


Identifying people
Making introductions

(1)

I. This is the form UN staff members complete for their grounds pass, the identification card at UN Headquarters. Here is one for Mohamed Habib.

PART 1 (TO BE UP- DATED AS NEEDED)	SURNAME, FIRST NAME, MIDDLE NAME HABIB, MOHAMMED						NATIONALITY EGYPTIAN	
	LOCAL ADDRESS 324 EAST 23RD STREET, N.Y. N.Y. 10013						TELEPHONE NO. 788-3108	
	TITLE/POSITION TRANSLATOR			ORGANIZATION/COMPANY UNITED NATIONS TRANSLATION DIVISION			OFFICE ROOM NO. 1524	EXT. X6102
PART 2	DATE OF BIRTH		WEIGHT	HEIGHT	COLOUR		SEX	MARITAL STATUS
	DAY 14	MO. 10	YEAR 50	160 lbs	6' 2"	HAIR BLACK	EYES BROWN	M
TYPE OF PASS REQUIRED	NEW ISSUANCE	RENEWAL	E.O.D. DATE		DATE ISSUED		DATE RETURNED	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
AUTHORIZED BY	NAME/TITLE/ORGANIZATION/COMPANY						SIGNATURE 	

In this picture, which man is probably Mohamed Habib? The dialogue will help you find the answer.



Dialogue

Amy: Who's that man over there?
 Ram: Which man? I see two.
 Amy: The tall thin man with the black hair and glasses.
 Bill: Oh, that's Mohamed Habib.
 Amy: Is he with the U.N.?
 Bill: Yes, he's a translator in the Arabic Translation Unit. Do you want to meet him?
 Amy: Sure.
 Bill: Okay, I'll introduce you.
 Bill: Hello. Good to see you here. Do you know Amy?
 Mohamed: No. I don't.
 Bill: This is my friend, Amy.
 Amy: Amy, this is Mohamed Habib.
 Amy: Nice to meet you.
 Mohamed: Nice to meet you too. Do you work for the UN?
 Amy: Yes, I do. I work with Bill in the Library.
 Mohamed: That's interesting. What do you do there?

0596L/D.0153L/RB/JB/UL/12.85

Continue the dialogue!

III. NOW YOUR NEIGHBOUR WILL ASK YOU SOME QUESTIONS AND COMPLETE THIS FORM. MAKE SURE THAT THE FORM IS CORRECT!

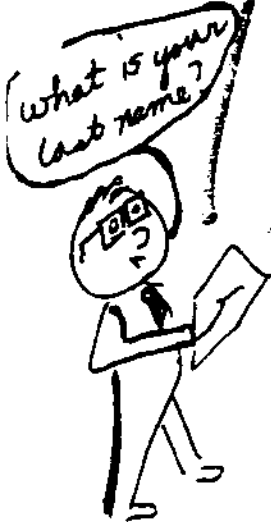
PART 1 (TO BE UP- DATED AS NEEDED)	SURNAME, FIRST NAME, MIDDLE NAME										NATIONALITY			
	LOCAL ADDRESS										TELEPHONE NO.			
	TITLE/POSITION					ORGANIZATION/COMPANY					OFFICE ROOM NO.	EXT.		
PART 2	DATE OF BIRTH			WEIGHT		HEIGHT		COLOUR		SEX		MARITAL STATUS		
	DAY	MO.	YEAR					HAIR	EYES					
TYPE OF PASS REQUIRED	NEW ISSUANCE		RENEWAL		E.O.D. DATE		DATE ISSUED		DATE RETURNED					
AUTHORIZED BY	NAME/TITLE/ORGANIZATION/COMPANY										SIGNATURE			

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II. FIND OUT THE FOLLOWING INFORMATION ABOUT YOUR NEIGHBOUR.
 THEN, COMPLETE THIS APPLICATION FOR HIS or HER UNITED NATIONS PASS.
 WHAT QUESTIONS DO YOU ASK TO GET THE INFORMATION?

PART 1 (TO BE UP-DATED AS NEEDED)	SURNAME, FIRST NAME, MIDDLE NAME						NATIONALITY	
	LOCAL ADDRESS						TELEPHONE NO.	
	TITLE/POSITION			ORGANIZATION/COMPANY			OFFICE ROOM NO. EXT.	
PART 2	DATE OF BIRTH		WEIGHT	HEIGHT	COLOUR		SEX	MARITAL STATUS
	DAY	MO.			YEAR	HAIR		
TYPE OF PASS REQUIRED	NEW ISSUANCE	RENEWAL	E.O.O. DATE		DATE ISSUED		DATE RETURNED	
	<input type="checkbox"/>	<input type="checkbox"/>						
AUTHORIZED BY	NAME/TITLE/ORGANIZATION/COMPANY					SIGNATURE		
	_____					_____		

COMPLETE THIS FORM AND SHOW IT TO YOUR NEIGHBOUR TO MAKE SURE IT IS CORRECT!



SURNAME, FIRST NAME, MIDDLE NAME						NATIONALITY	
LOCAL ADDRESS						TELEPHONE NO.	
TITLE/POSITION			ORGANIZATION/COMPANY			OFFICE ROOM NO. EXT.	
DATE OF BIRTH		WEIGHT	HEIGHT	COLOUR		SEX	MARITAL STATUS
DAY	MO.			YEAR	HAIR		
NEW ISSUANCE	RENEWAL	E.O.O. DATE		DATE ISSUED		DATE RETURNED	
<input type="checkbox"/>	<input type="checkbox"/>						
NAME/TITLE/ORGANIZATION/COMPANY					SIGNATURE		
_____					_____		

IV.

Read the following article:



S T A F F . N E W S

Staff Member of the Week
By Jane Johnson

CARMEN PEREZ is a new staff member. She is from Peru. She works in the Office of Personnel Services as a Personnel Officer. She likes her job very much, but she is very busy. She also has a lot of work to do at home because she is married and has five children.

EXERCICE A: Read the questions and answer RIGHT, WRONG or I DON'T KNOW

- 1. Carmen Perez is Peruvian. _____
- 2. She doesn't like her job. _____
- 3. She works for the United Nations _____
- 4. She has a lot of children. _____
- 5. She has a lot of free time _____
- 6. Carmen's husband helps his wife with the housework. _____

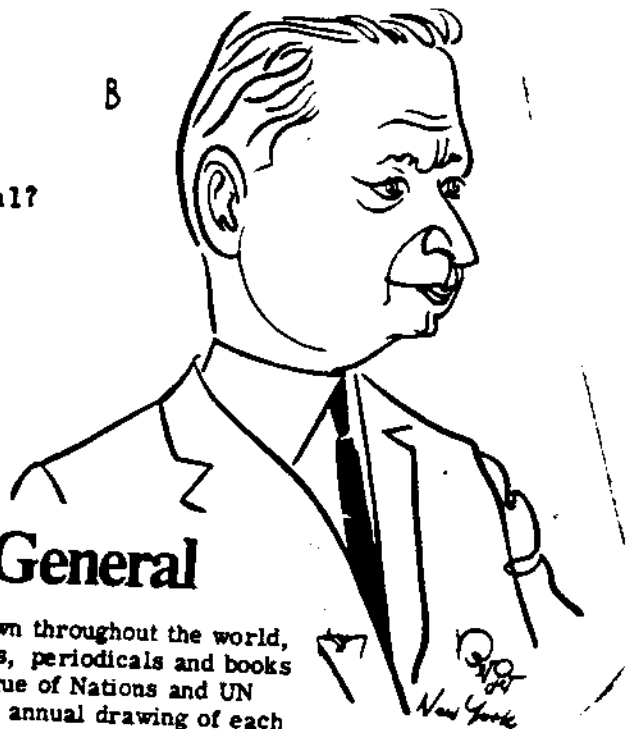
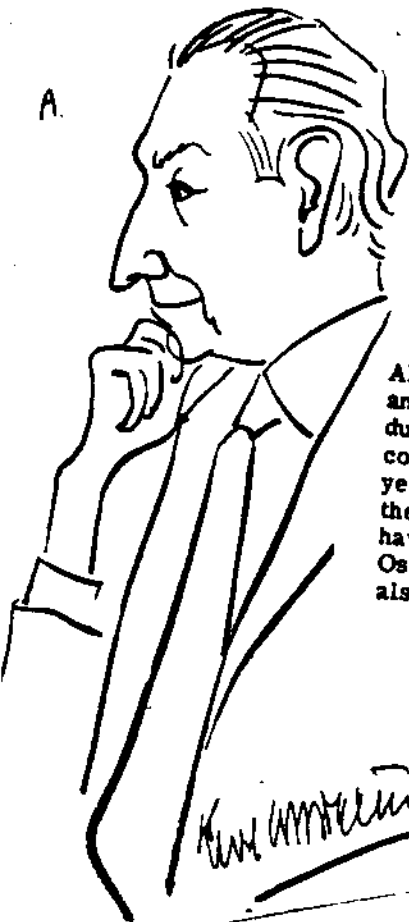
EXERCICE B: You want to write an article about one of your classmates for the STAFF NEWS. First, ask him/her some questions.

What questions do you want to ask?

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

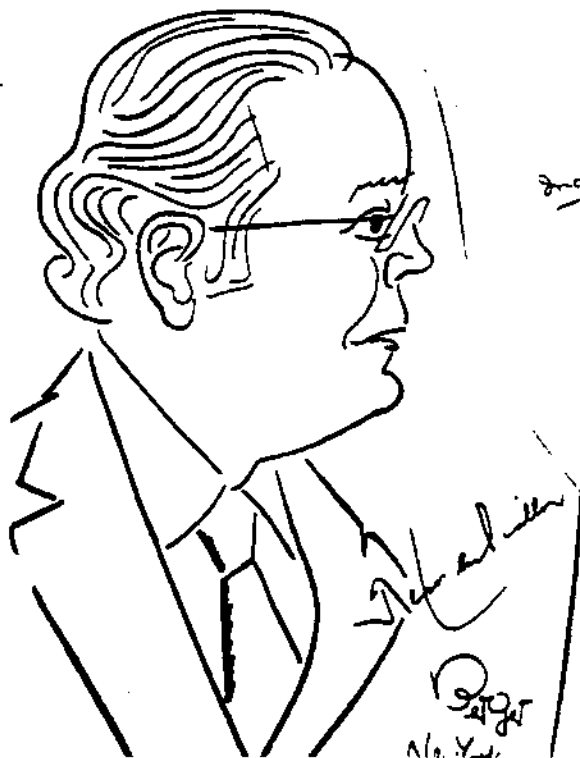
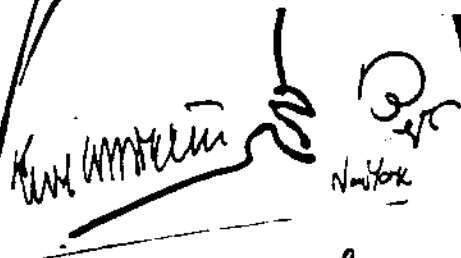
Can you name the Secretaries-General?

Who is the artist?



Five Secretaries-General

ARTIST Oscar Berger's work is now well-known throughout the world, and has been published in countless newspapers, periodicals and books during the past 50 years. He covered the League of Nations and UN conferences from San Francisco onwards. His annual drawing of each year's President of the General Assembly has appeared regularly in the "Secretariat News". Since the founding of the United Nations there have been five Secretaries-General, and on each occasion, not only has Oscar Berger been present to record his "victim" for posterity, but so also has been a photographer to record Oscar Berger "in the act".



Lines that connect decades

Artist's touch captures UN personalities

Oscar Berger is an artist whose work covers the entire history of the United Nations, including the San Francisco conferences and the League of Nations.

His drawings have a light touch to them. Simple in appearance, the few lines and curves he uses manage to reveal the drive that motivates the per-

sonalities he is sketching. Berger has drawn the likenesses of scores of world dignitaries, including Winston Churchill, Mrs. Roosevelt, Thomas Edison, Queen Elizabeth II, Prince Philip, Bernard Shaw, Anna Pavlova, Pope Pius XII and Pope Paul VI, Emperor Haile Selassie, King Faisal, Jacqueline Kennedy, Albert Einstein, Robert Frost,



Look, *The Saturday Evening Post*, *Harper's*, *Saturday Review*, *London Daily Telegraph*, *Le Figaro*, and also, *Secretariat News*. His sketch of the GA



Former S-Gs captured by Berger: clockwise, from left, Dag Hammarskjöld, Javier Perez de Cuellar, Kurt Waldheim.



and Toscanini. He also drew the first five UN Secretaries-General, and sketched eleven American Presidents, from Calvin Coolidge to George Bush. His work has appeared in newspapers and magazines throughout the world, including the *New York Times*, *Life*,

President graced our cover every year. Unfortunately, Oscar Berger was ill last year, and was not able to draw the likeness of the GA President for us.

He will be 91 years old on 12 May 1992. We wish him the best of health.

The Editors

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Alec Collett remembered

It was seven years ago that Alec Collett was abducted by armed men in Beirut while he was on assignment for the UN Relief and Works Agency (UNRWA) in Lebanon.

The UN Correspondent's Association (UNCA) has planned a ceremony to highlight the lack of attention given to Collett's plight.

The Secretary-General, Staff Union President, Committee to Protect Journalists, the Foreign Press Association, UNRWA and PEN are invited to address the meeting. Elaine Collett, Alec's wife will also speak.

Here are the names of the Secretaries-General but the letters of the second names are scrambled. Unscramble the names!

- A. U T~~N~~MATH _____
- B. KURT HIDMELAW _____
- C. JAVIER ZEREP ED CLEARUL _____
- D. TRYGVIK ELI _____
- E. DAG DLOKJSRAMMAH _____

II. Now, match the names with the pictures on the previous page.

- 1. Who is the present Secretary-General? _____
- 2. Who was the last Secretary-General? _____
- 3. Who was the first Secretary-General? _____

III. Now, listen to the United Nations guide as she shows some visitors around the Secretariat Building.

I. Read this letter and fill out the application form on page

REPUBLICA DE CABO VERDE
EMBAIXADA PERMANENTE JUNTO AS NAÇÕES UNIDAS



REPUBLIC OF CAPE VERDE
PERMANENT MISSION TO THE UNITED NATIONS
27 EAST 66th STREET
NEW YORK, N.Y. 10021
212-673-6222

Dear Ms. Layton,

I would like to study English in the UN Staff Language Programme.

I have just arrived in New York to work at the Permanent Mission of the Republic of Cape Verde as a Second Secretary. I studied English at school in my country for eight years but that was a long time ago. I think I can read and write quite well but I have difficulty speaking and understanding.

I would like to take a regular course at lunch time, preferably from noon to 1 p.m. on Mondays, Wednesdays or Thursdays and from 1 p.m. to 2 p.m. Mondays, Tuesdays and Friday.

Thank you for your attention. Please call me at (212)523-6184 if you have any questions.

Yours sincerely,

Second Secretary

II. Now, give your application to your neighbour and ask him/her to write a letter on page ____.

III. Now look at your neighbour's letter and check that she/he put all the important information in it. After that, compare your letter to the original.

FOCUS ON GRAMMAR



Verb	To be
Where are you from?	I AM FROM EGYPT
is she	YOU ARE
He	HE IS
It	SHE IS
Where are they from?	THEY ARE

REVIEW OF SIMPLE PRESENT TENSE.

WHERE DO YOU WORK ?
WHERE DO THEY WORK ?

I	WORK AT THE U.N.
YOU	
WE	
THEY	WORK AT UNESCO.

WHERE DOES HE WORK ?
SHE
WHERE IT

HE	WORKS	AT UNICEF
SHE		
IT		

FILL IN THE SPACES AND MATCH THE QUESTIONS WITH THE ANSWERS:

(LOOK AT HIS PASS APPLICATION ON PAGE _____)

FILL IN THE SPACES

- | | |
|-----------------------------------|---|
| 1. WHAT <u>is</u> HIS NAME? | A. HE _____ YEARS OLD. |
| 2. WHERE _____ HE LIVE? | B. HE _____ DOCUMENTE FROM ENGLISH TO ARABIC. |
| 3. HOW OLD _____ HE? | C. HIS EYES _____ BROWN. |
| 4. WHAT _____ HE DO FOR A LIVING? | D. HIS NAME <u>is</u> MOHAMED HABIB. |
| 5. WHAT COLOUR _____ HIS EYES? | E. HE _____ FROM EGYPT/ |
| 6. WHERE _____ HE COME FROM? | F. HE _____ 6 FEET 2 INCHES TALL. |
| 7. HOW TALL _____ HE? | G. HE _____ IN NEW YORK CITY. |
| 8. HOW MUCH _____ HE WEIGH? | H. HE _____ 160 LBS. |

FILL IN THE SPACES WITH THE CORRECT FORM OF THE VERB IN THIS SHORT DIALOGUE/

USE

DO	HAVE
----	------

RAM: Where _____ your children go to school?

PETRA: They _____ to public school 136.

RAM: _____ all public schools _____ numbers?

PETRA: In New York City, they _____.

RAM: In my country, schools _____ names, not numbers!

COMPLETE THIS LETTER

PUT THESE verbs in the letter. Remember to add "s" if it is needed.

GO / BE / HAVE / WORK / HELP / MEET / COME / WRITE / LIVE

Dear Felix,

2 January 1986

GREETINGS FROM NEW YORK! I have a new job in the United Nations Library and it _____ interesting. I _____ to many publishers to order new books for the library. I also _____ at the main desk where I _____ people to find books. But don't worry, my life _____ more than books. I _____ new people everyday because different people _____ to the library everyday and now I _____ many new friends. For example, Mohamed Habib _____ a new friend. Bill introduced us and I went to his home for dinner last Saturday. He and his wife Fatima _____ from Egypt. They _____ near me on the East Side of Manhattar. Mohamed _____ a translator in the UN. His wife _____ a librarian but not at the UN. They _____ 3 children, 2 girls and a boy. They _____ to a public school in Manhattan.

- What do you see in the following logos?

A



B



C



D



E



F



G



H



I



J



K



L



- Here are some issues which the UN is interested in. Can you match them with the logos?

1. ___ women
2. ___ human rights
3. ___ aviation
4. ___ peace
5. ___ water
6. ___ disarmament

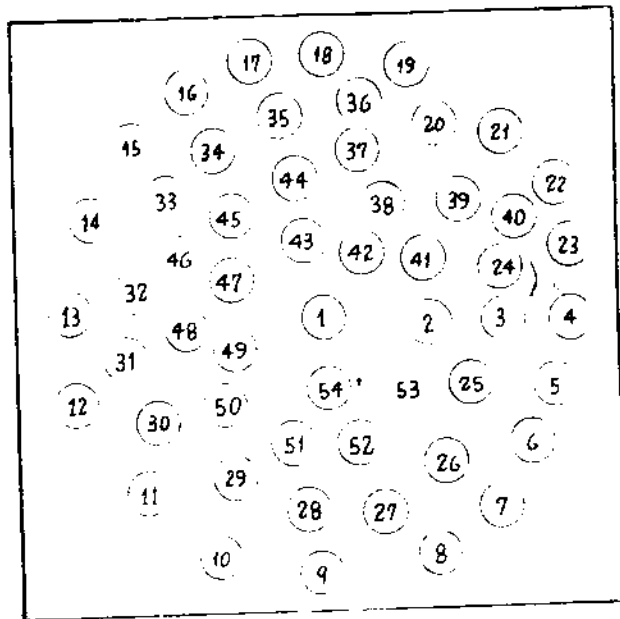
7. ___ atomic energy
8. ___ refugees
9. ___ children
10. ___ justice
11. ___ aging
12. ___ apartheid

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!the cover!

by
Olga Ainagas

The 54 symbols shown represent the UN and some of its related agencies, as recorded in the Graphic Presentation Unit, DCS.



Identify all the symbols and send the list to the Secretariat News. Framed pictures will be presented to three of the winners, the names to be drawn by raffle if more than three correct answers are received. The answers and names of the winners will appear in the 16 September issue of the News. Secretariat News and Graphic Presentation Unit staff may not participate. HAVE FUN!

- This is a competition in "The Secretariat News" of 30 July 1982. You have to identify all the UN symbols. But that's very difficult.
- Can you just identify no. 1, 7, 18, 23, 39 and 49?

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- This will help you, but the names are mixed up. Write them in the chart below.

- ORGANISATION / AGRICULTURAL / AND / THE / FOOD
- NATIONS / THE / UNITED
- NATIONS / EDUCATIONAL / CULTURAL / ORGANISATION / AND / SCIENTIFIC / THE / UNITED
- HEALTH / THE / ORGANISATION / WORLD
- DEVELOPMENT / UNITED / THE / PROGRAMME / NATIONS
- CHILDREN'S / NATIONS / FUND / UNITED / THE
- LABOUR / THE / ORGANISATION / INTERNATIONAL

INITIALS	No.	NAME
U. N.		
ILO		
UNESCO		
FAO		
UNICEF		
WHO		
UNDP		

- Here are the winners of the competition



SYMBOLIC VICTORY

Congratulations to Pilar Martinez (TCD), 1st place winner in the UN Symbols Competition (see 30 July issue of the News), who identified all but one symbol. Coming a close second was Mya Mya Win who with the help of her colleagues in the UNIC office in Rangoon succeeded in naming almost all of them. The following contestants deserve honourable mention for their valiant efforts: Kessela Andargechew (UNECA, Addis Ababa), Alvaro Calderon (CS/Library), Atnafu Mengistu (UNECA, Addis Ababa), Marie Nyun (UNDP, Rangoon) and Luis Vega (CEPAL, Santiago). Due to lack of space, identification of the symbols will be published in the 15 October issue of the News.

Write their names

1st _____

2nd _____

3rd _____

(just one name)

UNIT 4 GOING OUT TO EAT AND EATING AT HOME

PART ONE: Responding to Invitations

A.

QUESTIONNAIRE ON INVITATIONS

ANSWER THESE QUESTIONS YES OR NO. DISCUSS YOUR ANSWERS WITH YOUR CLASSMATES.

	YES	NO
1. I frequently invite friends out for lunch or dinner?		
2. I ask co-workers to take coffee breaks with me.		
3. I invite classmates to do things after class or after work.		
4. I only accept invitations from people I know very well.		
5. A woman can invite a man out to dinner and can pay for the meal.		
6. I always accept an invitation to dinner.		

