, the better you will become at it.

You can practicing by reading English, by writing emails and letters, by listening to television or the radio in English, or even by taking time to speak to other people who speak the English language. The more you practice, the fewer mistakes you'll end up making over time, and you'll become more effective with your English skills. Tip #5 – Work on Vocabulary Development No matter what language you're learning, a large vocabulary is going to be very important. This is especially important when you are learning the English language.

One of the best ways to learn new vocabulary words is to start reading and you can also learn more by listening to the radio or watching television. Playing word games and doing word puzzles can also help you out when you are trying to enhance your English vocabulary. Tip #6 – Study on a Regular Basis If you plan on learning a language, you are going to have to make studying a priority. It's not just something you do every now and then, but it should be done every single day. When you study each day it is easier to retain the new things that you learn.

You'll also find that you can review easier every day and you'll definitely remember what you learn a lot better as well. So, if you want to know how to learn English effectively, then you need to make studying a priority. Tip #7 – Make it Enjoyable When you're having fun, it actually makes it easier for you to remember things that you learn, so make sure that you make learning English fun. Take time to do puzzles and to play games, even if it does seem a bit childlike. They really can help you as you learn English and provide you with excellent practice. Ref : <http://www.learnenglish-a-z.com/how-to-learn-english-effectively.html> Rules for Writing Formal Letters in English In English there are a number of conventions that should be used when writing a formal or business letter. Furthermore, you try to write as simply and as clearly as possible, and not to make the letter longer than necessary.

Remember not to use informal language like contractions. Addresses: 1) Your Address The return address should be written in the top right-hand corner of the letter. 2) The Address of the person you are writing to The inside address should be written on the left, starting below your address.

Date: Different people put the date on different sides of the page. You can write this on the right or the left on the line after the address you are writing to. Write the month as a word. Salutation or greeting: 1) Dear Sir or Madam, If you do not know the name of the person you are writing to, use this. It is always advisable to try to find out a name. 2) Dear Mr Jenkins, If you know the name, use the title (Mr, Mrs, Miss or Ms, Dr, etc. ) and the surname only. If you are writing to a woman and do not know if she uses Mrs or Miss, you can use Ms, which is for married and single women.

Ending a letter: 1) Yours Faithfully If you do not know the name of the person, end the letter this way. 2) Yours Sincerely If you know the name of the person, end the letter this way. 3) Your signature Sign your name, then print it underneath the signature. If you think the person you are writing to might not know whether you are male or female, put your title in brackets after your name. Content of a Formal Letter First paragraph The first paragraph should be short and state the purpose of the letter- to make an enquiry, complain, request something, etc.

The paragraph or paragraphs in the middle of the letter should contain the relevant information behind the writing of the letter. Most letters in English are not very long, so keep the information to the essentials and concentrate on organising it in a clear and logical manner rather than expanding too much. Last Paragraph The last paragraph of a formal letter should state what action you expect the recipient to take- to refund, send you information, etc.

Abbreviations Used in Letter Writing The following abbreviations are widely used in letters:

- asap = as soon as possible
- cc = carbon copy (when you send a copy of a letter to more than one person, you use this abbreviation to let them know)
- enc. = enclosure (when you include other papers with your letter)
- pp = per procuracionem (A Latin phrase meaning that you are signing the letter on somebody else's behalf; if they are not there to sign it themselves, etc)
- ps = postscript (when you want to add something after you've finished and signed it)
- pto (informal) = please turn over (to make sure that the other person knows the letter continues on the other side of the page)
- RSVP = please reply

Outline: A Covering Letter A covering letter is the one that accompanies your CV when you are applying for a job. Here is a fairly conventional plan for the layout of the paragraphs. Opening Paragraph Briefly identify yourself and the position you are applying for. Add how you found out about the vacancy.

Paragraph 2 Give the reasons why you are interested in working for the company and why you wish to be considered for that particular post. State your relevant qualifications and experience, as well as your personal qualities that make you a suitable candidate. Paragraph 3

Inform them that you have enclosed your current CV and add any further information that you think could help your case. Closing Paragraph Give your availability for interview, thank them for their consideration, restate your interest and close the letter.

Outline: A Letter of Enquiry A letter of enquiry is when you are approaching a company speculatively, that is you are making an approach without their having advertised or announced a vacancy.

Opening Paragraph Introduce yourself briefly and give your reason for writing. Let them know of the kind of position you are seeking, why you are interested and how you heard about them.

Paragraph 2 Show why their company in particular interests you, mention your qualifications and experience along with any further details that might make them interested in seeing you. Paragraph 3 Refer to your enclosed CV and draw their attention to any particularly important points you would like them to focus on in it. Closing Paragraph Thank them, explain your availability for interview and restate your enthusiasm for their company and desire to be considered for posts that might as yet be unavailable. Ref :

<http://www.usingenglish.com/resources/letter-writing.html>

<https://assignbuster.com/how-to-learn-english/>