Learn the Art of Negotiation

Paul Wineman & Associates, Inc. offers one and 2-day customized workshops on negotiating. Learn new techniques, tactics and strategies to help effectively negotiate anything.

**Purpose:**
- To negotiate not just the price, but the "PACKAGE" that surrounds that price.
- To learn the tactics used in effective negotiating.
- To recognize the value of these techniques for internal negotiating within your own organization.

**Benefits:**
- Participants will become more effective buyers and sellers in their work and personal lives.
- Participants will gain the skills necessary to deal with internal negotiations at work: increases productivity.

**One Day Workshop**

**Topics Covered:**
- Introduction to negotiation
- The four keys to short term competitive negotiations
- Cost Breakdowns
- Internal VS External Negotiations
- Buyers / Sellers Tactics

**Included:**
- A leader who is an experienced in negotiate a contract.
- Role-play participation in customized negotiation cases.
- A simple planning check list to use in all negotiations


After you read the text “Learn the art of negotiation”. One of the alternatives below contains nouns which are frequently used with the verb to negotiate. What is it?

a) deal – direction – solid
b) plan – business – case
WATER WORRIES
Overdosing of antibiotics can do more than damage your health. It can damage the environment too.
Water samples recently taken from the Ohio River and two of its tributaries contained trace amounts of commonly prescribed antibiotics like penicillin, tetracycline, and vancomycin. The drugs apparently came from farms and hospitals located upstream. The drugs were also present in area tap water. Antibiotics leave the bodies of animals and humans as waste, which is apparently how they entered the water.
The low levels of antibiotics are not considered harmful to humans. However, the findings raise concerns about so-called superbugs — bacteria that are immune to antibiotics. Scientists believe overexposure to antibiotics helps resistant bacteria become more widespread. This is the first time it has been demonstrated that antibiotics can leech into the water supply.
The science project was conducted by 17-year-old high school senior Ashley Mulroy, who also showed that while typical wastewater treatment plants don’t eliminate the drugs, activated charcoal filtration does. Mulroy’s innovative research earned her a water science prize from the engineering firm ITT Industries of White Plains, New York.


VOCABULARY
amounts – quantidades
bugs – micróbios
leech – “penetrar”
tributaries – afluentes
waste – resíduos, lixo
widespread – muito espalhadas

02 - (CEFET PR)
“While typical wastewater treatment plants don’t eliminate the drugs, activated charcoal filtration does.”
The best translation for the underlined word in the sentence above is:

a) indústrias.
b) plantas.
c) projetos.
d) usinas.
e) mapeamentos.

**TEXTO: 2 - Comum à questão: 3**

**EINSTEIN’S HOT TIME**

*By Steve Mirsky*

The well-known quote from Albert Einstein in his attempt to make relativity more accessible to the layperson goes: “When a man sits with a pretty girl for an hour, it seems like a minute. But let him sit on a hot stove for a minute and it’s longer than any hour. That’s relativity.”

Some serendipitous research shows that the pretty girl / hot stove line turns out to be more than just a clever thought. Recently I came across the statement in its original form. Amazingly the pretty girl / hot stove quote is actually the abstract from a short paper written by Einstein that appeared in the Journal of Exothermic Science and Technology in 1938. Apparently, the great theoretician tried his hand and other body parts, at experimentation to derive his simple explanation for relativity.

(Adapted from *Scientific American, September, 2002*)

**03 - (CEFET PR)**

Einstein’s quote was an attempt to make relativity _____.

a) complicated
b) simple
c) funny
d) interesting
e) boring

**TEXTO: 3 - Comum à questão: 4**
The environmental management model adopted by Ipanema is already a leading edge symbol in Brazil. Since its implementation, Ipanema has opted for techniques that would reduce the impact of its activities on the environment. The most recent fruit of this intensive work was obtaining the UTZ KAPEH Certification model Eurep-Gap, recommended by the audit and inspection company SGS do Brasil Ltda. This certificate attests to the commitments established by Ipanema’s Social and Environmental Committee and places Ipanema as the first Brazilian company to be certified.

PRESERVATION OF THE WOODS:
Located on the banks of the Furnas reservoir, Ipanema has a total area of 529 hectares of legal permanent preservation as well as preserving the banks of the reservoir. There are 20 preserved natural impounding reservoirs, which restored the habitat of several species of birds and wild animals. Ipanema possesses a special eucalyptus reforesting area, especially to produce all the wood required for its boilers. “IPÊ AMARELO” (Tababuia vellosoi) PROJECT The “Ipê-amarelo” Project provides managing, protection and conservation structure to mangroves, native forests, permanent preservation areas and legal reserve of the Ipanema Agrícola Ltda. farms. The project creates a basis of an action plan to preserve and increase the habitats of the native fauna and to intensify biodiversity on the farms.

SYSTEM TO REUSE BY-PRODUCTS:

It is well known that coffee production systems in Brazil are the ones that least affect the environment. However, Ipanema continues to develop techniques to improve them. **Washing water:** water for the processes of washing and pulping coffee is recycled and reused. The closed circuit system guarantees that no organic material or dirty water reaches any water stream or reservoir before it goes through settling tanks and purification. After settling and purification, the solid material leftover is used as fertilizer and the liquid part is used for irrigation. With water reuse and settling the Company reduced its water consumption to 45 m³ day maximum.

**Pesticide packaging:** all packaging of agricultural pesticides undergo a triple washing process. Immediately after being washed, the packaging is stored in separate and appropriate locations and sent to manufacturers for recycling and incineration.
Rusk and dried coffee skins: resulting from the processing of the coffee, are rich in nutrients and are used as a fertilizer and organic matter after being dried and composted. Dry coffee skins are incinerated as fuel for the boilers, reducing the consumption of wood for the dryers.

LIQUID FERTILIZER PRODUCTION:

All coffee processes depend on the ability to revert to the soil all the nutrients absorbed by a plant. To be able to quantify exactly the needs of each plant, Ipanema developed a methodology of soil and leaf analyses that allows it to formulate exact quantity of macronutrients and micronutrients, with no waste. All fertilizers are prepared in the Liquid Fertilizer Manufacturing Mill and analyzed in Ipanema’s quality control laboratory. In a
19,000-m² area, approximately 4,000 tons of liquid fertilizers are formulated each year. The liquid application allows several formulations, quick absorption by the soil, avoiding fertilizer leaching into streams.

**OCCUPATIONAL SAFETY AND HEALTH:**

![Liquid Fertilizer Manufacturing Mill](Image1)

![Employees health care](Image2)

In order to protect the physical integrity and well being of its employees, Ipanema has an Occupational Safety and Health Service made up of safety engineers and technicians, occupational health MDs, and nurses. This service makes available and controls the use of all individual and collective protection equipment required for Ipanema’s activities and operations.

Adapted from www.ipanemafarm.com.br/ambiente_us.html

**Use of rusk and dried coffee skins as fertilizer and organic matter Employees health care**

**Liquid Fertilizer Manufacturing Mill Coffee treeCare in the use of pesticides**

**04 - (UFU MG)**

De acordo com o texto, na frase “The most recent fruit of this intensive work...”, a palavra em destaque pode ser substituída por

- a) outcome.
- b) activity.
- c) implementation.
- d) model.

**TEXTO: 4 - Comum à questão: 5**

How important is leisure time? How important is time to relax and to collect yourself? Many doctors believe that learning to relax in order to relieve day-to-day tension could one day save your life.
In our fast-paced world, it is almost impossible to avoid building up tension from stress. All of us confront stress daily; anything that places an extra demand on us is stress. We encounter stress on the job, and we face it at home. The body responds to stress by “mobilizing its defenses.” Blood pressure rises and muscles get ready to act. If our tension is not relieved, it can start numerous reactions, both physical and psychological. Yet, we can learn to cope with stress effectively and to avoid its consequences. How? By relaxing in the face of stress. According to researcher Hans Selye of the University of Montreal, the effects of stress depend not on what happens to us, but on the way we react. In times of stress, taking a few moments to sit quietly and relax can make anyone feel better.

Some people enjoy listening to classical music, while others are interested in going to rock concerts. One person may be fascinated by watching an eagle in its nest, whereas another might be bored by sitting in a field for hours, studying the eagle through binoculars. It may be pure pleasure for you to play endless hours of chess, but for others it could be pure frustration. Fortunately, people have invented countless ways of amusing themselves, and whatever your particular taste is, no doubt there’s a physical or mental activity for you to get involved in and enjoy. Of course, finding the activity that is right for you is half the fun!

And don’t forget: Take your time to smell the flowers


05 - (UFV MG)

In the sentence “Yet, we can learn to cope with stress effectively and to avoid its consequences” (REF. 04), the underlined word can best be replaced by:

a) accept.
b) cause.
c) escape.
d) treat.
e) fight.

TEXTO: 5 - Comum à questão: 6

INSTRUCTIONS: Read the texts carefully and then choose the alternative which correctly completes the following statements.

The Bug is Back
Health authorities defeated dengue decades ago by vanquishing the mosquito that spreads it. Then why were half a million Brazilians sick this past summer?

Bad Bug

It's not a pretty sight. The Aëdes aegypti mosquito, which spreads dengue and yellow fever, was eradicated decades ago. But the bug is back with a vengeance. It gave Brazil a dengue epidemic. Scientists now say the worst is yet to come. Why is nothing being done? Brazil is a case study of how badly things went awry. Twice the aggressive mosquito battalions had freed Brazilian territory of Aëdes aegypti in 1955 and again in 1973. But these were the days of an ambitious military regime in Brazil, which had bigger things than bugs on its agenda. Instead of diligently tracking the disease, the generals poured money into highways, power plants and winning the Amazon frontier. When the dengue mosquito resurfaced, in 1976, Brasilia reacted swiftly to hush it up, under the cloak of national security.

The generals are gone now, but the government continues to botch opportunities. There is no mystery, scientists say, to eradicating dengue: destroy the mosquito and its eggs, and the virus cannot prosper. Yet spraying is rarely done, except after an epidemic has hit. No one bothers with disease control until people start going to the hospital, says Hermann Schatzmayr, head of virology at Rio's Oswaldo Cruz Foundation. Aëdes aegypti is now at home in 3,700 counties, including 60 percent of Brazil, and increasingly resistant to pesticides.


06 - (UFMG)

In the text, the word botch (ref.4) could be replaced by

a) create.

b) find.

c) miss.

www.projetomedicina.com.br
BIOSAFETY ISSUES RELATED TO BIOTECHNOLOGY FOR SUSTAINABLE AGRICULTURE AND FOOD SECURITY

This paper provides information on current activities of FAO in particular in relation to standard setting in the field of Biosafety. In this paper, biosafety is considered in relation to the use of genetically modified organisms (GMOs) in food and agriculture. In agriculture, (including animal husbandry, fishery and forestry), the concept of biosafety involves assessing and monitoring the effects of possible gene flow, competitiveness and the effects on other organisms, as well as possible deleterious effects of the products on health of animals and humans. Policy decisions taken in regard to biosafety may have long-term implications for the sustainability of agriculture and food security.


07 - (UFRRJ)

When the text refers to “possible deleterious effects” (l. 9) this means the effects are

a) lasting.
b) unexpected.
c) immediate.
d) destructive.
e) beneficial.

HOW CAN GRAPHITE AND DIAMOND BE SO DIFFERENT IF THEY ARE BOTH COMPOSED OF PURE CARBON?
The distinct arrangement of atoms in diamond and carbon makes all the difference to their properties. In a diamond, each carbon atom is attached to four others, forming a rigid three-dimensional network. This accounts for diamond’s extraordinary strength, durability and other properties.

Diamond, the hardest material known, can scratch all other materials. It conducts more than copper does, but it is also an electric insulator. The gemstone disperses light into a rainbow of colors, giving rise to the “fire” of diamonds.

In comparison, the carbon atoms in graphite are arranged in layers. Graphite is soft and slippery and can be used as a lubricant or in pencils. The planar structure allows graphite to conduct electricity and heat as well as to absorb light so that it appears black in color.

(Adapted from Scientific American, September 2002)

08 - (CEFET PR)
The word fire in ‘the fire of diamonds’ can be best replaced by:

a) flame.
b) heat.
c) burn.
d) brilliant.
e) shine.

TEXTO: 8 - Comum à questão: 9

BASTA!

In protest against “trash\(^1\) TV” – the game and variety shows featuring scantily clad dancers that make up much of the prime time schedule – a Milan viewers’ association launched a three-day nationwide television strike. To encourage Italians to get up off their sofas, venues including museums, theaters and restaurants offered a discount to anyone turning up with a TV remote control. Organizers were hoping that up to 400,000 people would participate, but conceded that it might be difficult to persuade some – mostly male – viewers away from the weekend’s football matches.

\((TIME, \ Dec. \ 22, \ 2003; \ p.22)\)
In (ref.1) the word *trash* means:

a) poor quality.
b) good quality.
c) ok quality.
d) terrific quality.
e) excellent quality.

*The Seven Sins of Memory: How the Mind Forgets and Remembers*

by Daniel L. Schacter

Edition: Paperback
List Price: $14.00
Price: $10.50
Product Detail
Paperback: 288 pages
Product Dimensions: 9.0 x 6.0 x 0.7 inches
Publisher: Houghton Mifflin
ISBN: 0618219196
Editorial Reviews

*Illustrating decades of research with compelling and often bizarre examples of glitches and miscues, Daniel L. Schacter’s The Seven Sins of Memory dusts off an old topic and finds material of both practical and theoretical interest. Chairman of Harvard’s Department of*
Psychology, Schacter knows his stuff and how to present it memorably. Organizing the book by examining each of seven “sins,” such as absent-mindedness and suggestibility, Schacter slowly builds his case that these sometimes enraging bugs are actually side effects of system features we wouldn’t want to do without. For example, when we focus our attention on one aspect of our surroundings, we inevitably draw attention away from others:
Consider this scenario: if you were watching a circle of people passing a basketball and someone dressed in a gorilla costume walked through the circle, beat his chest, and exited, of course you would notice him immediately—wouldn’t you? [Researchers] filmed such a scene and showed it to people who were asked to track the movement of the ball by counting the number of passes made by one of the teams. Approximately half of the participants failed to notice the gorilla.
Scientists concerned about interesting a general audience would do well to use more gorilla suits. Schacter elegantly weaves this curiosity into his text along with clinical stories and frontline research. Recent advances in brain imaging have boosted his field considerably, and the formerly remote psychological territory has yielded plenty of exciting discoveries. Though some of the practical material seems like reheated common sense (Haunted by a traumatic memory? Talk about it.), it’s backed up by solid scientific work. Write a note, tie string around the finger, or hire an assistant for reminders, but by all means remember to pick up a copy of The Seven Sins of Memory. —Rob Lightner— This text refers to the Hardcover edition.

Product Description:

A groundbreaking work by one of the world’s foremost memory experts, THE SEVEN SINS OF MEMORY offers the first framework that explains common memory vices — and their surprising virtues. In this intriguing study, Daniel L. Schacter explores the memory miscues that occur in everyday life: absent-mindedness, transience, blocking, misattribution, suggestibility, bias, and persistence. Schacter illustrates these concepts with vivid examples — case studies, literary excerpts, experimental evidence, and accounts of highly visible news events such as the O.J. Simpson verdict, Bill Clinton’s grand jury testimony, and the search for the Oklahoma City bomber. He also delves into striking new scientific research, giving us a glimpse of the fascinating neurology of memory.
Together, the stories and the scientific results provide a new look at our brains and at what we more generally think of as our minds. Winner of the William James Book Award.

Adapted from http://www.amazon.com
THE MANY BENEFITS OF HEALTHY WEIGHT

A LANDMARK report from the American Institute for Cancer Research (AICR), on how eating habits influence cancer risk, concludes that maintaining a healthy weight probably plays a significant role in preventing several cancers. Since then, studies have demonstrated that excess calorie consumption can affect insulin metabolism, possibly increasing the risk of colon and other cancers. Avoiding excess calories, on the other hand, reduces possible cancer-causing damage to our genes’ DNA and enhances its repair. Research at the National Cancer Institute, for example, shows that moderate restriction of calorie consumption reduces the number of pre-cancerous intestinal polyps in mice with a genetic tendency to develop these cancers.

Controlling excess weight seems to offer heart health benefits as well. We’ve known for some time that obesity is linked to high blood pressure and diabetes, both of which increase the risk of heart disease. One of the newer heart risks under study involves levels of C-reactive protein (CRP), which seems to be a marker of infections or inflammation in the body. Higher CRP is also often seen in conjunction with obesity, suggesting that obesity may somehow be associated with low-grade inflammation. A recent study in the journal Circulation, involving obese women with elevated CRP, showed that when they lost an average of 33 pounds, their CRP levels dropped 32 percent.


11 - (UFRRJ)

In the sentence, “… damage to our genes’ DNA and enhances its repair…”, (ref.1), the underlined word means:

a) to disorder.
Rice does not contain very much vitamin A. In the poorer parts of Asia, where rice is almost the only food of the rural population, a vitamin A deficiency is common, leading to early blindness. Now Drs. Ingo Potrykus and Peter Beyer, two genetic engineers, have transferred the genes for vitamin A from other species into rice, creating a strain of rice which is rich in vitamin A – the amount of rice in a typical third world diet could provide about fifteen percent of the recommended daily allowance of vitamin A, sufficient to prevent blindness. Now that a few plants with this trait have been created, they are being cross bred with other varieties of rice using conventional breeding techniques, as has been done for centuries. Such cross breeding could further increase the vitamin A content.

The development of rice with vitamin A was carried out at the Swiss Federal Institute of Technology, making free use of patented technology and of the earlier research which had established the basic facts about how plants synthesize vitamins. The corporations holding the various patents all agreed to cost-free use of their patents as long as the rice was to be provided free to poor third-world farmers. The new rice strain was then turned over to the International Rice Research Institute, a non-profit organization based in the Philippines, where it will be evaluated for its adaptability to various growing conditions, food safety, and environmental impacts, etc. The IRRI preserves thousands of varieties of rice with different genetic characteristics, so the new strain can be cross bred to produce varieties suitable for almost any locality. The result is that rural Asians can soon expect to retain normal eyesight.

Available <http://members.tripod.com/c_rader0/gemod.htm#intro> Captured 10/07/2004

**12 - (UFRRJ)**

Which option contains a correct pair of synonymous words?

a) deficiency – lack
b) allow – prevent
c) content – free
Paul Greengrass’s account of how a single group of passengers, almost certain of death, decided on the morning of September 11, 2001, to fight back against hijackers on a suicide mission turns out to be — after much public anxiety about potential “exploitation” — an example of a hundred per cent professional filmmaking. Greengrass’s movie is tightly wrapped, unrelenting, and, no matter how exciting, superbly precise. For this story of semi-anonymous group heroism, he uses actual professionals (pilots, flight attendants, an air-traffic controller) mixed in with largely unknown actors, and avoids visual or verbal rhetoric. The handheld camera is an active participant in everything that’s going on — and still manages to see what it needs to see out of the corner of its eye. The avoidance of front-and-center staging makes us feel the uncertainty of an unprecedented situation. This is true existential filmmaking; in the end, the viewer’s dread is released in mad exhilaration as the passengers charge the hijackers with the force of water breaking through a dam.

(Adapted from The New Yorker.)

13 - (ETAPA SP)
A palavra movie é sinônima de ..... .
a) action
b) thriller
c) film
d) drama
e) comedy

‘Looks right to me’

“It is known that people tend to subconsciously prefer the rightmost object in a sequence if given no other choice criteria,” says New Scientist magazine. When researchers at the
University of Virginia at Charlottesville laid out a display of four identical items of clothing and asked people to pick which they thought was the best quality, “sure enough about four out of five participants did favour the garment on the right. Yet when asked why they made the choice they did, nobody gave position as a reason. It was always about the fineness of the weave, richer colour or superior texture. This suggests that while we may make our decisions subconsciously, we rationalize them in our consciousness, and the way we do so may be pure fiction or confabulation.”


14 - (UFT TO)
In the text, the word pick (ref.2) means
a) choose.
b) describe.
c) repeat.
d) substitute.

TEXTO: 14 - Comum à questão: 15

In the age-old battle between independence-seeking teenagers and worried parents, the older generation is packing some new weapons. Caller ID tells parents who is calling their kids. Cell-phone bills detail every local number the kid has called. New computer programs track just about everything – every Web site visited, every e-mail sent – that a teenager does online. Parental reconnaissance is going to get worse – or good, depending on your perspective.
(Wall Street Journal, Nov. 6, 2000)

15 - (UNIFOR CE)
No texto, age-old significa
a) idosa.
b) recente.
c) jovem.
d) crescente.
e) antiga.

TEXTO: 15 - Comum à questão: 16
How cold was it? If I were a comedian, I could probably come up with some smart remark here. All I can say is that the sandhill cranes just had to be warmer than photographer Joel Sartore and I were. At least they could move around and talk to each other. We hardly dared say a word while photographing their migration stopover along the freezing Platte River in Nebraska.

Conservation groups, farmers along the Platte, and political leaders in Nebraska have united to double the 14,000 acres of habitat already preserved for half a million cranes and some 20 million other migratory birds on their journey to northern nesting grounds.

(Adapted from National Geographic, March 2001)

16 - (UNIFOR CE)

No texto, freezing significa

a) gelado.
b) caudaloso.
c) manso.
d) quente.
e) navegável.

TEXTO: 16 - Comum à questão: 17

Teens life quality affected by a lack of sleep

According to a new survey of teenagers across the U.S., many of them are losing out on quality of life because of a lack of sleep.

The poll by the National Sleep Foundation (NSF) found that as a consequence of insufficient sleep, teens are falling asleep in class, lack the energy to exercise, feel depressed and are driving while feeling drowsy.

The poll results support previous studies by Brown Medical School, and Lifespan affiliates Bradley Hospital and Hasbro Children’s Hospital, which found that adolescents are not getting enough sleep, and suggest that this can lead to a number of physical and emotional impairments.
Mary A. Carskadon, PhD, with Bradley Hospital and Brown Medical School, chaired\(^6\) the National Sleep Foundation poll taskforce and has been a leading authority on teen sleep for more than a decade.

Carskadon, director of the Bradley Hospital Sleep and Chronobiology Sleep Laboratory and a professor of psychiatry and human behavior at Brown Medical School, says the old adage ‘early to bed, early to rise\(^{12}\)’ presents a real challenge\(^4\) for adolescents.

Her research on adolescent circadian rhythms indicates that the internal clocks of adolescents undergo maturational changes making them different from those\(^{14}\) of children or adults.

But teens must still meet the demands of earlier school start times that make it nearly impossible for them to get enough sleep.

Carskadon’s work has been instrumental in influencing school start times across the country.

Carskadon’s newest finding indicates that, in addition to the changes in their internal clocks, adolescents experience slower sleep pressure, which may contribute to an overall shift in teen sleep cycles to later hours.

Judy Owens, MD, a national authority on children and sleep, is the director of the pediatric sleep disorders center at Hasbro Children’s Hospital and an associate professor of pediatrics at Brown Medical School, and says the results are especially important in light of the fact that 90% of the parents polled believed\(^7\) that their adolescents were getting enough sleep during the week.

She says the message to parents is that teens are tired\(^8\); but parents can help by eliminating sleep stealers such as caffeinated\(^9\) drinks and TV or computers in the teen.s bedroom, as well as enforcing reasonable bed times.

A major report last year by Carskadon, Owens, and Richard Millman, MD, professor of medicine at Brown Medical School, indicated that adolescents aged\(^{10}\) 13 to 22 need 9 to 10 hours of sleep each night.
According to the National Center on Sleep Disorders Research at the National Institutes of Health, school-age children and teenagers should get at least 9 hours of sleep a day.

Other studies have also shown that young people between 16 and 29 years of age were the most likely to be involved in crashes\(^5\) caused by the driver falling asleep.

The NIH also says without enough sleep, a person has trouble focusing and responding quickly, and there is growing evidence linking a chronic lack of sleep with an increased\(^11\) risk of obesity, diabetes, heart disease and infections.

http://www.news-medical.net/?id=16969 - 03/7/06.

17 - (UFSM RS)
A palavra “poll” (ref.1) está sendo usada com o mesmo significado da palavra
a) lack (título).
b) survey (ref.2).
c) drowsy (ref.3).
d) challenge (ref.4).
e) crashes (ref.5).

TEXTO: 17 - Comum à questão: 18

MANAGING EXAM ANXIETY AND PANIC – A GUIDE FOR STUDENTS
Anna Hinton, Health Visitor, The Medical Centre
Marion Casey, Counsellor, Student Services

1 Almost everyone feels nervous before an exam.
2 Butterflies in the stomach and worrying thoughts – 3 ‘Will I be able to answer the questions?’ 'Have I done enough revision?' – are indications of exam nerves that are probably familiar to all students. In fact, a certain amount of nervous tension probably helps us perform to the best of our ability, producing a rush of drenaline that helps us to feel alert and focused. But too much anxiety can block thoughts, create a negative frame of mind, and lead to panic and potentially poor exam performance.
12 There are a number of things you can do to help manage exam anxiety and turn uncomfortable, panicky thoughts into more creative tension.
15 In the exam
Here are some tried and tested remedies to the 'I can't answer anything' feeling and other worrying thoughts about exams. When you get into the exam room and sit down, the following approach can help settle your nerves.

Breathe in again and straighten your back – as if someone were pulling a lever between your shoulder blades. Take another deep breath in and a long breath out. Then breathe normally.

Decide on the order in which you'll answer the questions. It is usually best to begin with the one you feel most confident about. Think about how you will plan your time, and stick to your plan.

If your concentration wanders or you begin to feel panicky, you could try the focusing exercise again, or use one of the following techniques to help you overcome anxious thoughts. If you are worried that you haven't got time to spare on this, remember that taking 5 or 10 minutes now may save you spending the rest of the exam in a state of panic.

Anxiety management techniques

Creating Mild Pain

Pain effectively overrides all other thoughts and impulses. Even very mild pain – such as lightly pressing your fingernails into your palm – can block feelings of anxiety.

Focusing

Looking out of the window, noticing the number of people with red hair, counting the number of desks in each row all help to distract your attention from anxious thoughts and keep your mind busy. Mental games such as making words out of another word or title, using alphabetical lists etc are all good forms of distraction.

Self-talk

In exam anxiety or panic we often give ourselves negative messages, 'I can't do this' 'I'm going to fail' 'I'm useless'. Try to consciously replace these with positive, encouraging thoughts:

This is just anxiety, it can't harm me', 'Relax, concentrate, it's going to be OK', 'I'm getting there, nearly over'.

Different techniques work for different people, so it's worth experimenting to find the ones that are right for you. Developing techniques for managing panic can take time, so it pays to keep practising.

Assinale a alternativa correta de acordo com o texto.

a) O vocábulo "enough" (linha 4) é usado para dizer o número de vezes que alguma coisa acontece.

b) "Amount" (linha 6) significa "quantity".

c) "Breathe" (linha 21) e "breath" (linha 23) são, respectivamente, adjetivo e advérbio.

d) "Wanders" (linha 29) dá idéia de "maravilha".

e) "Mild" (linha 40) significa "severe".

TEXTO: 18 - Comum à questão: 19

The greenhouse effect [TO DISCOVER] by Joseph Fourier in 1824. It refers to the rise in temperature that the Earth experiences because certain gases in the atmosphere (water vapor, carbon dioxide, nitrous oxide, and methane, for example) trap energy from the sun. Without these greenhouse gases, heat would escape back into space and the Earth's surface would be up to 30 °C cooler.

In common parlance, the term "greenhouse effect" may be used to refer either to the natural greenhouse effect, due to naturally occurring greenhouse gases, or to the enhanced (anthropogenic) greenhouse effect, which results from gases emitted as a result of human activities. The prevailing scientific opinion on climate change is that "most of the warming observed over the last 50 years is attributable to human activities."

The increased amounts of carbon dioxide (CO2) and other greenhouse gases (GHGs) are the primary causes of the humaninduced component of warming. They are released by the burning of fossil fuels, land clearing and agriculture, etc. and lead to an increase in the greenhouse effect.


19 - (UFAL)

In the text, the meaning of due to is

a) in spite of.

b) resulting from.

c) according to.

d) although.

e) however.
1. The Sertão in the state of Alagoas is a high dry region dominated by scrub that is often thorn filled and sometimes toxic. This area and its people is famed in legend and song. It is the land of the cowboy who is clad from head to toe (if he is lucky) with very thick leather to avoid the tearing vegetation.
2. The economy is agricultural, dependent largely on large sugar cane plantations with some tobacco. Sugar cane formed the basis for an alcohol industry that is in decline. Small to medium sized tanker ships [TO TAKE] alcohol onboard in Maceio’s port with considerable frequency during the peak period. Such loads still take place with more frequency.
3. In the last twenty years the tourist industry has found the beaches and Maceió [PRO1] has changed from a rather sleepy little port with coconut palm plantations along [PRO2] beaches to high rise hotels. The northern coast, particularly around the towns Maragogi and Japaratinga, is beginning to see some of this development in the form of resorts attracting people from the south and some from Europe.


20 - (UFAL)
No texto, to avoid the tearing vegetation, (parágrafo 1) significa
a) para não destruir a vegetação.
b) para se proteger da vegetação cortante.
c) para evitar a vegetação tóxica.
d) para adentrar a densa vegetação.
e) para proteger a vegetação exuberante.
GABARITO:

1) Gab: E

2) Gab: D

3) Gab: B

4) Gab: A

5) Gab: C

6) Gab: C

7) Gab: D

8) Gab: E

9) Gab: A

10) Gab: B

11) Gab: D

12) Gab: A

13) Gab: C

14) Gab: A

15) Gab: E

16) Gab: A

17) Gab: B

18) Gab: B

19) Gab: B

20) Gab: B