**LANGUAGE STUDY**

### A. ACADEMIC TITLES AND DEGREES

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| --- | --- |
| Freshman A student in the first year of the course at a university, college, or high school    Sophomore A student in the second year of high school, college, or university    Junior A student who is in the next to the final year of a course of study    Senior A student in the final year at a high school, college, or university    Undergraduate A student in a university or college who has not received a bachelor's, degree  (also adjective): he’s an undergraduate; completing her undergradute studies    Graduate A student who holds the bachelor's degree: *He is a METU graduate.*  Of, pertaining to, or involved in academic study beyond the first or bachelor's degree: *graduate courses in business; a graduate student*    Alumnus A graduate of a school, college, or university. Plural: Alumni.    Honors degree (Hons.) In a university a rank of the highest academic standard    BA Bachelor of Arts. A [bachelor's degree](http://en.wikipedia.org/wiki/Bachelor%27s_degree) generally awarded for an  [undergraduate](http://en.wikipedia.org/wiki/Undergraduate_education) course or program in either the [liberal arts,](http://en.wikipedia.org/wiki/Liberal_arts) the sciences, or both    BS/Bc./B.S./B.Sc. Bachelor of Science. Generally a four-year [undergraduate degree](http://en.wikipedia.org/wiki/Undergraduate_degree) more typically used in [engineering,](http://en.wikipedia.org/wiki/Engineering) [computer science,](http://en.wikipedia.org/wiki/Computer_science) [mathematics,](http://en.wikipedia.org/wiki/Mathematics) and the [natural sciences](http://en.wikipedia.org/wiki/Natural_sciences)    MA Master of Arts. A master's degree given usually in a specific branch of the humanities or social sciences    MS/M.S./M.Sc. Master of Science. A master's degree given usually in a specific branch of the natural sciences, mathematics, or technology    MBA Master of Business Administration    Ph.D. Doctor of Philosophy. Also called [doctorate.](http://dictionary.reference.com/browse/doctorate) the highest degree awarded by a graduate school, usually to a person who has completed at least three years of graduate study and a dissertation approved by a board of professors. | |
| Asst. Prof. | Assistant Professor. A teacher in a college or university who ranks above an instructor and below an associate professor. |
| Assoc. Prof. | Associate Professor. A teacher in a college or university who ranks above an assistant professor and below a professor. |
| Major Program | (to do) one's principal study (in a particular subject): *to major in English literature. History was my major at college.* |
| Double Major | A double degree program, sometimes called a conjoint degree , dual degree, or simultaneous degree program, involves a student working for two different university degrees in parallel, either at the same institution or at different institutions |
| Minor Program | A subject or a course of study pursued by a student, especially a candidate for a degree, subordinately or supplementarily to a major or principal subject or course |

**Fill in the blanks with suitable prepositions where necessary.**

1. I am a junior \_\_\_in\_\_ environmental engineering.
2. I am majoring \_\_in\_\_\_ civil engineering.
3. I graduated \_\_from\_ Hacettepe University \_\_\_--\_\_\_ last year.
4. I will receive my BA degree \_\_in\_\_\_ history \_\_\_--\_\_\_ this June.
5. She already holds a BS degree \_\_in\_\_\_ biology. She plans to have another \_\_in\_\_ chemistry.
6. She will graduate \_\_from\_\_ ITU \_\_with\_\_ a bachelor's degree \_\_in\_\_ computer engineering.
7. He applied \_\_for\_\_ a Phd degree \_\_in\_\_\_ philosophy.
8. She will apply \_\_to\_\_ the department \_\_for\_\_ the position of teaching assistant.
9. She enrolled \_in\_\_ the MBA program \_\_at\_\_\_ Bilkent University.
10. He has registered \_\_\_to\_\_ three courses in the program.

### B. COLLOCATIONS

1. **Match the words that collocate.**

|  |  |
| --- | --- |
| 1. communicate | a. research |
| 2. possess | b. success |
| 3. hold/receive | c. application |
| 4. pursue | d. skills |
| 5. set | e. degree |
| 6. achieve | f. effectively |
| 7. make | g. career/study |
| 8. fill | h. requirements |
| 9. meet | i. goals |
| 10. do | j. position |

|  |
| --- |
| **1. communicate effectively** |
| **2. possess skills** |
| **3. hold/receive a degree** |
| **4. pursue a career/study** |
| **5. set goals** |
| **6. achieve success** |
| **7. make an application** |
| **8. fill a position** |
| **9. meet requirements** |
| **10. do research** |

1. **Complete the following sentences with words that collocate from the box.**

contribution opportunity best knowledge intensive improvement highly experience currently career

* 1. I gained extensive **experience** during my summer practice at Arçelik on production processes.
  2. The candidate seemed to be **highly** interested in the training programs our company offered.
  3. **Currently**, I am a senior student at Middle East Technical University, at the department of Physics.
  4. I believe I will be able to make a special **contribution** to your institution with my strong educational background.
  5. My admission to Central Bank as a trainee in 2010 was a golden **opportunity** to improve my professional and interpersonal skills.
  6. The position you have advertised suits me **best** in that I possess the necessary qualifications and qualities.
  7. During my summer practice this summer, I was exposed to a(n) **intensive** training program where I improved my problem-solving skills.
  8. I have always had a strong desire to take up a(n) **career** in the field of education since I believe I have a talent for developing and implementing informative and interesting course materials.
  9. I obtained profound **knowledge** on optoelectronics during my undergraduate studies at my university.
  10. The courses I attended during the last year of my education have made a remarkable **improvement** in my knowledge on world economy.

#### C. NOUN CLAUSES

**Noun clauses act as nouns in a sentence.**

**What I read about the development stages of easy-to-use computers** in a book interested me much. I found that **an American named Douglas Engelbart developed the idea of combining the screen, the keyboard and a hand-held controller – a mouse – in the 1960s.** The surprising thing about Engelbart’s initial Mouse was that **it was a large wooden object with three buttons and it required six months’ training to use it**! It can be said that Steve Jobs is responsible for **what happened to that prototype and how it transformed into the tiny equipment we use today.** He wanted to adapt the mouse to his own product, the Macintosh, in 1979 and asked a team of designers and engineers to create the perfect mouse. Today computer users all around the world are happy **that the one buttoned mouse the size of a child’s hand is at their service**.

**The noun clause markers are:** that; if, whether; Wh-words: how, what, when, where, which, who, whom, whose, why; and Wh-ever words: however, whatever, whenever, wherever, whichever, whoever, whomever

##### Reduction of Noun Clauses

|  |  |
| --- | --- |
| **Noun Clause** | **Reduced Clause** |
| It is essential **that he report to his supervisor regularly**. | It is important **for him to report to his supervisor regularly.** |
| I am glad **that I have been promoted.** | I am glad **to have been promoted**. |
| She is happy **that she is here**. | She is happy **to be here**. |
| The team do not know **what they have to do**. | The team do not know **what to do**. |
| He cannot decide **when he should ask for a pay rise**. | He cannot decide **when to ask for a pay rise**. |
| Could you tell me **how I can get to the HQ**? | Could you tell me **how to get to the HQ**? |
| My colleague told me **where I could find last year's fiscal reports**. | My colleague told me **where to find last year's fiscal reports**. |
| I cannot decide **whether I should take the job offer or not**. | I cannot decide **whether to take the job offer or not**. |

**Subjunctives**: They are used after certain adjectives, verbs and nouns:

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| --- | --- |
| Adjectives | advisable, crucial, essential, imperative, important, mandatory, obligatory, necessary, recommendable, significant, urgent, vital |
| Verbs | advise, ask, demand, insist, order, prefer, propose, require, recommend, request, rule, suggest, urge |
| Nouns | advice, demand, insistence, order, proposal, recommendation, suggestion |

Examples: It is **important** that she **learn** the regulations.

The company doctor **suggests** that he **take** a week off.

Her **insistence** that she **be promoted** gained her nothing.

**Complete the following sentences with noun clause markers.**

1. I took my report to the manager. He asked me \_\_\_\_\_\_\_\_**what**\_\_\_\_\_ my references were, for which I did not have an answer.
2. \_\_\_\_\_\_**However**\_\_\_\_\_\_ much she strives for a promotion, she cannot get it.
3. Our boss attended a seminar on Productivity. Later she summarized us \_\_\_\_**what**\_\_\_\_\_\_ she learned from that seminar.
4. \_\_\_\_**Whomever**\_\_\_\_\_\_\_ took on this project knows his subject very well.
5. Her comments were irrelevant to \_\_\_\_\_\_**what**\_\_\_\_\_\_\_ was being discussed.
6. The reason they are not participating into today's meeting is \_\_\_\_\_\_\_**that**\_\_\_\_ their flight has been delayed.
7. You should get prepared before a presentation. You cannot say \_\_\_\_\_**what**\_\_\_\_\_ comes to your mind.
8. \_\_\_\_\_**That**\_\_\_\_\_\_ all these items have been covered in a short meeting is a miracle!
9. \_\_\_\_\_\_**Whether**\_\_\_\_\_ they received our report yet has not been confirmed.
10. He may have many reasons for not finishing the project. \_\_\_\_\_\_**Whatever**\_\_\_\_\_\_ the reasons are, he cost us our credibility.

**Complete the following paragraph with noun clause markers.**

###### Talking about Values is Good Business

*by Bill Collier*

Values? What do “values” have to do with business? In a word: everything! I assure you (1) **that** I see core values as common-sense business practice, just like reading a balance sheet or reducing costs. It is simply a way to ensure (2) **that** everyone on the team knows (3) **what** is important. Every business has a culture. The culture is formed over time and is shaped largely by the owner, manager, employees, and the industry you are in, and on and on. A big part of a business’ culture centers on the values that drive actions and decisions. You may not care (4) **whether** your employees eat at the desk or go out, but you should know (5) **whether** they are being honest with your customers or not. Here is my recommendation for every company: Determine (6) **which** values and principles are important to you, and then go about the serious work of injecting these values into the workforce. Each company must answer that question for itself. A technology firm might choose “innovation” as a key value. “Quality” could be a hallmark for a homebuilder. In fact, (7) **how** **far/where** you go about choosing your important values is not important, as long as sufficient time is taken to ensure (8) **that** you hear from all the important stakeholders. Gather input and kick it around. (9) **Whatever** values are chosen, the company needs to make them second nature for all the employees. When you hear one of your employees tell another, “That is not (10) **how** we do things around here”, you will know hard work is paying off.

**Complete the following statements using the given clues:**

1. The project manager is happy. His team is made up of experienced engineers.

The project manager is happy **to have a team made up of experienced engineers**.

1. The newly installed computer program should be used by all the employees. It is important.

It is important that the newly installed computer program **to be used by all the employees**.

1. The supervisor had concerns about her new team at the beginning. She confesses it.

The supervisor confesses **to have had concerns about her new team at the beginning.**

1. When should you submit the report? Did he tell?

Did he tell you **when you should submit the report // when to submit the report?**

1. The sound system at the hall was problematic. The speaker was saying something but I could not hear it.

The sound system at the hall was so problematic I could not hear **what the speaker was saying.**

1. My wife, who works for a construction company, has taken part in a lot of projects.

I don’t know **how many projects my wife has taken part in**.

#### D. RELATIVE CLAUSES

“As you will note from my enclosed CV, I have just graduated with an MSc in Computer Networks from Durham University, having previously achieved a first class diploma in Computer Science and

Engineering – where I was amongst the top three students in the whole college.”

1. The sentence above is extracted from a sample cover letter in Unit 2. It is a combination of different sentences. What are they?
2. Which structures were used to combine them?
3. How did this combination help improve the quality/language of this letter?

There are two types of Relative clauses: **Defining and Non-Defining**.

1. **Defining Relative Clauses** are used to define people or things (who, which, that), show possession (preposition + which, whose), and refer to places (where, which, that). See the following examples.

**Examples:**

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| 1. We traded in our company car ***that/which*** was old for a new one. |
| 2. The accountant ***(that/who/whom)*** you have had an appointment with this morning will meet us tomorrow to show us the annual budget proposal.  The accountant ***with whom*** you have had an appointment this morning will meet us tomorrow to show us the annual budget proposal. |
| 3. The conference call ***(that/which)*** we had yesterday with the Japan subsidiary went pretty well. |
| 4. The HR manager ***(that/who/whom)*** I wrote *to* last week kindly answered my email. The HR manager ***to whom*** I wrote last week kindly answered my email. |
| 5. I could not contact the new applicant ***whose phone*** was busy all day yesterday. |
| 6. The room ***where*** we held the meeting was rather spacious.  The room ***in which*** we held the meeting was rather spacious.  The room ***(that/which)*** we had the meeting *in* was rather spacious. |
| 7. My supervisor drew up the tasks ***that*** I would fulfill immediately. |
| 8. He was the first candidate ***who*** came to the interview with a comprehensive portfolio. He was the first candidate ***to come*** to the interview with a comprehensive portfolio. |

\*Relative clause markers in parentheses can be omitted.

**Complete the following sentence using relative clause markers.**

* 1. The new office building has a large hall **where** presentations and meetings can be held.
  2. We parachuted a new MD **from whose** experience our company will largely benefit.
  3. German chancellor called for immediate action against the recent soaring prices **which** caused public unrest.
  4. We made a shortlist of candidates **whose** CVs were impressive.
  5. The government needs a new health system **which/that** meets the union’s demands.
  6. The report **which was // --** prepared by the R&D Department caught the CEO’s attention.
  7. We were the first group **to** submit the project before the deadline.
  8. A subsidiary is a company **whose** controlling interest is owned by another company.

1. **Non-Defining Relative Clauses** simply give extra information. Here are some examples.

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| 1. My father, ***who*** runs his own business, is considering retirement next year. |
| 2. The company, ***(which was)*** established last year, is going through a rough patch. |
| 3. The new security system cost the company a great deal of money, ***which*** is another breach in this year’s budget. |
| 4. Mr. Collins, ***with whom*** I discussed the details of the project yesterday, would like to have another meeting next week. |
| 5. The Louvre has millions of visitors each year, ***most of whom*** come to see the Mona Lisa. |
| 6. The Turkish Parliament, ***which*** consists of 550 MPs, passed the new bill yesterday. The Turkish Parliament, ***consisting*** of 550 MPs, passed the new bill yesterday. |
| 7. The Istanbul Modern Art Museum, ***(which was)*** inaugurated on December 11, 2004, is located on the [Bosphorus](http://en.wikipedia.org/wiki/Bosphorus) in a converted warehouse in the Tophane neighborhood and is the first of its kind in Turkey. |

\*Relative clause markers in parentheses can be omitted.

**Complete the following text adding the pieces of extra information provided after it. Use defining/non-defining relative clauses.**

A path with trees on the side of a building

Description automatically generated

Middle East Technical University (METU), (1) **which is commonly referred to as *ODTÜ***, is a [public](http://en.wikipedia.org/wiki/Public_university) [technical university](http://en.wikipedia.org/wiki/Institute_of_technology) (2) **is located in Ankara, Turkey**. The university puts special emphasis on research and education in [engineering](http://en.wikipedia.org/wiki/Engineering) and [natural sciences,](http://en.wikipedia.org/wiki/Natural_sciences) (3) **offering 40 undergraduate programs** within 5 faculties, and 97 masters and 62 doctorate programs within 5 graduate schools. The main campus of METU spans an area of 11,100 acres, (4) **which comprises, in addition to academic and auxiliary facilities, a forest area of 7,500 acres, and the natural** [**lake Eymir**](http://en.wikipedia.org/wiki/Lake_Eymir). METU, (5) **whose official language of instruction is English**, has more than 95,000 alumni worldwide. Over one third of the 1,000 highest scoring students in the [national university entrance examination](http://en.wikipedia.org/wiki/Education_in_Turkey) choose to enroll in METU, (6) **most of the departments of which accept the top 1% of the nearly 1.5 million applicants**. METU had the greatest share in national research funding by the [Scientific and Technological Research Council of Turkey](http://en.wikipedia.org/wiki/Scientific_and_Technological_Research_Council_of_Turkey) (TÜBİTAK) in the last five years, and it is the leading university in Turkey in terms of the number of [European Union](http://en.wikipedia.org/wiki/European_Union) [Framework Programme](http://en.wikipedia.org/wiki/Framework_Programmes_for_Research_and_Technological_Development) (FP) projects participation. Over 40% of METU's undergraduate alumni choose to pursue graduate studies. METU was founded under the name " *Middle East Institute of Technology* " on November 15, 1956, (7) **which aimed to contribute to the development of Turkey and the surrounding countries of the** [**Middle East,**](http://en.wikipedia.org/wiki/Middle_East) [**Balkans,**](http://en.wikipedia.org/wiki/Balkans) **and** [**Caucasus**](http://en.wikipedia.org/wiki/Caucasus), by creating a skilled workforce in the natural and social sciences. "Arrangements and Procedures as for the Foundation of METU, Law No 6213" was enacted on January 22, 1957, whereby the current name "Middle East Technical University " (METU) was adopted. Finally, the "Foundation Act No 7907", (8) **which set forth the particular standing of METU and established it as a juridical entity**, was enacted on May 27, 1959. In the early years immediately following its foundation, METU was temporarily hosted in a small building (9) **which previously belonged to the Social Security Office of Retirees** in [Kızılay](http://en.wikipedia.org/wiki/K%C4%B1z%C4%B1lay,_Ankara) and another building near the [Grand National Assembly of Turkey.](http://en.wikipedia.org/wiki/Grand_National_Assembly_of_Turkey) In 1963, the university moved to its current location west of Ankara city center, (10) **which created the first university campus of Turkey.**

Retrieved on 29 November 2011 from www.metu.edu.tr

1. Middle East Technical University is commonly referred to as *ODTÜ.*
2. It is located in Ankara, Turkey.
3. It offers 40 undergraduate programs.
4. It comprises, in addition to academic and auxiliary facilities, a forest area of 7,500 acres, and the natural [lake Eymir.](http://en.wikipedia.org/wiki/Lake_Eymir)
5. Its official language of instruction is English.
6. Most of METU’s departments accept the top 1% of the nearly 1.5 million applicants.
7. It aimed to contribute to the development of Turkey and the surrounding countries of the [Middle East,](http://en.wikipedia.org/wiki/Middle_East) [Balkans,](http://en.wikipedia.org/wiki/Balkans) and [Caucasus](http://en.wikipedia.org/wiki/Caucasus)
8. The Foundation Act No 7907 set forth the particular standing of METU and established it as a juridical entity.
9. The small building previously belonged to the Social Security Office of Retirees.
10. It created the first university campus of Turkey.