



## Jordan Belfort

**Nationality:** American

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**Date of birth:** 01/04/1962

**Gender:** Male

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📍 **Address:** 33 Midas Boulevard Manhattan Beach, CA 90266 Los Angeles, United States of America

### WORK EXPERIENCE

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#### Motivational Speaker

**Global Motivation Inc.** [ 06/2000 – Current ]

**Address:** 78 Sunset Boulevard, CA 90265, Los Angeles - [www.Global\\_Motivation.com](http://www.Global_Motivation.com)

**City:** Los Angeles

**Country:** United States

**Email address:** [Global\\_Motivation@MAGA.com](mailto:Global_Motivation@MAGA.com)

- **Business or sector:** Information and communications

Holding seminars on business ethics

Advising clients on entrepreneurship

Running workshops on sales psychology

#### Prison Librarian

**Taft Correctional Centre** [ 01/01/1998 – 01/06/2000 ]

**Address:** Taft Correctional Centre, Cadet Road, CA 90264 Taft - [www.TaftCC.com](http://www.TaftCC.com)

**City:** Taft

**Country:** United States

**Name of unit or department:** Taft Prison Library - **Business or sector:** Administrative and support service activities

Lending / receiving / sorting books

#### Chief executive officer

**Stratton Oakmont Inc.** [ 01/01/1988 – 31/12/1995 ]

**Address:** 1001 52nd Street, 10451 New York City

**City:** New York

**Country:** United States

- **Business or sector:** Financial services and activities

Marketing penny stocks

Brokerage and financial services

## Trainee stock broker

**L.F. Rothschild** [ 01/01/1987 – 31/12/1987 ]

**Address:** 65 Wall Street, 10455 New York City

**City:** New York

**Country:** United States

- **Business or sector:** Financial services and activities

Buying and selling stocks, shares and other securities

Providing clients with a variety of financial services

## EDUCATION AND TRAINING

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### General securities representative exam (GSRE)

**The Financial Industry Regulatory Authority's test to qualify for a broker's license** [ 01/01/1987 – 31/12/1987 ]

**Field(s) of study:** Business administration : *Financial services and activities*

**Final grade :** Pass

Equity Securities, Debt Securities, Municipal Securities, Options, Customer Accounts, Margin Accounts, Securities Issuance and Investment Banking, Securities Trading, Brokerage Support Services, Investment Company Products, Retirement Plans, Variable Annuities, Direct Participation Programs, Economics and Analysis, Ethics, Taxation, Government and State Regulations, Regulations for Self-Regulating Organizations

### 3-year university degree in Biology

**The American University** [ 15/09/1982 – 31/07/1985 ]

**Address:** DC 89733 Washington DC, United States

**Field(s) of study:** Natural sciences

Anatomy, Biophysics, Cell and Molecular Biology, Computational Biology, Ecology and Evolution, Environmental Biology, Forensic Biology, Genetics

## LANGUAGE SKILLS

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Mother tongue(s):

**English**

**German**

**Chinese**

**LISTENING:** B2 **READING:** B2 **UNDERSTANDING:** B2

**LISTENING:** A2 **READING:** A2 **UNDERSTANDING:** A1

**SPOKEN PRODUCTION:** B2 **SPOKEN INTERACTION:** B2 **SPOKEN PRODUCTION:** A2 **SPOKEN INTERACTION:** A2

## **DIGITAL SKILLS**

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### **Power Point / Microsoft Office / Avatrade financial software package**

Communication Skills: I am an excellent motivational speaker and communicator.

Organizational Skills: I once ran my own multi-million-dollar financial services company.

Job Related Skills: I developed and now promote 'Jordan Belfort's Straight Line Sales Psychology'.

Clean Driving Licence.

Publications: 'The Wolf of Wall Street', Bantam, New York, 2007.

A B

A B C

A B C D E F G

H I J

K L M

N O P Q R S T U

V W

X Y Z

# EMAIL SYMBOLS

@

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/

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A—A

A\_A

~

donald\_trump @ whitehouse . com

<http://www.coronavirus-hysteria.hk/quarantine-quiz>

james ~ bond @ foreign\_affairs . ex

# HIRING A CAR

*Listen to the conversation and complete the form below with the information you hear*

FIRST NAME: .....

SURNAME: .....

NATIONALITY: .....

ADDRESS: .....

.....

POSTCODE: .....

MOBILE PHONE NUMBER: .....

HOME PHONE NUMBER: .....

EMAIL ADDRESS: .....

## INTRODUZIONE

### APPROCCIO

Secondo il quadro teorico della "Register & Genre Analysis", le mail, i fax, le lettere commerciali, le relazioni, ecc. non sono soltanto testi, ma anche eventi comunicativi che coinvolgono sia l'emittente che il ricevente. Ogni messaggio ha uno scopo preciso e, nel mondo del lavoro, molto spesso è quello di persuadere qualcuno a fare qualcosa. Per raggiungere tale scopo, dobbiamo immaginare il ricevente, che cosa vuole e che cosa deve sapere, e poi comporre un testo che funzioni a tre livelli distinti: (1) un primo livello di presentazione convenzionale per un tipo di testo, che si tratti di fax, lettere, mail o curricula vitae. Se il formato non è abbastanza professionale, il ricevente sarà meno disposto a reagire positivamente; (2) un secondo livello di struttura retorica di un *genre* determinato (un invito, un reclamo, una domanda per un posto di lavoro, ecc.), il quale è, a sua volta, suddiviso in **steps** (Harper 2006) che lo compongono. Alcuni di loro sono obbligatori, altri sono facoltativi e la sequenza è cruciale per ottenere il risultato desiderato; (3) un terzo livello di composizione verbale, ad esempio i verbi modali più adatti, le frasi convenzionali, il vocabolario tecnico, e così via. Quest'ultimo livello implica parole e frasi convenzionali da "metabolizzare" regolarmente durante il corso.

La struttura schematica di un testo opera al di sotto della superficie delle parole e questo fa sì che ogni **step** può essere espresso in vari modi, in base al **registro** richiesto da una determinata situazione. Il **registro** (Halliday 1978) di un testo è la varietà di linguaggio appropriato ad un messaggio particolare all'interno di un contesto situazionale (Brown & Yule 1983: 195) ed è determinato da tre fattori: (1) il **campo**: il fine comunicativo del testo (di cosa si tratta e per chi è stato prodotto); (2) il **tenore**: le relazioni tra l'emittente e il ricevente del testo (formale, colloquiale, neutrale); (3) il **modo**: i mezzi di comunicazione atti alla trasmissione (ad es. scritto, parlato, online).

### METODOLOGIA

Questo corso è "task based", cioè si fonda sullo svolgimento di compiti mirati. Ogni *task*/compito rappresenta un'attività durante la quale lo studente usa il linguaggio al fine di ottenere un risultato specifico. L'attività del gruppo di studio è focalizzata sul compito e l'inglese è lo strumento con il quale gli studenti la completano. Essi imparano attraverso la ripetuta esperienza dello stesso compito o di compiti simili, e questa crescente familiarità dovrebbe promuovere scorrevolezza ed aiutare, settimana dopo settimana, lo sviluppo del linguaggio.

L'importante non è aver dato la risposta giusta alla fine dell'esercizio, quanto, piuttosto, l'impegno con il quale si è cercato di portare a compimento il compito, dato che l'apprendimento ha luogo nel corso dell'attività stessa.

Questo metodo dev'essere coadiuvato dalla memorizzazione settimanale di parole e frasi utili in quanto la *Business Communication* è ricca di espressioni particolari e frasi fatte. Molte di esse sono raccolte nel glossario consultabile online su <http://docenti.unimc.it/martin.harper>

La prova scritta di *Business Communication* consisterà nello svolgimento di un compito simile a quelli precedentemente condotti in classe. Agli studenti verrà richiesto di redigere una mail e una fax oppure una lettera.



## SARGY MANN

Watch the BBC news report: 'Sargy Mann: Painting with inner vision - BBC News'

<https://www.youtube.com/watch?v=x9vHwClaSwM>

Complete the sentences below using *can / can't / could / couldn't / will be able to / won't be able to*

- 1) Sargy Mann ..... see.
- 2) Sargy Mann ..... see again.
- 3) Sargy Mann ..... paint the images he sees in his mind.
- 4) When he was 30, he ..... still see.
- 5) When he was 35, he ..... see anymore.
- 6) When he was 30, he ..... paint landscapes.
- 7) Now, he ..... paint landscapes anymore.
- 8) Now, he ..... still paint portraits of his wife.
- 9) The gallery owner thinks he ..... sell a large Sargy Mann painting for £50,000.
- 10) Sargy Mann thinks he ..... always ..... paint if the subject comes from his own experience.

## VOCABULARY

A drawing	Sight	Eyes	Blind	To paint
A painting	Blindness	Cataracts	Edgy	To give up
A canvas	Blu tack	Collectors	Dangerous	
A landscape		Brushes		

## NOTES AND TEXT MESSAGES

### PRESENTATION

1a) At work, notes and text messages should be short, simple and usually informal in style. Here are some examples:

<p><b>1.</b> Dear John</p> <p>Thank you for taking the time to show me around the factory yesterday — I realize how busy you are at this time of year. Anyway, I really enjoyed it and it was great to meet everyone in the Sales department at last. Looking forward to seeing you all again sometime. I'll be in touch.</p> <p>Janet</p>	<p><b>2.</b> Dear Jane</p> <p>Sorry about this afternoon's meeting being cancelled at such short notice. Apparently there has been an emergency at Head Office and the Managing Director won't be able to come after all.</p> <p>Please accept our apologies, I'll let you know as soon as another date has been arranged.</p> <p>Derek</p>
<p><b>3.</b> Dear Mr Brook</p> <p>This is just to let you know that the container from Taiwan has arrived at the terminal in Hull. I shall phone the forwarder today and arrange delivery for tomorrow afternoon. Please make certain that there will be enough men available to unload the lorry.</p> <p>Sue Greene</p>	<p><b>4.</b> Dear Mike</p> <p>The guys in the warehouse say they need a hand to load the Glasgow delivery onto the lorry. Could you send a couple of lads from the packing dept. to help them out ?</p> <p>Thanks.</p> <p>Pete</p>
<p><b>5.</b> Dear Sally</p> <p>Alison just phoned to say that she is sick and won't be coming in to work today. She'll be back by the end of the week, though.</p> <p>Charlie</p>	<p><b>6.</b> <i>Dear Sharon</i></p> <p><i>This is just a short note to remind you that the technician from Photon Photocopiers will be here at 10 o'clock. You told me you needed to talk to him urgently.</i></p> <p><i>Geoff</i></p>
<p><b>7.</b> Dear Mr James</p> <p>I called the Hotel Eldorado in Scunthorpe and they confirmed your booking for a double room with private bath from November 18<sup>th</sup>-20<sup>th</sup>. I told them that you will arrive at about 10.30 a.m.</p> <p>Denise</p>	<p><b>8.</b> Dear Paul</p> <p>I'm sorry about this but something has come up and I won't be able to come to your office on Friday as planned. I'll call you back on Tuesday by which time the situation will be a little clearer and we can fix a new appointment.</p> <p>Mark</p>
<p><b>9.</b> Dear Ingrid</p> <p>I am trying to organize a short course for the secretarial staff on how to use the new Windows 12 software. Do you think you could give them a short talk about the basic applications on Monday morning, starting at about 9.30? Please let me know if that's OK.</p> <p>Graham</p>	<p><b>10.</b> Dear Graham</p> <p>Thank you for inviting me to give an introductory talk to the secretarial staff about Windows 12. I shall prepare a short PowerPoint presentation to go with it, so please don't forget that I will need a laptop, a projector and a screen. See you on Monday at 9.30.</p> <p>Ingrid</p>

1b) Look at the notes on the previous page. Which one is (a) a cancellation; (b) an invitation; (c) an apology; (d) a reminder; (e) a request; (f) confirming something; (g) accepting an invitation; (h) passing on a message; (i) informing someone of something; (j) thanking someone for something.

1c) Find the modal verbs in each message and notice how they are used.

What are the ten Central Modal Verbs in English?

CAN ..... WILL ..... SHALL ..... MAY ..... MUST .....

What is the negative form in each case?

.....

### 1d) Requests, Promises & the Future

Notice how modal verbs and imperatives are used to make requests, promises and statements about the future.

#### Requests

Could you *send* this letter by registered post ?

Do you think you could *work* overtime this weekend ?

Please *let* me know if that's OK.

Polite Imperative

Please don't *forget* to confirm the appointment.

Negative Imperative

#### Promises

I'll *be* in touch.

I won't *forget*.

I / We shall *pick* you up at 9.30.

British English (I/We only)

I / We shan't *be* late.

British English (I/We only)

#### The Future

The flight will *arrive* at 22.30.

Mrs Peel won't *be* in the office tomorrow.

I / We shall *deliver* the goods by May 1st.

British English (I/We only)

I / We shan't *start* the meeting until 10.30.

British English (I/We only)

1e) Now complete these sentences with will, won't, shall, could or the imperative.

i) Do you think you ..... photocopy these documents for me ?

ii) There's heavy traffic on the M25 so they ..... get to Cardiff until late this afternoon.

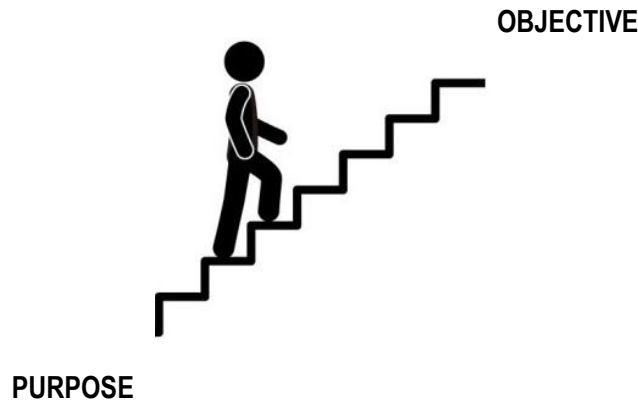
iii) Please ..... forget to write your name in capital letters at the top of the page.

iv) The company ..... pay all your travel expenses while you are in Chicago.

v) I ..... let you know as soon as we have the results.

## 2) ORGANIZING THE TEXT: Six Steps From Purpose To Objective

In business, every note or text message has a **purpose** (e.g. to cancel an appointment) and an **objective** or desired outcome (e.g. the cancellation). We can divide the progression from **purpose** to **objective** into six basic **Steps**.



You can use this sequence of **Steps** as a guide for writing your own notes. Now look at the **Steps** and their explanations below. **Steps 1, 2, & 6** are always necessary. **Steps 3, 4 & 5** are optional if, for example, your note is simply providing the recipient with information.

### NOTES: The Conventional Order of Steps

#### **Step 1: SALUTATION:**

Usually 'Dear' plus the recipient's first name: Dear John, Dear Jane

In more formal notes (to your boss, for example, or your doctor) you usually put 'Dear', the recipient's title (Mr, Mrs, Miss, Ms, Mx, Dr etc.) and their surname: *Dear Mr Smith* (for a man) / *Dear Ms Jones* (for a woman) / *Dear Dr Pym*

**Step 2: EXPOSITION:** Explain the situation. State the main facts and all relevant information.

**Step 3: PROMISING ACTION:** Explain to the addressee what you are going to do.

*I'll be in touch... I won't forget... I shall let you know... I / we shan't...*

**Step 4: REQUIREMENTS:** Explain what you want the addressee to do.

*Could you possibly...? If possible, I would like ... Would you... Could I/you/it... Can I/you/it...  
Please accept our apologies Please let me know... Please reply as soon as possible Please don't forget to*

**Step 5: THANKS:**

*Thanks / Many thanks / Thanks in advance / Thank you so much*

**Step 6: IDENTIFICATION:**

Usually just the first name: *Mike, Peter, Jane, Sue*

In more formal notes or text messages, you may put your first name and surname: *Matt Black, Sue Brown*

### 3) REGISTER

Each **Step** can be expressed in a number of different ways, depending on factors such as (i) the subject matter and purpose of the message; (ii) the role relationship of addresser and addressee; and (iii) the means of communication involved. Getting the Register right (i.e. using the appropriate variety of language) is particularly important when writing notes and text messages because the messages are so short that they can easily sound curt or abrupt.

#### 3a) THANKS

Read the thank you notes below. Which one ought to be formal and which one should be informal? Establish the correct register by circling the most suitable alternative in each case.

1.  
Mr Bentham / Dear Jez  
Thanks / Thank you so much for lending me your umbrella this morning. I dread to think what might have befallen me had you not done so / Just as well you did, I'm sure I would have got soaked / might well have been severely inconvenienced when I popped out / made a brief excursion to retrieve / to pick up the post. By the way / On a related point, if you're concerned about its whereabouts / wondering where it is now, I left it to dry in the coat stand in your office.  
Tom / Thomas Fotherington-Thomas

2.  
Dear Mike / Mr Tucker  
This is just a short note to thank you / offer my heartfelt thanks for your interesting and informative / awesome PowerPoint presentation about using Copilot in Windows 12 / commercial Artificial Intelligence applications at the Pinocchio Robotics ICT workshop this morning. I should explain that / you see our staff urgently need to be brought up to speed / updating in this area, particularly with regard to using Geppetto AI to check the huge quantities of robot programming code we produce, line by line. So / As a result, we need an expert opinion / all the advice we can get on how to proceed / what to do if we are to expedite / speed up this process and stay one step ahead of the competition. Naturally / I suppose I might / shall contact you again should / whenever we need your services in the future.  
Brian Aldridge / Brian Aldridge B.Sc. MBA (EDP Manager)

3b) **WRITING ACTIVITY** In groups of two or three, write a thank you note to:

- The intern, Anna Prentice, who managed to book a table for you and your husband/wife at your favourite restaurant in Paris on February 14th.
- Morgan Leafy, the Consul at the British Embassy in Timbuktu, who provided you with an emergency EU passport on a Sunday evening because yours had been stolen.

### 3c) APOLOGIES

Read the apologies below. Which one should be formal and which one ought to be informal? Establish the correct register by circling the most suitable alternative in each case.

1.

Dear Sally / Ms Barstow

This is just a short note / missive to apologize profusely / to say sorry for leaving you unassisted / all on your own in the office until 11 o'clock this morning. Unfortunately, when I woke up I discovered that my son had contracted / come down with a virus and so I had to take him to visit a properly qualified medical practitioner / to the doctor's to ascertain whether / make sure he was all right before I came to work. I'm afraid / unfortunately for you, I didn't have my mobile / Fantozzi Cloud 9 ePhone with me, either, which is why I found myself utterly unable to / couldn't text you / compose an appropriate text message to inform you / to let you know what was happening. Thank you so much for holding the fort / coping with any unexpected difficulties which may have occurred during my absence. I'll make it up to you / you will be suitably rewarded in due course, you have my word of honour / I promise.

Ms J.A. Brodie B.A. (Hons), PGCE / Jean

2.

Dear George / Mr Nesbitt

This is just a short note to apologize / to say sorry for having scratched the paintwork on your brand new Tesla Model S / motor car this morning. You see / Unfortunately I pulled in too fast while I was parking my motorcycle next to it in the company car park this morning and as a result / so, there is a bit of a / 10cm scratch on the door on the passenger side. Naturally I / I suppose I ought to own up / admit full responsibility and I could always / shall contact my insurance company as soon as possible / soonish in order to minimize any bother / inconvenience this may cause you as MIB Ltd.'s CEO / my boss. In the meantime / for now, I can only say sorry yet again / apologize once more and hope that this matter / business will be resolved / sorted out as soon as possible.

Jeremy Bentham / Jez

### 3d) WRITING ACTIVITY

In groups of two or three, prepare a handwritten apology to:

- Your boss. She asked you to prepare a report for her today but it will not be ready until tomorrow.
- Your flat-mate. He/she left a chocolate cake in the fridge and you ate it because you were hungry.