

university preparation

WORKSHEET - ROB

Vocabulary

Rob uses the words and phrases that are in the table below. Write the word / phrase next to the correct definition.

Word/phrase
audience
committed
deal with
emulate
imperatives
jargon
keep a line of communication open
lies with
line of work
standard answer
the bare bones
Twofold

	Word/phrase	Definition
1		Belongs to
2		Continue to communicate, stay in contact
3		Copy, reproduce, or imitate
4		Dedicated, interested, keen to do well
5		Demands, requirements
6		Having two purposes or two parts
7		Manage, cope with, help solve
8		The basics, the minimum that is required, the most important of the essentials
9		The person or people who will receive the information, who will read the writing
10		Type of employment, sort of career
11		Usual response, typical reply
12		Words that are particular to a profession or a subject

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Complete the following sentences by selecting a word/phrase from the box above.

1. The role that the lecturer has is _____ because he needs to do both teaching and the administrative tasks associated with the job.
2. The speaker talks about how departments around the university _____ the difficulties that students have with their writing.
3. When writing essays or other types of writing, it is helpful for students to think about who their _____ is.
4. Students, when writing, sometimes use _____ unnecessarily and that complicates what they are writing making it difficult for the reader to understand.
5. Students try to _____ the style of writing that they think is required for their area of study.
6. The speaker says that it is important for students when they're writing to be direct and not overcomplicate what they are saying. To do this they need to write only _____.
7. It is important to be able to manage your workload in any _____ that you do.
8. The _____ to get your work done will be much greater once you leave university and begin a job.
9. It is important for students to _____ with their lecturers and tutors.
10. The students are _____ to their studies and working hard to complete their work on time.
11. The lecturer's _____ to a request for an extension is "Yes, if you've got a good reason for why you cannot hand in your work on time."
12. In the end, the responsibility for getting work submitted on time _____ the student.

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Answers

Vocabulary task - Write the word / phrase next to the correct definition.

	Word/phrase	Definition
1	lies with	Belongs to
2	keep a line of communication open	Continue to communicate, stay in contact
3	emulate	Copy, reproduce, or imitate
4	committed	Dedicated, interested, keen to do well
5	imperatives	Demands, requirements
6	twofold	Having two purposes or two parts
7	deal with	Manage, cope with, help solve
8	the bare bones	The basics, the minimum that is required, the most important of the essentials
9	audience	The person or people who will receive the information, who will read the writing
10	line of work	Type of employment, sort of career
11	standard answer	Usual response, typical reply
12	jargon	Words that are particular to a profession or a subject

Complete the following sentences by selecting a word/phrase from the box above.

1. The role that the lecturer has is **twofold** because he needs to do both teaching and the administrative tasks associated with the job.
2. The speaker talks about how departments around the university **deal with** the difficulties that students have with their writing.
3. When writing essays or other types of writing, it is helpful for students to think about who their **audience** is.
4. Students, when writing, sometimes use **jargon** unnecessarily and that complicates what they are writing making it difficult for the reader to understand.
5. Students try to **emulate** the style of writing that they think is required for their area of study.
6. The speaker says that it is important for students when they're writing to be direct and not overcomplicate what they are saying. To do this they need to write only **the bare bones**.
7. It is important to be able to manage your workload in any **line of work** that you do.
8. The **imperatives** to get your work done will be much greater once you leave university and begin a job.
9. It is important for students to **keep a line of communication open** with their lecturers and tutors.
10. The students are **committed** to their studies and working hard to complete their work on time.
11. The lecturer's **standard answer** to a request for an extension is "Yes, if you've got a good reason for why you cannot hand in your work on time."
12. In the end, the responsibility for getting work submitted on time **lies with** the student.