Course : Foreign language 01 **Teachers: Mazouz / Zemmar**

Exchange personal information

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Exchanging personal information is a common part of small talk in everyday situations. Whether introducing yourself, discussing your job, or sharing basic details, these interactions help establish connections and ease communication. Sharing personal information is key to building rapport and engaging effectively with others.

Dialogue: Student and University Employee

Employee: Good morning! Welcome to the university. How can I assist you today?

Student: Good morning! I'm here to register for the Economics Sciences specialty.

Employee: Great choice! First, can I have your full name, please?

Student: Sure! My name is John Smith.

Employee: Got it. Where are you from?

Student: I'm from Boston.

Employee: Excellent! What is your date and place of birth?

Student: I was born on March 15, 2002, in Boston.

Employee: Thank you! And what year did you graduate from high school?"

Student: I graduated in 2020.

Employee: Great! Now, do you have any health issues or concerns we should be aware of?

Student: No, I'm in good health.

Employee: Great to hear! Lastly, do you have any questions about the specialty or the registration process?

Student: Not at the moment, but I'd like to know about the course schedule once I'm registered.

Employee: Absolutely! I can provide that information once we finish your registration. Let's get started!

Tips:

1. Be Honest but Careful: Share true things but keep some details private if you're not comfortable.

2. Keep It Short and Clear: Say what you need to without long explanations.

3. Match the Situation: Be formal in professional settings and casual with friends.

4. Stay Positive: Share good or neutral information first.

5. Be Ready: Think about common questions you might be asked.

6. Listen Too: Good communication involves both talking and listening.

7. Respect Privacy: Don't push others to share if they seem hesitant.

8. Use the Right Words: Adapt your language for your audience.

9. Watch Your Body Language: Make eye contact, smile, and nod to show you're engaged.

10. Practice: The more you share, the easier it gets.

Capitalization and Punctuation

Capitalization

General rules

First word of a sentence: Always capitalize the first word of every sentence.

Pronoun "I": Always capitalize the pronoun "I" when it refers to yourself.

Proper nouns: Capitalize specific names of people, places, organizations, and brands.

Days, months, and holidays: Capitalize the names of the days of the week, months, and holidays.

Titles: Capitalize titles when they are used with a person's name, such as "Dr. Smith" or "President Jones".

Punctuation

Symbol	Use
. **Full Stop (Period)**	Used to end a complete sentence.
, **Comma**	Used to separate words, phrases, or ideas in a sentence.
? **Question Mark**	Used at the end of a question.
! **Exclamation Mark**	Used to show strong emotions
: Colon	Used before a list, explanation, or quotation.
; Semicolon	Used to connect two related sentences or separate complex list items.
“ ” Quotation Marks	Used to show direct speech or quotations.
- Hyphen	Used to join words (e.g., a well-known company).
( ) Parentheses (Brackets)	Used to include extra or explanatory information.
… Ellipsis	Used to show omitted words or a pause in speech.