



English for European trade unionists



Introductory unit

Language learning strategies

Study Guide



The ETUI-REHS is financially supported by the European Commission

Vocabulary

C1 Word groups for the topic *Negotiations*

Activity 3 (p.21)

Suggested groupings [note that some terms appear in more than one group]:

a	b	c	d	e
<ul style="list-style-type: none"> • pension rights • redundancies • selective strike • overtime ban • wage increase • withdrawal of labour 	<ul style="list-style-type: none"> • arbitration • compromise • clarification • conciliation • consult • members • go-slow • mandate settlement • opt for (something) • submit a claim: • work to rule 	<ul style="list-style-type: none"> • adjournment • breakdown in talks • compromise • clarification • deadlock • counter-claim • impasse • mediate • table a demand • opt for (something) • submit a claim 	<ul style="list-style-type: none"> • all-out strike • go-slow • selective strike • overtime ban • withdrawal of labour • work to rule 	<ul style="list-style-type: none"> • redundancies • overtime ban • wage increase

E Word-building

Activity 5 (p. 23)

- a. noun
- b. noun
- c. adverb
- d. noun
- e. adjective

Other uses of the word *direct*:

*e.g. He is responsible for directing (managing) operations.
He will see you directly (almost immediately; very shortly).*



Grammar grids

Activity 6 (p.24)

Verb	Noun	Adjective	Adjective with opposite meaning	Adverb
benefit	benefit/benefits	beneficial	unbeneficial	beneficially
integrate	integration	integrated integrating	unintegrated non-integrated	integrally
co-operate	co-operation	cooperative	uncooperative	cooperatively
educate	education	educative educational	uneducated	educationally
develop	development	developed developing over-developed	undeveloped under-developed	developmentally?
organise	organisation	organisational organising	disorganised unorganised?	organisationally
recruit	recruitment	recruiting		
dismiss	dismissal	dismissive		dismissively
make redundant	redundancy	redundant		
assist	assistance assistant	assisting assisted assistant	unassisted	
facilitate	facility	facilitated		



Improving Your Pronunciation

Activity 2 (p.43)

- 1. **M**obbing (noun) **ɒ**
- 2. **D**eadlock **e**
- 3. **B**acklash **æ**
- 4. **B**id **ɪ**
- 5. **N**eeds **i:**
- 6. **A**llowance **ə, ɔ**
- 7. **P**art-time **ɑ:**
- 8. **M**ovement **u:**

Word Stress

Activity 1 (p.44)

issue ISSue	colleague COLLeague	industrial InDUStrial	tribunal tribUNal
complaints compLAInts	represent represENT	employer emPLOyer	employee employEE
negotiation negotiATIOn	negotiate neGOTiate	representative represENTative	economy ecONomy
economical econOMical			



Sentence stress

Activity 1 (p.46)

Content words are underlined:

1. Three times we went back to the negotiating table.
2. Some people join a union for what they can get out of it, rather than solidarity.
3. Action short of a strike would be the best tactic here.

Activity 2 (p.47)

Content words are underlined:

1. This dispute is not about money alone. It is about standing up for our members in the graphics department who have been treated disgracefully by management. All thirty staff have been made redundant with only a month's notice.
2. We may have no alternative but to call for strike action or action short of a strike. This may be refusing to attend meetings, refusal to use email or the telephone, and refusal to work flexibly to meet deadlines.

Writing

Activity 4 (p.61)

1. All employees are requested by management to wear the regulation protective clothing on this site.
2. A motion deploring the activities of Reynard bank in Iraq and Afghanistan was passed unanimously by the union members.
3. Your questions about state pensions should be directed to the Financial Services Authority.
4. If there are any last minute changes to the conference programme, you will be notified by email.

