

GO PAPERLESS.- Session 2.- Going Green!

Situation

Listen to the situation.



It's Wednesday morning and the girls are comfortably sitting down at their desks waiting for Mr. Parker's tasks for the day. At the beginning, they used to get nervous whenever they were asked to do something, but with time, they have learned to feel more relaxed at work and language is not a barrier any more. It is true that they don't always fully understand what they have to do, but with their **eagerness** to learn and their colleagues' patience and understanding, they manage **keep going**. It's 8:00 a.m. and, like everyday, Mr. Parker enters the office holding an envelope with their new tasks.

Mr. Parker: "Good morning everyone! How are you guys doing today? I hope really well (Mr. Parker says enthusiastically). As you know times are changing and the company needs to **keep updated** if it wants to go on leading the sector. That's why today I want you to **come up with** suggestions about how to **go green** at the office. Please, try to be original!"

Think about it

What about you? Have you ever thought about how to go green at the working place? Write down as many ideas as you come up with and then share them in the forum. Try to be original. Once you are done, read your classmates' ideas, are they very different from yours?



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1.- What to say. How to write down an English Proposal.



Quotation

"We do not inherit the Earth from our Ancestors, we borrow it from our Children."

Ancient Native American Proverb.

Situation

As we read before, our friends' task for the day is to come up with suggestions about how to go green at the office. "Uff! How to go green, holy cow! that sounds really difficult!" Lourdes complains. Susana on the contrary seems quite enthusiastic, especially because lately, she has read a lot on the matter. For a few minutes they remain in silence trying to think how to organize the task, however, after a while, both of them realize they have an added problem: "how are [proposals](#) written down in English?"

Proposals.

As we know, Proposals can be [carried out](#) either orally or written down. let's have a look at both of them:

When you come up with a new idea, sometimes you need to [pitch](#) that idea to other people, mainly to your boss or colleagues, and therefore the most effective way to convey your project plans is by creating a proposal. You can write a proposal to share your idea concisely and put your plan in motion. Here are some tips for you to follow:

- ✔ Write down a brief [outline](#) of your ideas.
- ✔ [Turn on](#) your computer and open your [word processing programme](#). Create a title page by [typing](#) the name of your project or idea. Include your name, contact information and the date. Start your proposal on the next page using titles and paragraph form.
- ✔ Explain the purpose of your project or idea. List details and explain the relevance of the idea to your working place.
- ✔ Identify the [target](#) audience for the project, remember it's not the same to address a proposal to a friend as to do it to your boss.
- ✔ List materials you will use or need to carry on your proposal.
- ✔ Write down your [budget](#) needs and how you plan to meet those needs. Detail any fees that will be associated, for example, buying new material.
- ✔ Create a [time line](#) for the execution of your project or idea. Use a calendar if needed to highlight important dates or deadlines to execute your project or idea successfully.
- ✔ List any references or previous work done on the area to provide credibility to your proposal and requests.
- ✔ Review your proposal carefully. Check punctuation, grammar and sentence structure. Read what you wrote out loud. Make any revisions or [edits](#), save it and [print it out](#).



Now it's your turn

Read the previous text again and answer the following questions:

The first thing to do when you have to write down a proposal is ...

- to think about who is it addressed to.
- to turn on your computer and start working on it.



- to list what you want to say.

Your proposal should have ...

- at least two pages, the first one including your contact details.
- as much pages as you want developing your idea from the very first page.
- just one page with your contact information, name and date.

When writing a proposal ...

- you should detail all the money involved in the project.
- you shouldn't worry about money, only about the proposal.
- you should address it directly to your boss.

1.1.- How to make an Oral Proposal.

Whereas written proposals tend to be more formal, Oral proposals are usually more informal and therefore, they are quite common in our daily lives. Let's have a look at the most common words or expressions, always bearing in mind that oral proposals are mainly used to make suggestions and give advice to people.



Giving advice

WORD OR EXPRESSION	USAGE	EXAMPLE
Should.	Should/ shouldn't + infinitive (without to)	<i>Should try to recycle more often. You shouldn't waste so much paper!</i>
Why don't you... ?	+ verb.	<i>Why don't you walk to the office?</i>
Ought to.	Subject + ought to + infinitive.	<i>You ought to save more energy.</i>
If I were you, I would / wouldn't...	Would / wouldn't + infinitive.	<i>If I were you, I would go walking to places. If I were you, I wouldn't do that.</i>
Suggest / recommend.	+ To infinitive OR + that + subject + infinitive without to.	<i>I suggest you to save more petrol. I recommend that you save more petrol.</i>
Advice (uncountable noun!)	Some / a piece of advice.	<i>Let me give you some advice.</i>
What about ... ? / How about...?	+ verb + ING.	<i>What / How about recycling more paper?</i>
let's ...	+ infinitive without to.	<i>Let's tell everybody!</i>

SPEAKING TIP:

Be careful! Many people don't like getting advice if they haven't asked for it! To avoid giving the wrong impression, you can try some of these expressions:

Giving advice 2

WORD OR EXPRESSION	USAGE	EXAMPLE
You could always...	+ infinitive.	<i>You could always save more energy.</i>
Have you considered...?	+ verb + ING.	<i>Have you considered walking to work?</i>
Perhaps we could...	+ infinitive.	<i>Perhaps we could to recycle more paper.</i>
Do you think it's a good idea to...?	+ infinitive.	<i>Do you think it's a good idea to recycle?</i>

1.2.- Now put it into practice (I).



Now it's your turn

Fill in the gaps with the correct answer:

I don't think _____ so hard.

- you should work
- you shouldn't work
- you should to

You _____ more attention in class.

- ought pay
- had out to pay
- ought to pay

If I were you, _____ less and study more.

- you'd work
- I'd work
- I worked

If I were _____, I'd move to another city.

- in your shoes
- in your clothes
- in your jacket

You _____ early tomorrow.

- had to better get up
- had better get up
- had to not better get up

He _____ so much money.

- shouldn't spend
- should not to spend
- shouldn't spends

_____, don't work so hard.

- Whenever you do
- Whatever you do
- Wherever you do

If he _____, he'd take a week off from work.

- are you
- were you
- is you

Think about it

Write down in the forum:

Imagine a friend of yours is **facing** some economical problems. Give him or her some advice or suggestions to improve his/her situation. Then, enter the forum the share your ideas with your classmates. Remember to use the expressions you learned above.

2.- How to say it. First, Second and Third Conditional.

Read the following examples carefully and pay attention to verbal tenses.

- ✓ **First conditional:** *If my boss arrives on time, I'll have to pick him up at the station.*
- ✓ **Second conditional:** *If I were the receptionist, I would tell my colleagues immediately.*
- ✓ **Third conditional:** *If I had applied for the vacancy, I would have got the job!*



Think about it

Look at the previous sentences again and choose the correct option.

1. Do we use the first conditional to talk about situations that are possible or impossible to happen?
2. Do we use the second conditional to talk about situations which are imaginary or unlikely or very probable to happen?
3. When do we use the third conditional?

Translation

[Click here to read the Spanish version.](#)

The First conditional formulae is:

If + present simple, Will + Infinitive/ Present simple/ Imperative.

- ✓ *If you **want** to have satisfied clients, you'll **have** to be patient (will+infinitive).*
- ✓ *If he **calls** you, **go** to his office immediately (Imperative).*
- ✓ *If you **click** on the icon, the computer **freezes**. (present simple).*

The Second conditional formulae is:

If+ past simple, Would+ Infinitive.

- ✓ *If I **were** rich, I **would** run my own business.*
- ✓ *If she **were** younger, she **would** get a promotion.*

The Third conditional formulae is:

If + past perfect, Would have+ past participle.

- ✓ *If I **had finished** the project on time, I **wouldn't** have been fired!*

Think about it

Some common mistakes when using the conditional:

- ✓ *If I **was** rich, I **would** buy a Ferrari.*
- ✓ *If I **drop** an egg, it **break**.*
- ✓ *If my boss **was** Chinese, I **would** talk to him in English.*
- ✓ *If she **had know**, she **would** have talked to the manager.*
- ✓ *If Peter **had stayed**, he **would has** finished on time.*

Can you correct them?

2.1.- Now you put it into practice (II).



Now it's your turn

Fill in the gaps using either the First or Second conditional.

1. If you're late again, you (have) problems with the boss.
2. Do you think I (lose) weight if I eat less pasta?
3. I would go to Rome next summer if you (come) with me.
4. If you (continue) driving like that you (get) a fine.
5. Don't worry. The dog (get better) if you (give) him the medicine.
6. She is so insecure! I'm sure she (find) a job if she (be) more confident.
7. If the weather (to be) nice, (bring) her to the beach.
8. What you (do) if you (find) 500 euros on the street?
9. If I (be) you, I (try) to take things easy.





Now it's your turn

Decide which of the three conditionals is best for the following sentences and put the words in brackets into the correct form:

1. That was a bad decision. If I (be) you, I would change it as soon as possible.
2. Sunshine - at last! Imagine if the English weather was like this all the time. (it/not/be) wonderful?
3. He's usually pleasant, but when he's tired he (be) pretty short-tempered. That's the way he is.
4. If you (not/be) so stubborn you would find it a lot easier to keep your friends.
5. Sorry I didn't call you and tell you I wasn't coming. I would have called you if I (have) your number with me.
6. He says that if he (not/be) so busy he would go with you to the movie tomorrow. As it is, he simply has too much work to do.
7. We (miss) the bus unless you hurry.
8. If only I (have) more free time. All the things I would do. All I ever do is work.

2.2.- Unless.

Think about it



Be careful! "Unless" introduces a dependent clause with a condition and it means (if... not).

✔ Unless he calls me, I won't invite him to the party.

Translation

[Click here to read the Spanish version.](#)

2.3.- Now you put it into practice (III).



Now it's your turn

Fill in the gaps using "If" or "unless."

1. she does well in the interview, she won't be accepted in the Ph.D. Program.
2. we learn from our mistakes, we may repeat them.
3. He will be sent to prison hes is caught in the act
4. He must study he doesn't want to flunk the course.
5. you don't understand the exercise, I'll try to help you.
6. I'll go to the beach with you it rains this weekend.
7. you don't mind, I'll sit here.
8. you love her, marry her.



3.- Words you need. How to Go Green at the office.



How to Go Green at the office

Words and expressions	Translation
CFL (Compact Fluorescent Lamp).	Bombilla de bajo consumo.
Daylight.	Luz solar.
Ecology.	Ecología.
Energy-saving appliances.	Material de bajo consumo.
Environmentally-friendly /eco-friendly.	Ecológico.
Eolic energy.	Energía eólica.
Go green.	Ayudar al medio ambiente.
Go paperless.	Utilizar soportes electrónicos, sin papeles.
LEED (Leadership in Energy and Environmental Design).	Líder en energía y diseño ecológico.
Office lightning.	Alumbrado de la oficina.
Printer-friendly.	Imprimir de forma ecológica.
Programmable Thermostat.	Termostato programable.
Remanufactured ink or toner cartridges.	Tinta o tóner recargable.
Renewable resources.	Energías renovables.
Reuse.	Reutilizar.
Save energy.	Ahorrar energía.
Solar PV (Solar Photovoltaic).	Fotovoltaico / Placas solares.
Sustainability.	Sostenibilidad.
To carpool.	Hacer turnos de coche para ir al trabajo.
To print something on both sides.	Imprimir algo por ambas caras.
To be aware of.	Ser consciente de algo.
Global Warming.	Calentamiento Global.
Greenhouse Effect.	Efecto Invernadero.
Politics	Translation
Environmental Group.	Ecologistas, Los verdes.
Green issues.	Problemas medioambientales.
Pressure group.	Grupo de presión.

Environmental Verbs	Translation
Cut down / Chop down.	Cortar, talar.
Destroy.	Destruir.
Dispose (of).	Desechar, tirar.
Dump.	Echar vertidos.
Pollute.	Contaminar.
Protect.	Proteger.
Recycle.	Reciclar.
Save.	Salvar.
Throw away.	Tirar, deshacerse de algo.
Use up.	Acabar, gastar, agotar.

3.1.- Now you put it into practice (IV).

Think about it

The **Go Green Initiative** or GGI started in 2002 in California (USA). Do you know what the acronym GREEN stands for? [Surf the net](#) for this information.



Now it's your turn

Watch the following video and listen carefully. Then, answer the following questions. Good luck!



[Text summary](#)



Answer these questions from the video:

In Namibia the UNDP is helping to fund projects that will increase the use of...

- Solar Energy.
- Hydro power.
- Nuclear power.

What type of energy is used in the capital of Namibia?

- Hydro-electric.
- A coal burning power plant.
- Solar energy.

What type of health problems can be caused by using wood and kerosene for energy?

- Lung problems.
- Skin problems.
- Heart problems.

How many homes in Central Kenya will benefit from electric power when the hydro-electric project is completed?

- About 50.
- About 150.
- About 1500.

What is the maximum capacity of the hydro power turbine they are using in Central Kenya?

- 40 Kilowatts.
- 20 kilowatts.
- 15 kilowatts.

How many Kenyan homes in the video are supplied with electric power no?

- 150 homes.
- 56 homes.
- 70 homes.

The community in Central Kenya has set up ...

- A hydro-powered turbine.
- A hydro-powered turban.
- A hydro-electric system.

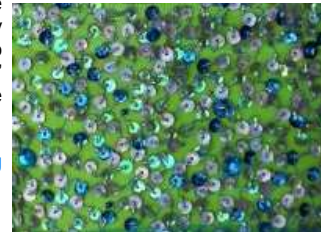
A step ahead

You can read the transcript here.

[Transcript.](#)

3.2.- Idioms related to Work and Nature.

Idioms are useful expressions which are particular to a language. When trying to translate them, we should be very careful not to do it word by word since they wouldn't make any sense in the target language. Example: "Learn something by heart." If we tried to translate this idiom literally into Spanish it would be something like "aprender de corazón" but this doesn't make any sense to us since the correct translation would be "aprender de memoria".



OK, then! Having understood all this, challenge yourself and try [to learn the following idioms by heart!](#)

Translation

[Click here to read the Spanish version.](#)



Now it's your turn

Match the following idioms with their meaning.

Matching exercise

Idioms	Match	Meaning
To work like a dog.	<input type="checkbox"/>	1. To make the wrong choice.
To turn over a new leaf.	<input type="checkbox"/>	2. To work very hard.
To bark up the wrong tree.	<input type="checkbox"/>	3. To start over again, to start a new and better life.

Submit



Now it's your turn

Do you know their equivalent into Spanish? Surf the net and look for their translation into Spanish. Then, try to learn them by heart! Good luck!










- To work like a dog.
- To turn over a new leaf.
- To bark up the wrong tree.

Submit



Appendix.- Licenses of resources.

Licenses of resources used in session 2. "Going

Resources (1)	Resources information (1)	Resources (:
	<p>By: pplflickr. License: CC by-nc 2.0. From: http://www.flickr.com/photos/princetonpubliclibrary/2321651482/in/photostream/</p>	
	<p>By: Will Clayton. License: CC by 2.0. From: http://www.flickr.com/photos/spool32/4633177036/sizes/m/in/photostream/</p>	
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