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Had better

Usamos *"had better"* máis o infinitive sen *"to"* para dar consello. Aínda que *"had"* é a forma do pasado de *"have"*, usamos *"had better"* para dar consello sobre o presente ou o futuro.

· *You'd better tell her everything.* · *Mellor que lle contes todo*

· *I'd better get back to work.* *Mellor que volte a traballar*

· *We'd better meet early.* *Mellor que nos reunamos cedo*

A forma negativa é **"had better not".**

· *You'd better not say anything.* *Mellor que non digas nada*

· *I'd better not come.* *Mellor que non vaia*

· We'd better not miss the start of his presentation.
 Mellor que non perdamos o principio da súa actuación

Usamos "had better" para dar consello sobre situacións específicas, non xerais. Si queremos dar un consello sobre situacións xerais debemos usar *"should"*

· You should brush your teeth before you go to bed.
 Debes lavar os dentes antes de ir a cama

· I shouldn't listen to negative people.
 Non deberías escoitar a xente negativa.

· He should dress more appropriately for the office.
Debería vestir de xeito máis axeitado para oficina

Cando damos consello sobre situacións específicas, tamén é possible usar *"should".*

· You shouldn't say anything. Non deberías dicir nada
· I should get back to work. Debería voltar a traballar
· We should meet early. Deberíamos reunirnos cedo

 Sen embargo cando usamos "had better" hay a suxerencia de que se non se segue o consello algo malo vai pasar.

You'd better do what I say or else you will get into trouble.
Mellor que fagas o que digo o vaste meter en problemas

I'd better get back to work or my boss will be angry with me.
Mellor que volte a traballar ou o meu xefe vaise cabrear conmigo

We'd better get to the airport by five or else we may miss the flight.
Mellor que cheguemos ao aeroporto as cinco ou podemos perder o vo.

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ESCRIBINDO UN CORREO ELECTRÓNICO.

Cómo escribir un correo eléctronico: 6 puntos a ter en conta

1. **Emails are Letters**

Don't forget that emails are a kind of letter. You are addressing them to a specific person and you are trying to communicate something. They are usually shorter and less formal than letters, but the basic goal is the same. Keep this in mind when writing emails.

2. **Proofread and Correct**

Make sure you proofread your emails for typos, spelling mistakes and sloppy writing. If you are just sending off a note to a friend it may not matter, but if you are writing to a stranger or anyone where you want a specific result, you want the message to be clear.

3. **Keep It Short and to the Point**

One difference between emails and letters is that with people's busy schedules and shortened attention spans, you really want to keep your emails brief. They have a far better chance of being read and responded to that way.

4. **Be Informal But Polite**

You don't have to be as formal as in a letter. For one thing, the date and sender's information is automatically visible so you don't have to put it in. However, you should still address it to someone, even if it's just, "Hi (name)" and "sign" your name at the bottom. Unless you know the person well, you should use at least this degree of formality.

5. **Use the Power of the Internet**

One of the biggest advantages of email over earlier types of communication is that you can include live links to websites. If you don't know how to do this, learn the basic html code, which you should be able to learn in a few minutes. Many more people will click on a live link than will cut and paste an url.

6. **Don't Email People All the Time**

This is especially true if you are involved in marketing. If people see messages from you several times per day, they are likely to tire of it and ask to be removed from your list. They are also less likely to buy anything from you.

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Nos correos electrónicos ou emails emprégase normalmente unha linguaxe menos formal que nas cartas. É normal empezar un email co nome da persoa a que estamos escribindo, sen empregar a palabra "Dear". A continuación tes distintos exemplos de cómo empezar e rematar un un correo electrónico.

(1) **Writing to your partner**
Start: Use the person's first name or nickname
Ending: "Take care", or "Love", or "Thinking of you"
Signature: Your first name, or nickname

(2) **Writing to a friend**
Start: Use the person's first name
Ending: "Best wishes", or "Yours", or "Take care"
Signature: Your first name

(3) **Writing to someone in your own company**
Start: Use the person's first name (in a few companies you might need to be more formal, but this is rare in the UK)
Ending: "Regards", or "Best wishes"
Signature: Your first name and last name, and below this your job title and department, and phone number (or extension)

(4) **Writing to someone in another organisation or someone in a formal position of responsibility**
Start: Use the person's title (eg: Mr, Mrs, Ms, Dr) and surname (eg: Smith), or just "Sir/Madam" if you don't know the name
Ending: "Regards"
Signature: Your first name and last name (you might add your title after this in brackets if you want to make it clear if you are a man or woman). Below this your job title (if appropriate) and contact details (you may want to include your telephone number or address)

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EXPRESANDO CONTRASTE:

although, in spite of, *despite, even though, though, while,* **whereas**, *however.....*

Principais diferenzas entre **although** e **in spite of.**

Teñen un significado parecido. Serven para indicar algo inesperado ou sorprendente. Sóense traducir por : *aínda que, a pesar de*, etc. Pero a diferenza de uso é que mentes "**despite**" e "**in spite of**" son preposición e frase preposicional, "**although**", "**though**" e "**even though**" son tadas conxuncións. Así a súa construción implica:

> *despite* + nome
>
> *in spite of* + nome
>
> *although* + claúsula
>
> *though* + cláusula
>
> *even though* + clausula

Our new neighbours are quite nice, *though* their dog is a bit of a nuisance.'

Os *nosos veciños son agradables, aínda que o seu can é un fastío.*

She insisted on keeping her coat on, *although* it was extremely warm in the house.

Insistiu en manter posto o abrigo, aínda que facía moito calor na casa.

I managed to get good results in my exams, *even though* I went out four times a week

Amañeime para sacar bos resultados nos exames, aínda cando saía catro veces á semana.

Por outra parte, **despite** é máis formal que **in spite of,** pero polo que se refire a significado apenas hai diferenzas entre ambas formas.

'Despite the appalling weather, they succeeded in walking to the top of Ben Nevis.'

A pesar do tempo horroroso, conseguiron chegar camiñando ao cumio do Ben Nevis

They decided to get married *in spite of* the huge differences in their ages*.*

Decidiron casar a pesar da enorme diferenza de idade

Para resumir, **despite** e **although:** teñen significados parecidos pero requiren formas sintácticas distintas.

Although it was raining heavily, we finished the game of football.   - - -

Aínda que chovía con forza, terminamos o partido de fútbol

We finished the game of football *in spite of* the heavy rain.

Terminamos o partido de fútbol malia á chuvia.

Despite his strong Welsh accent, we understood most of what he was saying.

A pesar do seu forte acento galés, entendemos a meirande parte do que estaba dicindo

Even though he had a strong Welsh accent, we understood most of what he was saying.

Aínda cando tiña un forte acento galés, entendemos a meirande parte do que estaba dicindo

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However, ven a significar , en galego , : *sen embargo, non obstante, nembargante*.

Whereas, traduciríase por : *mentres que,*

Quizás ao traducilas comprenderás mello o seu uso, de todos os xeitos, achegámosche unha serie de exemplos e unha explicación máis detallada por si queres afondar no seu uso .

She wants a girl whereas her husband wants a boy
Ela quere unha nena mentres que seu marido quere un neno.

He is incompetent, however he got the job anyway
É un incompetente, sen embargo conseguiu o traballo.

while / whereas to link two ideas that contrast with each other:

Note that **while** does not always refer to time. It is also used to balance two ideas that contrast with, but do not contradict, each other. In this sense, it is similar to **whereas**. Consider the following:

- *'While I like all types of fish, my girlfriend always chooses meat dishes when we go out to eat.'*
- *'Some married couples argue all time, whereas others never do.'*
- *'We would always choose somewhere in the mountains for a holiday, while our children always want the seaside.'*

Note that whilst we would use **while** or **whereas** within sentences to contrast two ideas, across sentences we would need to use '**however**' or 'on **the other hand**'. Compare the following:

- *'In the UK the hottest month of the year is usually July, whereas in southern Europe the hottest period is usually in August.'*
- *'In the UK the hottest month of the year is usually July. On the other hand, in southern Europe the hottest period is usually in August.'*
- *'Britain secured only one gold medal in Atlanta four years ago, while at Sydney 2000 we ended up with eleven.'*
- *'Britain secured only one gold medal in Atlanta four years ago. At Sydney 2000, however, we ended up with eleven.*

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Sustantivos Compostos

Denomínanse sustantivos compostos os sustantivos formados pola combinación de dúas ou máis palabras.

teapot / **washing-up** / **bubble bath**
(teteira, lavar os pratos, baño de espuma)

Os seguintes son exemplos de sustantivos compostos. Están formados por:

a. Unha palabra **>>** *doormat, washbasin, daylight*.
(felpudo, lavamans, luz do día)

b. Cun guíon (**–**) **>>** *table-top, drawing-board, boat-house*.
(*mesa pregable, mesa de dibuxo, casa flotante*)

c. Dúas palabras**>>** *front door*, *business suits, central heating*.
(porta de entrada, traxes de negocios, calefación central)

Agora observa a qué *SUSTANTIVOS COMPOSTOS* se refieren estas definicións:

a. Unha alarma que che avisa dun ladrón **>>** *a burglar alarm*

b. Unha pota que se emprega para fritír**>>** *a frying pan*

c. Un utensilio para abrir as latas **>>** *a tin–opener*

d. Un cuarto onde a xente come**>>** *a dining room*

e. O home da túa irmá**>>** *your brother–in–law*

f. Un recipiente empregado para tirar papeis**>>** *a waste–paper basket.*

Como podes ver a múltiples maneiras de formar nomes compostos en Inglés e na maioría dos casos é moi sinxelo adiviñar o seu significado.

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Cal e a diferenza entre os verbos *WAIT (FOR)* e *EXPECT?*

WAIT (FOR)

Non os confundas. *WAIT (FOR)* significa "esperar", é dicir, permanecer onde un está a espera de algo. Cuando se emprega quere facer sentirse con firmeza a idea de paso ou transcurso do tempo. Mira os exemplos:

I'll meet you at six. If I'm late, please wait for me!!
(Encontrareime contigo ás seis. Si chego tarde, por favor ¡¡espérame!!).

How long have you been waiting?
(¿Canto tempo levas esperando?).

EXPECT

Tamén significa "esperar", pero simplemente suxire que a persoa que fala está segura de que algo vai ocurrer e non se acentúa a idea do paso ou transcurso do tempo. Observa agora:

Are you expecting visitors?
(¿Esperas visitas?).

Not "visitors" exactly. I'm expecting the doctor. Mario's not very well.
(Non exactamente "visitas". Estou esperando ao médico. Mario no se sente moi ben.)

Observa que *EXPECT* tamén pode significar "supoñer" ou "ter razóns para crer nalgo". Le con atención:

They're not in the house. I expect they're in the garden.
(Non están na casa. Supoño que están no xardín.)

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Exercicio:

Podes facer os seguintes exercicios para ver se entendiches a diferenza:

Completa coa forma correcta de Expect ou Wait (for)

1. He can't _____ any longer .
2. She is _____ a phone call at 3 o'clock.
3. Be sure I _____ you until eleven ,please don't be late.
4. Yesterday I _____ him to invite me to dinner.
5. There are many people, I _____ the hotel will be full.
6. Look at your watch ! I _____ you for 2 hours !
7. Last time I saw him it was awful , I _____ him to be so stupid.
8. She is so tired ! she can't _____ the holidays !
9. I don't want to go to the cinema with him, I _____ he will understand.
10. I am not ready, don't go yet, please _____ me !

Answers:

1. He can't WAIT any longer .
2. She is EXPECTING a phone call at 3 o'clock.
3. Be sure I WILL WAIT FOR you until eleven ,please don't be late.
4. Yesterday I EXPECTED him to invite me to dinner.
5. There are many people, I EXPECT the hotel will be full.
6. Look at your watch ! I HAVE BEEN WAITING FOR you for 2 hours !
7. Last time I saw him it was awful , I DID NOT EXPECT him to be so stupid.
8. She is so tired ! she can't WAIT FOR the holidays !
9. I don't want to go to the cinema with him, I EXPECT he will understand.
10. I am not ready, don't go yet, please WAIT FOR me !

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Vocabulario Básico: Email.

A continuación tes un listado de vocabulario básico relacionado co correo electrónico e o seu significado

A	B
check e-mail	see your e-mail
compose	write a new message
folders	where you keep messages (ex. inbox, sent, draft, bulk,trash)
inbox	all of your e-mail messages that you received are here
sent	copies of messages that you send; you must choose this option
draft	messages that you saved, but you didn't send
bulk	junk e-mail
trash	e-mail that you want to throw away/delete
delete	erase
send	mail your message
save as a draft	save the message, but do not send it
spell check	check your spelling
cancel	stop this message/delete it
sign out	stop using e-mail for now
www.mail.yahoo.com	web page to get e-mail & check e-mail
nnovak@clark.edu	example of e-mail address
e-mail	electronic mail
e-card	electronic greeting card; you send it by e-mail

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Web 2.0 Vocabulary

Below is a basic vocabulary list of new technology surrounding the idea of "web 2.0". If you would like to learn more on your own and try stuff out, look at the Learning 2.0 webpage:

- http://plcmclearning.blogspot.com
- Click on "23 things" to run through a series of exercises designed to teach you about new technology.

Web 2.0/Library 2.0 _____

A new set of tools that let users interact in some fashion on the Internet. As more people become participants, there is a move away from a "finished" version of a web page, to a constant "beta" version.

Some claim that "Web 2.0" is merely a "buzzword" or "catch phrase" and not really a new phenomenon. The Internet was always designed for interactive use, but now there are newer/better tools that allow for easier input and collaboration.

For the library, this means more patron interaction with the library website or catalog, for instance: patron books reviews on the website, library blogs for/by patrons, patron comments in the catalog.

AquaBrowser

A "visual" search engine. It allows you to find materials by browsing through various topics simply by clicking on words.

- Ex: http://aqua.queenslibrary.org
- Used in Fiction Connection http://patronbooksinprint.com

Blog _____

An online journal or diary which chronicles one person's perspective, sometimes with others contributing comments. Think one to many.

- http://www.corazone06.blogspot.com
- http://clickonclic.blogspot.com

There are so many on the Internet now that there are blog directories or blog search engines to find them. Blog directories list blogs alphabetically or geographically.

- A blog directory: http://blogdigger.com
- A blog search engine: http://technorati.com

Browser toolbars/Dashboards

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Customized third-party toolbars that you can download and use in your browser for searching the Internet. The dashboard is the top of the browser which has preset icons that are links to areas within the third-party's website.

■ For example, MSN's dashboard includes links to MSN mail, MSN address book, MSN money, MSN's search engine, etc.
■ Other examples: http://toolbar.google.com OR http://toolbar.yahoo.com

Crowd Sourcing _____

Input or information that is acquired from many different people and is used to enhance a website. For instance: a library that asked patrons to contribute pictures to its collection via Flickr.

Del.icio.us

A website made for sharing favorites or bookmarks. Since the bookmarks are on a web page, they are accessible from anywhere. You can link to others' bookmarks and they can link to yours.

■ Web address: http://del.icio.us

Facebook

A social networking site where people share personal information about themselves, their lives. Intended to be used more by the younger generations, such as college or high school communities.

■ Web address: http://www.facebook.com

Federated Searching (Consolidated Searching)

A method of searching disparate databases. Results are ordered in a "hit list" by the type of database. For instance, you can search the library's catalog AND Google AND a library database all in one search.

■ One example is the WebFeat http://www.webfeat.org (NOTE: Not to be confused with WebFeet which is a subject guide to the Internet.)

Flickr

A social networking website for sharing pictures.

■ Web address: http://www.flickr.com

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Grokker

A visual search engine created by a company called Groxis.

■ Ex: see Academic Search Premier's "visual search" tab.

Instant Messaging (IM)

A method of communicating in real time on the Internet. It began with simple text boxes, but now includes video, audio, and pictures as well.

■ Ex: MSN messenger or Gmail
■ Gmail (or Google mail, lets you chat and email at the same time:
■ Web address: http://mail.google.com/mail/help/intl/en/chat.html

Library Thing _____

A website for cataloging your home collection of materials. You can also share book reviews and link to other people's catalogs.

■ Web address: http://www.librarything.com

Mashup _____

Two different technologies that are used together in a unique way. For instance: FlickrFlickr using pictures taken by users overlaid onto a map.

■ Web address http://www.mappr.com

MP3 Player _____

A device for listening to audio files (music or text) and more recently, for watching videos. Can be ipods, but there are many others available. The format of the audio files that ipods use are proprietary and can't be used by other types of MP3 players.

MySpace

A social networking site where people share personal information about themselves, their lives. ■ Web

address: http://www.myspace.com

PDA/Smartphones_____

PDA = Personal Digital Assistant. There are a variety of different types of PDA's, such a Blackberry, Palm, and Blackjack. The software on the PDA began with things like personal schedules or calendars, address books, and games, but have grown to include all kinds of different applications and have been integrated with other technology such as cell phones.

Smartphones can do just about everything these days, including: playing music (MP3 players), taking pictures (built in camera), web browsing, text messaging, e-book readers, video recording, games, reading ebooks, providing weather forecasts, syncing with email editors, word processing, etc.

Podcasts

Audio and/or video recordings that have been created for use with MP3 players (the name coming from iPods + broadcasting). Recordings are saved on a website and can be downloaded individually to a computer and/or MP3 player.

Web address for a podcast example: http://www.pbs.org/podcasts

RSS

It stands for "Real Simple Syndication" or "Rich Site Summary" and is way that content added to a website can be viewed by a user through a "reader". Feed readers or aggregators get information from the feeds as new information/content is added. They are like "live links" to new information on a web page. There are different types of feed readers...some available through browsers, others that must be installed on your computer. You can tell when RSS is available on a web page by looking for an icon that says "RSS" or "XML". You click on the icon, the copy the URL of the feed and paste it into the feed reader.

Web address for an RSS example: http://www.cnn.com
Scroll to the bottom and click on the RSS link.

Second Life

A 3D virtual world where "avatars" represent real people. People create other lives for themselves, complete with houses, jobs, bank accounts, etc.

■ Web address: http://secondlife.com

Social Networking _____

A way of creating online communities where the user can control who is networked to their piece of the community and what information they share about themselves.

■ Ex: MySpace and Facebook

Tagging

A keyword associated with a piece of information such as a picture, article, bookmark, or video. They are usually chosen by the person who posted the information to a website.

■ Ex: the words used to describe pictures in Flickr

Tag Cloud _____

A list of words that is used to browse by subject. The list is weighted such that words with more "hits" are in bold and bigger font.

■ See Fiction Connection http://patronbooksinprint.com

Text messaging (Texting)

A method of sending messages via cell phones or pagers. Text is typed onto the screen using a keypad from a cell phone or from an email editor and then sent electronically. Also called Short Message Service or SMS in some countries.

YouTube

A website for sharing home videos. Started in February of 2005, it was bought out by Google in October of 2006 for $1.65 billion in Google stock.

■ Web address: http://www.youtube.com

Wiki

A dynamic, collaborative, searchable content management system. It allows any authenticated user to create, edit, or remove content. Comes from the Hawaiian word for quick or fast.

■ Web address: http://www.wikipedia.org
■ OR our own staff wiki: http://babs.westminster.lib.co.us/dokuwiki

Due to a lot of bad press about the accuracy of information in wikipedia, the creators of this site have started a new site called Citizendium, The Citizen's Compendium. This new wiki will add some "gentle expert oversight" into the process and ask contributors to identify themselves.

■ Web address: http://en.citizendium.org/wiki/Main_Page