

**ENGLISH**

**B . TECH: I SEM**

**Institute of Aeronautical Engineering  
Dundigal, Hyderabad**



# COURSE OBJECTIVES :

## The course will able the students to

- |     |  |
|-----|--|
| I   | Communicate intelligibly in English through standard pronunciation.  |
| II  | Use four language skills i.e., Listening, Speaking, Reading and Writing effectively.                       |
| III | Develop writing skills in English using correct spelling, grammar, punctuation and appropriate vocabulary. |
| IV  | Develop skills in writing emails, reports, and formal and informal letters.                                |

# COURSE OUTCOMES (COs):

## The course will enable the students to

CO1	Compare effectiveness of learners with needed global standards in language learning through acquiring skills for overcoming barriers in communication skills.
CO2	Relate importance of speaking with effective communication through academic and professional presentations.
CO3	Choose appropriate methods of learning advanced vocabulary and grammar competently for use in real life contexts.
CO4	To interpret with usage of contextual cues in text and other forms of data through viable techniques in comprehension.
CO5	Develop written communication skills among learners for both academic and professional purposes.

## **INTRODUCTION TO COMMUNICATION SKILLS AND LISTENING SKILL**

## INTRODUCTION TO COMMUNICATION SKILLS AND LISTENING SKILL



# CONCEPTUAL

In general, concept means an idea, a plan or an opinion.

Communication through language implies encoding a concept into an understandable content for the students. In general listening, speaking, reading and writing are considered as verbs.

The students are provided with the information that treats them as the skill oriented concepts.

## **Each skill is dealt in**

- ❖ a procedural presentation
- ❖ Definition of the skill
- ❖ Types
- ❖ Significance
- ❖ Barriers
- ❖ Activities of Real life Application

Intent means purpose behind an action.

The intention behind the conceptual information is to make the course to instill the professionalism

Thus students become aware of various techniques and strategies applicable in

- Listening
- Speaking
- Reading and
- Writing

# APPLICATION



Application includes the skill to apply the learned strategies or techniques

## **For example**

LSRW Skills are applied in every academic activity.

Attaining expertise as a skill gives better preparation for the technical professionalism in PPT presentation or Project submission

# OUTCOMES



Outcome means achieving intended result through focused efforts

An individual's success or failure is measured through the outcome and the above mentioned four skills definitely help in attaining the outcomes of the engineering education.

Inclusion of language skills could not be ignored to attain the outcome of the four year engineering course

# DEFINITION



**According to W.H.Newman,  
“Communication is an exchange of facts,  
ideas, opinions or emotions by two or  
more persons.”**

- It's a natural activity
- Used to convey opinions, information, ideas, and feelings, emotions to others
- Expressed in words - spoken or written.

# INTENTION

The intention behind this Communication handbook is to assist the students in learning communication process effectively.

Each module consists of various aspects of communication explained in detail.

Derived from the Latin noun 'Communis'

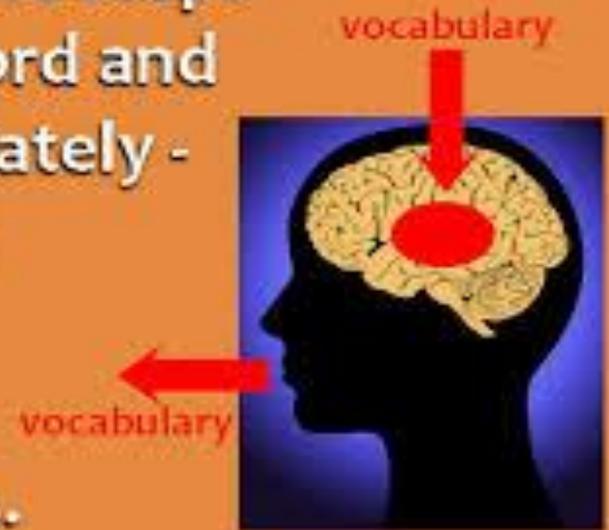
that means 'to transmit, to impart'

## Needs Vocabulary

Vocabulary means the body of words used in a particular language.

**Two simple steps to attain good levels of word power**

These two simple steps  
- writing the word and  
using it immediately -  
help your brain  
**REMEMBER**  
and help you  
**USE** new words.



**What is the meaning of the word ‘pain’**

**Mention a few words that are synonyms of the word ‘PAIN’**



# Meaning and Synonyms of the word Pain



**Pain means** *A highly unpleasant physical sensation caused by illness or injury.*

## **SYNONYMS**

- SUFFER
- AGONY
- GRIEF
- DISCOMFORT
- TRAUMA

## *trauma (noun)*

an emotional wound or shock that causes substantial, sometimes lasting damage to psychological development

# democracy

*(noun)*

the freedom to  
elect our own  
dictators.

[swoopify.com](http://swoopify.com)

# COMMUNICATION IS...

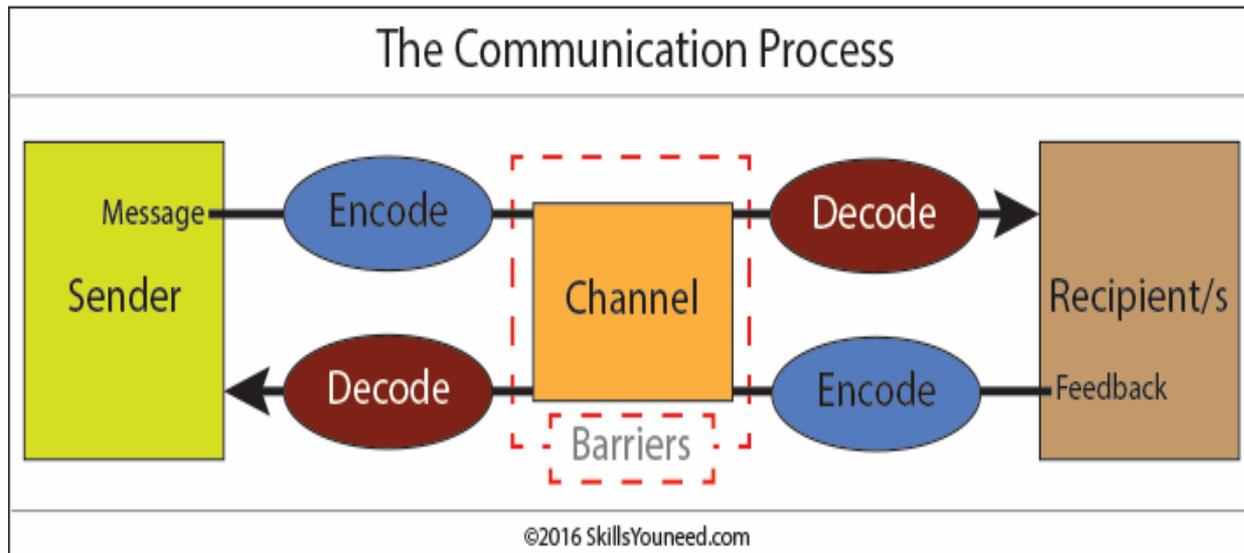
Communication is a two-way process wherein the message in the form of ideas, thoughts, feelings, opinions is transmitted between two or more persons with the intent of creating a shared understanding.



- Scientific study of communication identifies it as a process
- Conveys opinions, information, emotions, ideas and feelings to others by words spoken or written.



# COMMUNICATION PROCESS



## **DYNAMIC**

Communication process never stays static. It's always dynamic as every individual wants to convey his/her emotions or thoughts or opinions

## **TWO WAY PROCESS**

It needs a receiver to understand the communicated information and respond.

# VOCABULARY ACTIVITY

Suggest the name of the activity that suits the image given below



# VOCABULARY ACTIVITY

Suggest a word that describes this image



# ELEMENTS OF COMMUNICATION

- SENDER
- RECEIVER
- MESSAGE
- MEDIUM/CHANNEL
- FEEDBACK

# SENDER AND RECEIVER



**A SENDER** starts the process of communication  
Encodes the intended communication into words or symbols  
Includes verbal and nonverbal methods

## **A RECEIVER IS**

The end point of communication  
Decodes the received words or symbols  
Receives the intended message from the sender

Verbal – Use of words/language

Non verbal – Body language

Technical – email or a video or printed content

Sounds of various wave lengths

# FEEDBACK

Describes the receiver's response or reaction.

Transmitted through asking questions, making comments or just supporting the message that was delivered.

Helps the sender to determine how the receiver interpreted the message and how it can be improved.

Communication needs standard vocabulary  
Adopt various methods to learn new words and their meanings.

## **Suggestions:**

Dictionary, Thesaurus

Reading News papers or Online editions

Use at least 4 new words per day

Listen to the speeches of politicians or achievers or even entertainers in English daily

Try to imitate the intonation

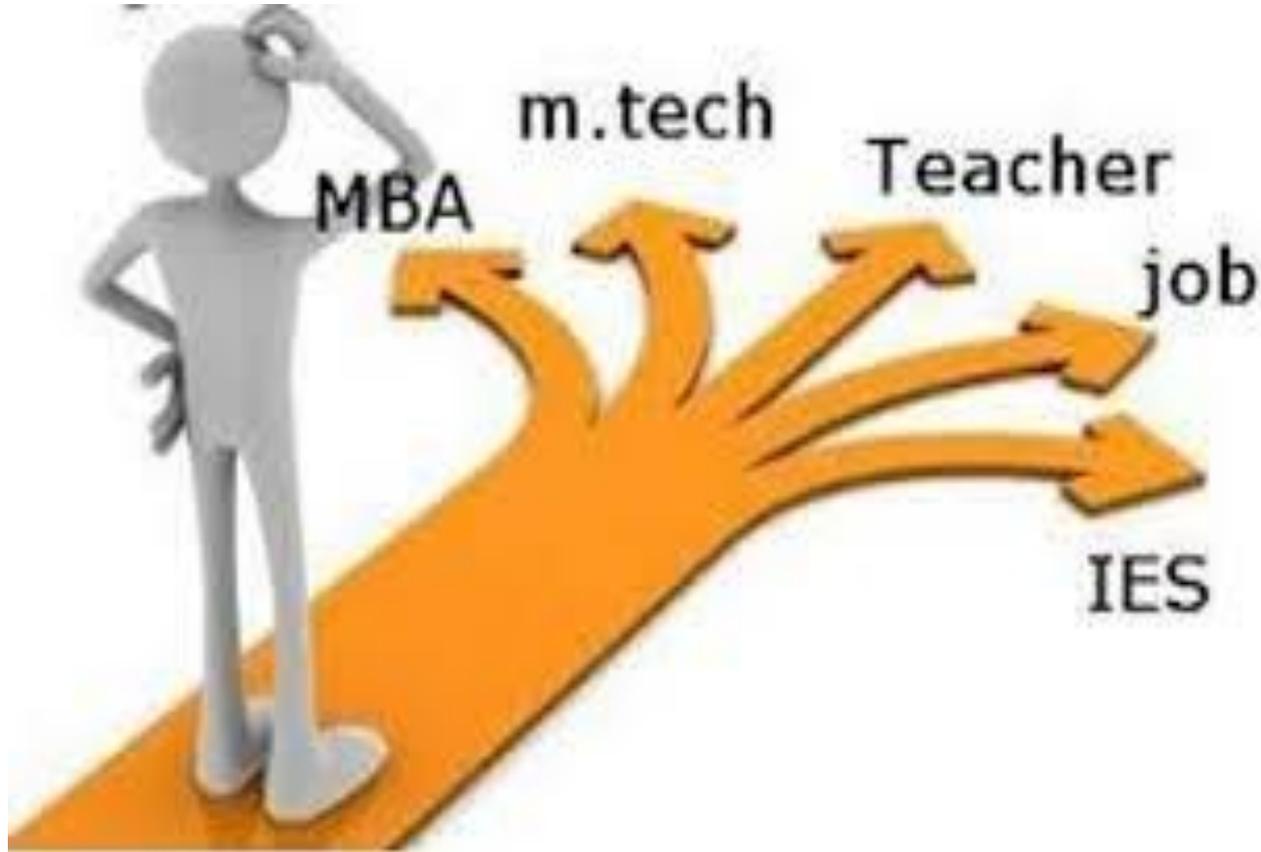
# HARD SKILLS

The technical skills those are associated with a respective profession is mentioned as hard skills.

For example in the case of a mechanical engineer the hard skills would be the personnel's ability with machines,

For a software engineer it would be his or her proficiency level with a programming language.

# EXAMPLE



# SOFT SKILLS

Soft skills are personal attributes that enhance an individual's interactions, job performance and career prospects



# ORIGIN OF THE WORD COMMUNICATION

- ❖ Social graces
- ❖ Communication abilities
- ❖ Language skills
- ❖ Time management
- ❖ Team work and
- ❖ Leadership traits.



# MIND POWER BEHIND SOFT SKILLS



Engineering as a profession has global market space.

Domestic or global – English is an influencing factor

Hard skills take you till the level of interview but it is the soft skills that give you the opportunity to make a career

# INADEQUACIES IN AN ENGINEERING STUDENT



- Inadequate proficiency in English language
- Lack of exposure – internal & external
- Low levels of confidence
- Weak soft skills

- Inadequate proficiency in English language
- Lack of exposure – internal & external
- Low levels of confidence
- Weak soft skills

# ACTIVITY

- Ask the students to make a list of work oriented words
- Nouns and adjectives related to those jobs
- Let them find the influential factor of each profession
- Pick any 3 students to present that information in five sentences
- Time limit: 1minute
- Let the class find the influential factors
- Make a list of it and suggest remedial measures

Origin of the word “Listen”  
“Every Good Conversation Starts with Good  
Listening”

The word Listen is originated from  
German word ‘Hlysnan’  
Which means ‘Pay Attention to’



Listening is the ability to accurately receive and interpret messages in the communication process.

## **We listen to**

- Collect information
- Understand any subject
- Make decision



# LISTENING IS NOT THE SAME AS HEARING

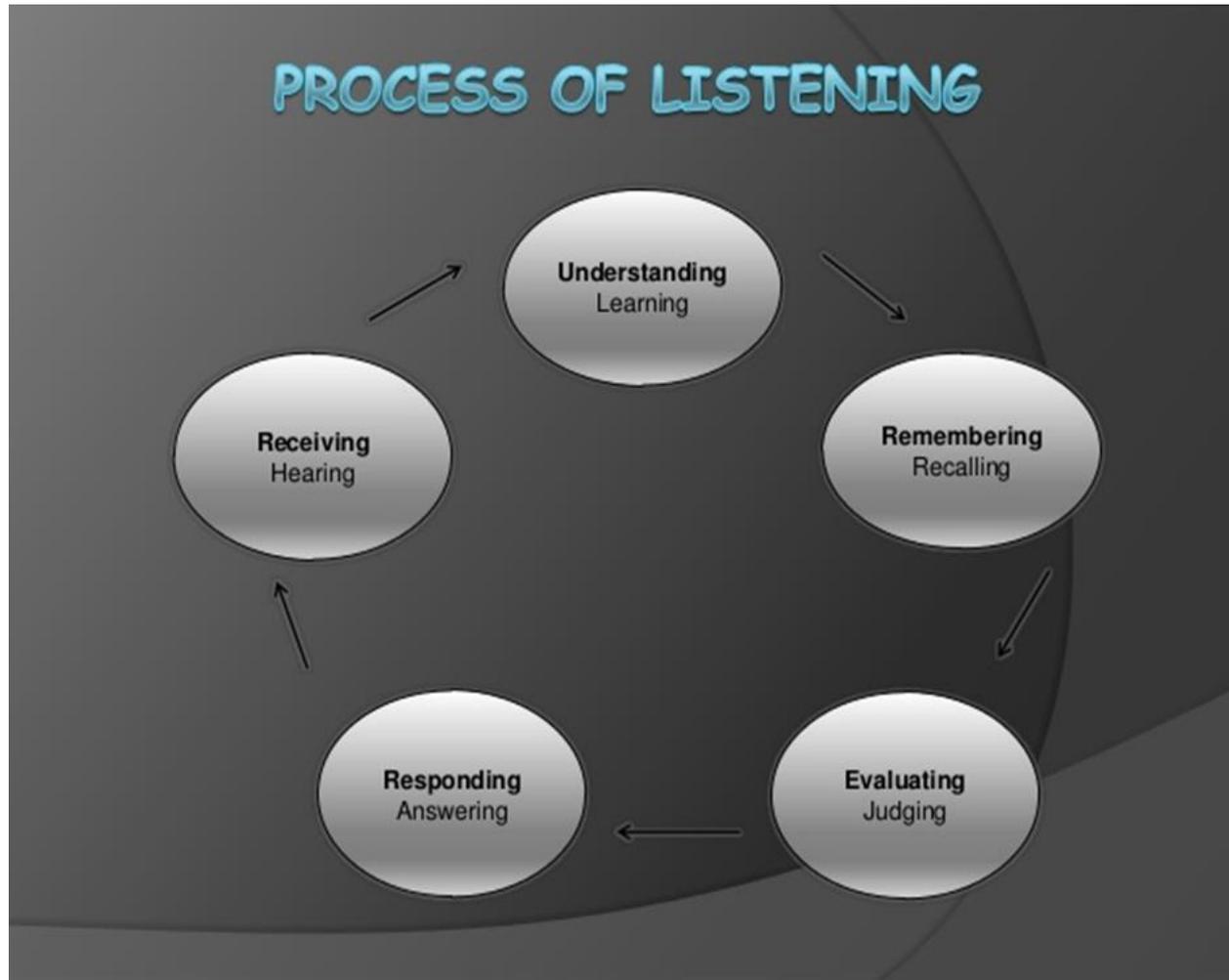
## Hearing

- Accidental
- Involuntary
- Effortless

## Listening

- Focused
- Voluntary
- Intentional

# PROCESS OF LISTENING



# ACTIVITY - VOCABULARY



Words are many when it comes to the plain listening and speaking abilities. A person's vocabulary determines the fluency of the language spoken by him/her.

For example:

We take the word CONFUSION. It is the common word used in various conversations.

Think for a minute and

Try to find synonyms of this word and write them in your note book.

# ORIGIN OF THE WORD COMMUNICATION

what are other  
words for  
confusion?



disarray, chaos, disorder,  
muddle, mess, jumble,  
discomfiture, embarrassment,  
disorganization, bewilderment



Thesaurus.plus

- Discover your interests' field.
- Grasp and understand the content.
- Remain calm. Anger hampers and inhibits communication.
- Be open to accept new ideas and information.
- Jot down a note of important points.
- Rephrase and summarize the speaker's ideas.
- Avoid distractions.

# TYPES OF LISTENERS

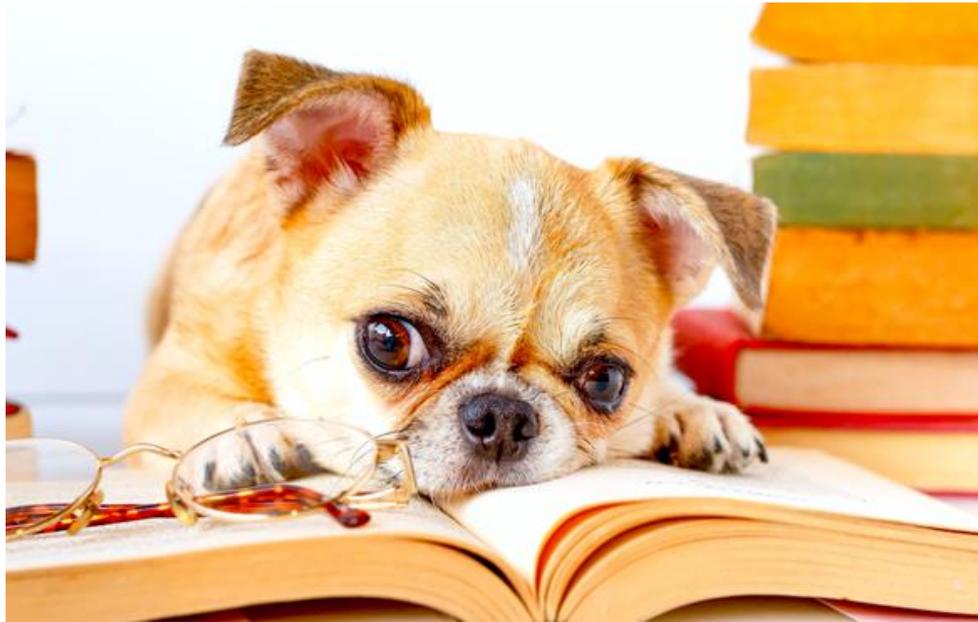
- Non-listeners
- Superficial listeners
- Logical listeners
- Active listeners



# NON-LISTENERS

Doesn't intend to listen

Doesn't make an effort to pay attention



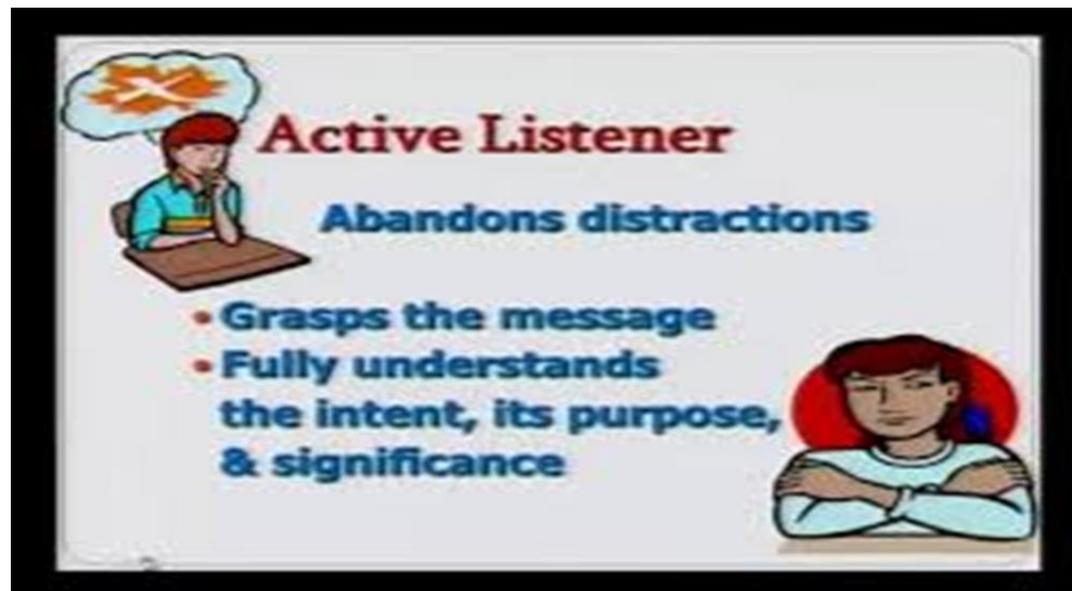
# LOGICAL LISTENERS

Make an effort to hear and to comprehend the meaning of the actual words but don't understand intent or the meaning behind the words.



# ACTIVE LISTENERS

Has the highest level of listening skill, and understands both the meaning of the words and the intent behind them.



# EXERCISE: FREQUENTLY USED WORDS



Everyone possesses a word bank which brings out the level of fluency. Have you ever checked to test how far we know the exact framing of the meaning of the word? Now let's check it as a part of our activity:

- Gathered
- Agreed
- Randomly
- Jabbing

# ANSWERS

**gathered**

*Brought together*

**agreed**

*To have shared the same opinion with someone else*

**randomly**

*Without a plan or purpose*

**jabbing**

*Poking with something pointed*

# Barriers to listening:

## Physical Barriers

Environment or interior workspace design problems, technological problems and noise are the parts of physical barriers.

### PHYSICAL BARRIER



Two major physical constraints of effective listening are

- Noise environment.
- Learning Impairment



## Physiological Barriers

Physical condition of receiver which might be physical disabilities like sensory dysfunction and other physical dysfunctions.

### Physiological Barriers

The physical condition of the listener can affect concentration and restrict the amount of information taken in, for example :



1. Headache

2. Hearing impairment



3. Tiredness



4. Discomfort, pain, illness



5. Poor eyesight

## Attitudinal Barrier

Pre occupation, egocentrism and close minded attitude.



## Cultural Barriers

- Accent of the words that are pronounced differently
- Doddering cultural values



## Gender Barriers

**This barrier arises because men and women have different ways of thinking and communication.**



## Bad Listening Habits

Fake attention

Trying to look like a listener in order to impress the speaker and to assure him that they are paying attention



## CLASSROOM DISCUSSION



Discuss the new words, their synonyms & antonyms collected by the students of the class.

# EFFECTIVENESS OF LISTENING

- Face the speaker and maintain eye contact
- Be attentive, but relaxed
- Keep an open mind
- Listen to the words and try to picture what the speaker is saying

- Wait for the speaker to pause to ask clarifying questions
- Try to feel what the speaker is feeling
- Give the speaker regular feedback
- Pay attention to what *isn't* said—to nonverbal cues

## Importance of Effective Listening

Why do we need to listen well?

- Listening leads to the understanding of facts and ideas
- To avoid miss communication during interaction
- Listening helps to gain new knowledge and also for enjoyment
- How well we listen has a major impact on our job effectiveness and on the quality of our relationship with others



## Bedlam

noun [bed-luh m]

**Meaning:** A great deal of disorder, noise of confusion.

When the fire alarm sounded in the nightclub, it was bedlam as everyone tried to get to the exit.

### Bedlam (noun)

- Definition: uproar; confusion
- Synonym: Clamor
- Antonym: calm
- It was bedlam at the sleepover I attended as when it hit 12:00 A.M., we went crazy.



# LISTENING COMPREHENSION



- Ability to understand completely and be familiar with a situation, facts, etc.
- Basis for speaking, writing and reading skills

## Meaning

- Listening comprehension is more than just hearing what is said.
- Listening is a process of receiving, constructing meaning from, and responding to spoken and/or non-verbal messages.
- Listening is an Active process.



# Components of Listening Comprehension



- According to Chastain (1988), listening comprehension is divided into four components
- Ability to differentiate all sounds, intonation patterns, and voice qualities
- Understanding of the whole message
- Ability to hold that message in one's auditory memory until it can be processed.
- Understanding unfamiliar topics by relying more on linguistic clues.

# Listening Comprehension

Listening comprehension is a **cognitive** activity in which listeners, based on their **schemata**, interpret whatever they listen.

Schema (sing.) – Schemata (pl.): Mental scripts or frames developed along our lives based on our experience.



An activity related to the acquisition of knowledge



Listen to the audio clipping using the link given below and answer the questions given

[http://www.learnenglishfeelgood.com/eslvideo/esl\\_listening-practice-movie3.html](http://www.learnenglishfeelgood.com/eslvideo/esl_listening-practice-movie3.html)



v

## **Phonetics**

**-from the greek  
word phone meaning  
sound or voice**

**-branch of linguistic  
that comprises the study  
oof the sounds and their  
production.**

# How to pronounce it...

# PHONETIC

FO - NEH - TIK

# DEFINITION



Phonetics is the branch of linguistics that deals with the sounds of speech and their production, combination, description, and representation by written symbols.

# INTERNATIONAL PHONETIC ALPHABET

In 1888 the INTERNATIONAL PHONETIC ALPHABET was invented in order to have a system in which there was a one-to-one correspondence between each sound in language and each phonetic symbol.

		Phonemic Chart						
Vowels	i:	ɪ	ʊ	u:	ɪə	eɪ		
	e	ə	ɜ:	ɔ:	ʊə	ɔɪ	əʊ	short
	æ	ʌ	ɑ:	ɒ	eə	aɪ	aʊ	long
								diphthongs
								voiced
								unvoiced
Consonants	p	b	t	d	tʃ	dʒ	k	g
	f	v	θ	ð	s	z	ʃ	ʒ
	m	n	ŋ	j	l	r	w	h

The 44 phonemes of Standard British English with examples of common spellings.

adapted by [AlbaEnglish.co.uk](http://AlbaEnglish.co.uk)

## SEGMENTAL SOUNDS

### Consonants

Formed when the air stream is restricted at some points between the vocal cords and the lips

### Vowels

Produced with a relatively free flow of air

### Diphthongs

'Combined' vowel sounds

English alphabet are 26 letters, but these letters produce 44 sounds

## **Classification:**

1. Vowel Sounds (20)
2. Consonant Sounds (24)

# VOWELS

Monophthongs

Diphthongs

12 monophthongs: 7 short: ɪ, e, æ, ʌ, ɒ, ʊ, ə

and 5 long: i:, ɑ:, ɔ:, ɜ:, u:

7 diphthongs: 5 closing: eɪ, aɪ, ɔɪ, aʊ, əʊ

and 2 (3) centring: eə, ɪə, (ʊə)

<b>Monophthongs (12)</b>			
/ɪ/ ই	Sit	Mill	Fit
/i:/ ঈ	Read	Leave	Meal
/ʊ/ উ	Book	Full	Look
/u:/ উ	Too	School	Moon
/e/ এ	Pen	Desk	Help
/æ/ এ্যা	Man	Bad	Cancel
/ɒ/ অ	Shot	Pot	Fox
/ɔ:/ ও	Short	Port	Call
/ə/ আ	America	About	Abroad
/ʌ/ আ	Cup	Come	Cut

# CONSONANTS

Consonants are sounds produced with some restriction or closure in the vocal tract

Consonants are classified based in part on where in the vocal tract the airflow is being restricted (the **place of articulation**)

# CONSONANT SOUNDS

p	b	t	d	f	v	θ	ð
/pɪn/ pin	/bæd/ bad	/tɪn/ tin	/dɒg/ dog	/faɪv/ five	/væn/ van	/θɪn/ thin	/ðæt/ that
m	n	ŋ	h	tʃ	dʒ	k	g
/mæn/ man	/nəʊz/ nose	/θɪŋ/ thing	/hɑ:f/ half	/tʃə:tʃ/ church	/dʒæm/ jam	/kaɪnd/ kind	/gʌn/ gun
s	z	ʃ	ʒ	l	r	w	j
/seɪ/ say	/zu:/ zoo	/ʃɪp/ ship	/meʒə/ measure	/leg/ leg	/rʌn/ run	/wɜ:k/ work	/jes/ yes

# ACTIVITY

Thing	/	/
English	/	/
Church	/	/
Fashion	/	/
Beach	/	/
Army	/	/
Shoe	/	/
Zebra	/	/
Example	/	/
Funny	/	/

# SPEAKING SKILLS



# Meaning and Use of Speaking Skills



**Speaking:** Speaking is an act of making vocal sounds and also means to converse, or expressing one's thoughts and feelings in spoken language.

**Skill:** Skill the ability to do something well.

**Speaking Skill:** Speaking Skills are the skills that give us the ability to communicate effectively.

➤ “Words have incredible power. They can make the people's heart soar or they can make people's heart sore”.

---Dr. Mardy Grothe, Psychologist, USA

➤ “Speech is power: Speech is to persuade, to convert, to compel”.

---Ralph Waldo Emerson, Poet, USA

## **Listening Barriers:**

- a) Interrupting the Speaker with improper body language and meaningless questions
- b) Provoking Speaker
- c) Concentration of distracting material
- d) Less memory – going out of the subject
- e) Asking too many questions

## **Speaking Barriers:**

- a) Unclear data about the topic
- b) Inconsistent Communication( going too fast or slow)
- c) Unclear Pronunciation
- d) Using negative words

# Verbal Communication



## Verbal Communication – Meaning:

- The process of sending and receiving messages with words, including writing and sign language
- The Verbal Communication is a type of oral communication wherein the message is transmitted through the spoken words
- Verbal communication is the act of sharing information between individuals by the use of speech.

## Importance of Verbal Communication:

- Good verbal communication skills of the employees of an organization foster excellent business relationships with other organizations, customers, suppliers, etc
- Excellent verbal communication is a key to maintaining successful business relationships.
- Effective communication causes productivity to increase, errors to decrease and operations to run smoother.

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## Ways of acquiring better Verbal Communication

- a) Read more
- b) Prepare yourself
- c) Listen Carefully
- d) Be mindful
- e) Think about people's perspective
- f) Develop your skills

## Effective Verbal Communication

- a) Know your audience
- b) Know your topic
- c) Plan your Presentation

## Non-Verbal Communication: Meaning

➤ ‘Non-Verbal Communication (NVC) is the nonlinguistic transmission of information through visual, auditory, tactile, and kinesthetic (physical) channels.

**Body Language:** Body language is a type of Non-Verbal Communication in which physical behavior, as opposed to words, is used to express or convey information.

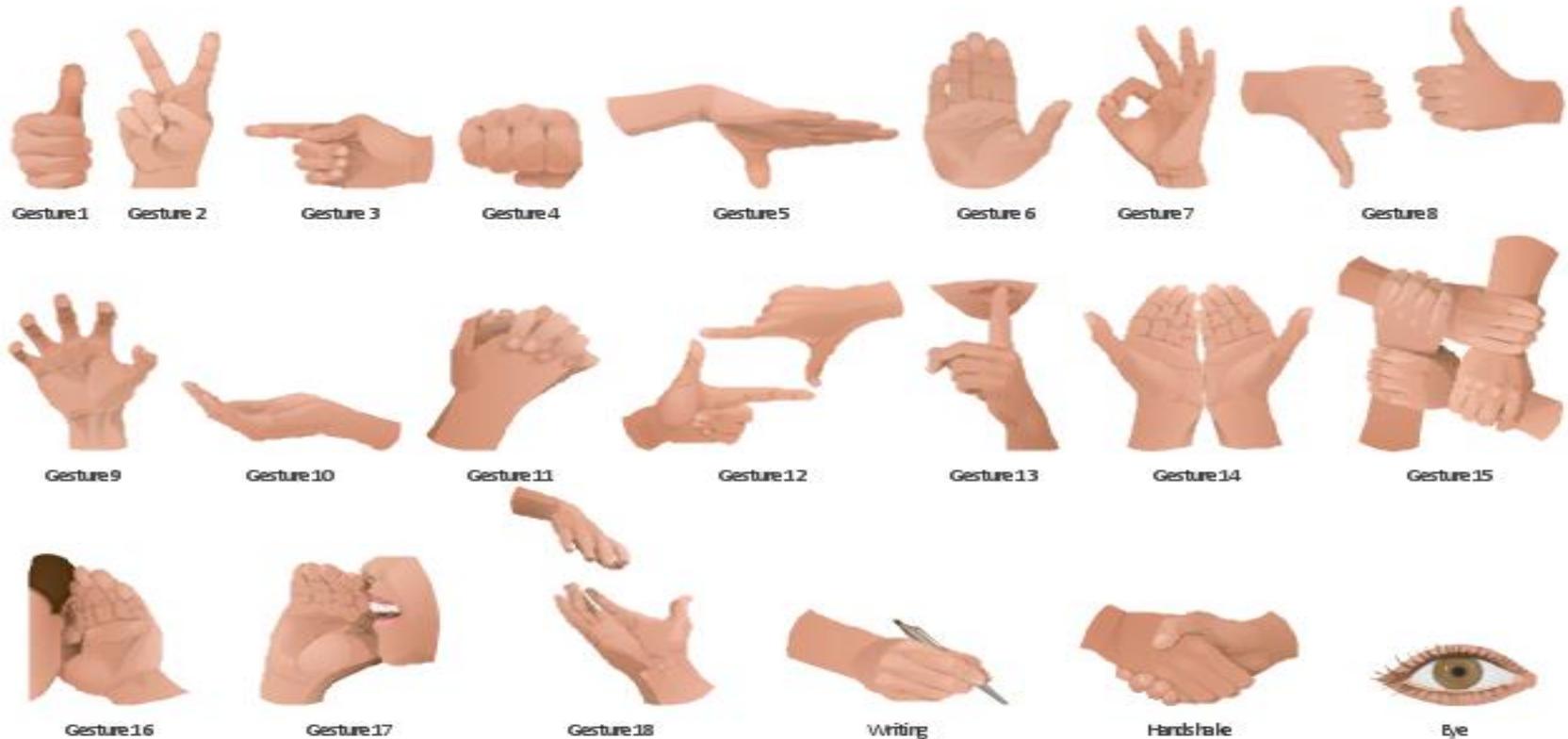
Body movements includes:

- i) Gestures:**    **a) Emblem**    **c) Regulators**  
                         **b) Illustrator**    **d) Adaptors**    **e) Affect Display**
- ii) Postures:**    **a) Open and Closed postures**    **b) Closed Posture**  
                         **c) Open Posture**
- iii) Facial Expressions**

# Non-Verbal Communication

## Body Language: Gestures.

a) **Emblem:** Deliberate body movements that can translate into speech. Eg. Thumbsup, Win, Wave hello



- b) Illustrators:** Body cues that support or reinforce speech  
Eg. Directions pointing

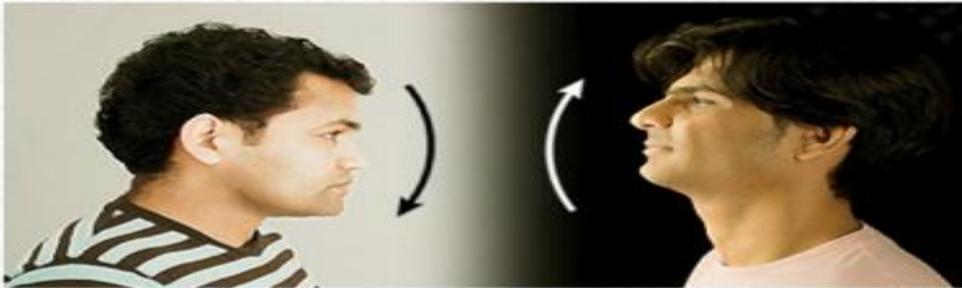
## ILLUSTRATORS



# Non-Verbal Communication

- c) **Regulators:** Intentional cues to influence turn taking  
Eg. Head nodding, breaking eye contact

Examples of regulators:



Head nodding



Eye movements

REGULATORS

**d) Adaptors:** Adaptors are movements that satisfy personal needs and help you adapt to your environment. Adaptors may also be behaviors or objects that are manipulated for purpose.

## Adaptors

- Object adaptors include:
  - Tapping a pencil
  - Drumming one's fingers
  - Adjusting one's clothing
  - Playing with jewelry
- Adaptors when students take tests
  - Hair twirling
  - Scratching
  - Ear pulling
  - Forehead rubbing



# Non-Verbal Communication

**e) Affect Displays:** Affect displays are body movements which reveal our affective or emotional state. Facial cues are the primary way we reveal our feelings nonverbally. Affect displays can be used to influence others. Affect displays may also be emotional expressions and not necessarily symbolic.



# Non-Verbal Communication-Closed Posture



# Non-Verbal Communication-Open Posture

**c) Open Posture:** Positioning the body with the torso leaning toward the person being addressed, the arms at one's sides, and the chest, abdomen, and lower extremities easily seen.

➤ This form of body positioning during communication implies that one is actively listening and emotionally available to the client or patient.



**Facial expressions/gestures:** Observable changes of expression in the face in response to emotional stimuli.

- a gesture executed with the facial muscles
- the feelings expressed on a person's face
- A facial expression is one or more motions or positions of the muscles beneath the skin of the face. ... Facial expressions are a form of nonverbal communication.

# Non-Verbal Communication

Facial expressions/gestures:



**CONTENT**



**ASLEEP**



**SHOCKED**



**SURPRISED**



**ANNOYED**



**WORRIED**



**PLOTTING**



**RELIEVED**



**HAPPY**

gettyimages  
RUSSELLTATEDUCCOM

## d) Speaking to Entertain:

Ceremonial speeches are another form of public speaking usually given at weddings, funerals, graduation parties, retirement parties etc. One very important factor to make these speeches effective is to *add a personal touch*. The speech can be humorous, touching or emotional, as per the occasion and the mood.

## The Process of Public Speaking

- a) Welcome address
- b) Plan
- c) Structure
- d) Introduction
- e) Middle
- f) Closing

### a) **Welcome address:**

➤ A welcome speech or address is a statement that signifies a beginning of any particular event, meeting, assembly, or celebration. It is used in order to cordially greet all participants in a gathering. In addition to that, it also contains important information about a special highlight in the event.

➤ Welcome speeches are intended to raise excitement, delight, and anticipation to every person in the crowd.

## a) Tips for writing effective Welcome address/Speech

- An appropriate greeting for the crowd
- A message to any special guests, if applicable
- An introduction to the event
- Any information or logistics that the crowd needs to know about
- Any upcoming important events or scheduling reminders
- A personal message you'd like to share, or a note of encouragement
- If needed, an introduction of the next person speaking
- Ending the speech

## b)Plan:

- Define Your Purpose
- Analyze Your Audience:
  - Learn as much as you can about your audience
  - Determine the audience's composition
  - Know why they're gathering
  - Find out what they know (or think they know) and feel about
- Establish your main claim and supporting material
- Assemble Your Evidence
- Choose a Simple Structure: Introduction(10%), Body(80%), Conclusion(10%)

## c) Structure:

A classic way to **structure** of a speech is that the introduction is 10% of your **speech**, content 80%, and conclusion 10%. This allows for your audience to remember the theme of your **speech** versus an over-long introduction or conclusion

## Structure of Public Speech

- Choose a speech content that contains just the right amount of just the right type of information
  - a) Relate everything you include in your speech structure to one single purpose
  - b) Make your speech structure clear to the audience
  - c) Use your speech structure to stress your most important points
- Create a powerful flow of information

- Find your narrative:
  - a) Melodrama Structure
  - b) The Tower Structure
  - c) Mystery Structure
  - d) Ping Pong Structure
- Look for a speech structure that compels your audience to act on your words

**d)Introduction:** 12 Powerful Ways to Start a Speech or Presentation:

Question, Story, Quotation, Visual,  
Startling statement, Personal anecdote or  
experience, Humor, Expert opinion, Sound effect  
Physical object or demonstration, Testimony or success story

## e)Middle:

- I. Main Idea 1
  - A. Supporting Information
  - B. Supporting Information
- II. Main Idea 2
  - A. Supporting Information
  - B. Supporting Information
- III. Main Idea 3
  - A. Supporting Information
  - B. Supporting Information

## f) Closing:

- Plan Your Closing Remarks Word For Word
- Always End A Speech With A Call To Action
- End A Speech With A Summary
- Close With A Story
- Make Them Laugh
- Make It Rhyme
- Close With Inspiration
- Make It Clear That You're Done

# Public Speaking – Guidelines for effective Presentations



- Show your Passion and Connect with your Audience
- Focus on your Audience's Needs
- Keep it Simple: Concentrate on your Core Message
- Smile and Make Eye Contact with your Audience
- Start Strongly
- Tell Stories
- Use your Voice Effectively
- Use your Body Too
- Relax, Breathe and Enjoy
- Practice, Practice and Practice

## Vocabulary and Grammar



**Vocabulary meaning:** Vocabulary is commonly defined as “all the words know and used by a particular person”.

- the body of words used in a particular language.
- a range of artistic or stylistic forms, techniques, or movements.
- a list or collection of words or of words and phrases usually alphabetically arranged and explained or defined as  
Lexicon/Vocabulary
- a sum or stock of words employed by a language, group, individual, or work or in a field of knowledge

**1. Reading Vocabulary:** Reading vocabulary refers to the words that a student can read and understand. When students know more words, they are more able to understand what they read.

➤ **Reading vocabulary** refers to the words we need to know to understand what we read.

**2. Listening Vocabulary:** Listening vocabulary refers to the words we need to know to understand what we hear.

➤ Listening Vocabulary refers to the words we hear and comprehend.

➤ A person's listening vocabulary is all the words he or she can recognize when listening to speech or communication.

**3. Speaking Vocabulary:** The persons speaking vocabulary is all the words he or she uses in speech. It is likely to be a subset of listening vocabulary.

➤ The words we use when we speak. Our speaking vocabulary is relatively limited: Most adults use a mere 5,000 to 10,000 words for all their conversations and instructions.

**4. Writing Vocabulary:** The words are used in various forms of writing from formal essays to social media feeds. Many written words do not commonly appear in a speech.

➤ The words we can retrieve when we write to express ourselves

➤ Our writing vocabulary is strongly influenced by the words we can spell.

## **Word formation - Meaning:**

- Word formation is the creation of a new word. Word formation is sometimes contrasted with semantic change. Semantic change means a change in a single word's meaning
- The formation of words in a language by the processes of derivation and composition
- Word-formation tries to explain the processes through which we can create new word forms.
- Example: Nation – National – Nationality – International  
Excite – Excitement – excitably-excitedly  
Tolerant – tolerable – intolerable- tolerance  
Lexis – Lexicon – Lexicology - Lexicographer

## Method of Word formation:

- Derivation
- Compounding
- Blending
- Acronyms
- Loaned Words
- Neologism

- **Derivation – Meaning:** Derivation is the formation of a new word or inflexible stem from another word or stem. It typically occurs by the addition of an affix. The derived word is often of a different word class from the original.
- Derivation is the process forming a new word on the basis of an existing word.
- Derivation is the creation of words by modification of a root without the addition of other roots. Often the effect is a change in part of speech.

# WORD FORMATION-METHODS

## ➤ Derivation – Examples:

### ➤ Noun to adjective:

recreation(base/root) → nal(affix) = recreational  
boy (b/r) → ish(affix) = boyish  
Engineer → ing(affix) = Engineering

➤ Verb to Noun: accept → ance = acceptance  
predict → ion = prediction  
play → er = player

### ➤ Adjective to adverb:

clear → ly = clearly  
exact → ly = exactly  
beautiful → lly = beautifully



## Compounding – Meaning:

Compounding forms a word out of two or more root morphemes. The words are called compounds or compound words. In Linguistics, compounds can be either native or borrowed

- Compounding is the joining of two or more words into a single word
- Compounding is the combination of two or more free morphemes to make a new word
- German is particularly fond of compounding

## Compounding:

Examples:

- **Open Compound:** Police Office, Science fiction, ice cream, web page, Video game, Voice mail, living room
- **Hyphenated Compound:** mother-in-law, get-together  
close-up, high-tech, high-rise
- **Close Compound:** crossroads, underline, racehorse  
kindhearted, fourteen, drugstore

- **Blending - Meaning: Blending** is a type of word formation in which two or more words are merged into one so that the **blended** constituents are either clipped, or partially overlap.
- A word blend or portmanteau, is a new word created by combining two separate words with different meanings.
- Blending is one of the many ways new words are made in English. It refers to joining the beginning of one word and the end of another to make a new word with a new meaning.

**Examples:** Brunch (Breakfast + lunch)  
electrocute (electrify and execute)  
smog (smoke and fog)  
transistor (transfer and resistor)

# WORD FORMATION-METHODS

- **Acronym – meaning:** an abbreviation formed from the initial letters of other words and pronounced.
- **Acronym** formed from the initial letter or letters of each of the successive parts or major parts of a compound term s a word
- **Acronyms** is an abbreviation formed from initial letters
- Examples:
  - ECE (Electronics and Communication Engineering)
  - NASA(National Aeronautical Space Administration)
  - UNO(United Nations Organization)
  - USA(United States of America)
  - AICTE(All India Council for Technical Education)

- **Loaned Words– meaning:** Loanwords are **words** adopted by the speakers of one language from a different language (the source language). A loanword can also be called a **borrowing**. The abstract noun **borrowing** refers to the process of speakers adopting **words** from a source language into their native language.
- Loan translation is a word or phrase borrowed from another language by literal/word-for-word or root-for-root translation. It means to borrow a word or phrase from another language.
- Examples: Café, Entrepreneur, Faux pass, Genre(French)  
Fest, Kindergarten(German)  
Guerilla, Macho, Plaza(Spanish)  
Karaoke, Karate, Origami, Tsunami(Japan)

- **Neologism – meaning:** The word ‘Neologism’ is derived from the Greek words ‘neo’ means new, and logos means ‘word’.
- A word derived from neologism is a relatively recent or isolated term, word or phrase that may be in the process of entering common use
- **Neologism** is defined as a new word or a new use for an old word, or the act of making up new words
- Examples: Webinar for Seminar, Cyberspace, Feminist, Oxbridge, Freelance

# WORD FORMATION-ROOT WORDS

- **Root word – meaning:** A root word has no prefix or suffix — it's the most basic part of a word
- Most of the English words have roots in French, German, Spanish, Latin, Greek and Sanskrit

Word	Word root in	Meaning	Examples
Ambi-	Latin	both	ambiguous, ambidextrous
aqua	Latin	water	aquarium, aquamarine
Omni	Latin	All	Omnivorous, omnipotent
Scrib/ script	Latin	Write	Scribble, script
dict	Latin	to say	Dictation, dictator

# WORD FORMATION-ROOT WORDS

Word	Word root in	Meaning	Examples
anthropo	Greek	man; human; humanity	anthropologist, philanthropy
auto	Greek	self	autobiography, automobile
chron	Greek	time	chronological, chronic
hetero	Greek	different	heteronym, heterogeneous
nym	Greek	name	antonym, synonym
phone	Greek	Sound	Phonology, Symphony, Phonetics
pseudo	Greek	false	Pseudonym, pseudoscience

# Standard Abbreviations

Abbreviations are short forms of lengthy expressions. Abbreviations are in use in almost every discipline and area of life

## Examples

STCI	Securities Trading Corporation of India Ltd.
IDBI	Industrial Development Bank of India
IRBI	Industrial Reconstruction Bank of India
EXIM Bank	Export – Import Bank of India

- **Idiom – Meaning:** a group of words established by usage as having a meaning not deducible from those of the individual words.
- **Idioms** are a type of figurative language, which means they are not always meant to be taken literally. Idioms express a particular sentiment, but they do not literally mean what the individual words themselves mean.

# IDIOMS

## Definition

An idiom is a phrase where the words together have a meaning that is different from the dictionary definitions of the individual

## examples

- ❖ A bitter pill                      A situation or information that is unpleasant but must be accepted.
- ❖ A hot potato                      A controversial issue or situation that is awkward or unpleasant to deal with.
- ❖ Achilles' heel                      A metaphor for a fatal weakness in spite of overall strength.
- ❖ At the drop of a hat              Without any hesitation; instantly.
- ❖ Ball is in your court              It is up to you to make the next decision or step.

One word substitution is a process in which people use one word to replace a wordy phrase, to make the sentence structure more clear.

## **Most used One Word Substitutes:**

- ❖ To fall apart over time - Disintegrate
- ❖ A copy of something that is identical - Facsimile
- ❖ Old age that results in odd and unique behaviors - Senility
- ❖ A smart and educated individual - Intellectual
- ❖ Someone who is driven by passion to do crazy things - Zealot

# EXERCISE

In the following questions, out of the four alternatives choose the one which can be substituted for the given words / sentence.

A fourteen-line poem

- (1) sonnet      (2) lyric      (3) ballad      (4) ode

The plants and vegetation of a region

- (1) flora      (2) landscape      (3) ornamental      (4) fauna

Constant effort to achieve some thing

- (1) attempt      (2) enthusiasm      (3) vigour      (4)

perseverance

Wildly unreasonable, illogical or . ridiculous

- (1) Abject      (2) Adept      (3) Arid      (4) Absurd

A vivacious and lively experience is said to be

- (1) scintillating      (2) soothing      (3) scenic      (4) synthetic

- **Sentence – definition:** Sentence means a set of words that is complete in itself, typically containing a subject and predicate.
- It conveys a statement, question, exclamation, or command
- It consists of main clause and sometimes one or more subordinate clauses.
- **Subject and Predicate:** The subject is about what named or spoken about. The predicate is what is said about the subject. The subject and predicate may each consist of a single word or of many words.
- Examples: The girl(sub) was injured(Predi)
- Raghul(sub) likes to run in the park(Predi)
- The newspaper article(sub) was written by the Journalist(pre)

- There are four kinds of sentences. They are:
  - Declarative Sentences
  - Interrogative Sentences
  - Imperative Sentences
  - Exclamatory Sentences
- 
- **Declarative Sentences:** A declarative sentence make a statement. A declarative sentence ends with a period(.  
Ex: He is going to college.  
She is watching a movie.      She wears red nail polish.  
The room smells clean.      I love my cat.

- **Interrogative Sentences:** An interrogative sentence presents a question. An interrogative sentence ends with a question mark (?)
  - Examples: Where are you going?  
will you help me?  
Do you cook at home?
- **Imperative Sentence:** An Imperative sentence which expresses a request, a command or an order. It mostly ends with a period.
  - Examples: Please cooperate with me  
Get out of the room.  
Would you mind in helping me.  
Bring me a glass of water

- **Exclamatory Sentence:** An Exclamatory sentence which expresses a strong emotion or feeling. It describes emotions of joy, anger, sorrow, surprise, excitement, frustration.
- An Exclamatory sentence ends with an exclamation mark(!)
- Examples: What a cute puppy!  
How well he listens!  
That birthday cake was *so* good!  
He's *such* a kind soul!

- **Phrase:** A small group of words standing together as a conceptual unit, typically forming a component of a clause.
- A group of two or more words functioning as meaningful unit within a sentence or clause.
- **Examples:** a red box, will go, quite big, very slowly, in the car
- **Types of Phrases:**
  - Noun Phrase, Verb Phrase, adjective Phrase, Adverbial Phrase
  - Prepositional Phrase

- **Noun Phrase:** A noun phrase (NP) can be a single noun or a group of words built around a single noun.
- Noun and any words in the sentence that modify it; words that can modify nouns include articles (a, an, the); adjectives; participles; and possessive pronouns.
- Examples :The yellow house is for sale.  
The glistening snow covered the field.  
I want a skate board.  
Should we buy the yellow house?  
Pooja gave the little boy a candy

## ➤ Noun Phrase-Functions:

An NP can be a subject.

An NP can be a direct object.

An NP can be the object of a preposition.

An NP can be an indirect object.

- Ex: The yellow house is for sale. (NP as a Subject)
- I want a skate board. (NP as Direct Object)
- Raghu rode on a skate board. (NP as Ob of a Prepo)
- Phaniswar lives in the yellow house. (NP as Ob of a Prepo)
- Pooja gave the little boy a candy. (NP as Indirect Object)

## Definition:

Phrase means a small group of words standing together as a conceptual unit

## Examples

Phrase means a small group of words standing together as a conceptual unit. Examples:

blow up - explode - The terrorists tried to blow up the railroad station

call off -cancel - They called off this afternoon's meeting

find out - discover - My sister found out that her husband had been planning a surprise party for her.

give away -give something to someone else for free - The filling station was giving away free gas.

make out - hear, understand -He was so far away, we really couldn't make out what he was saying.

# SENTENCE STRUCTURE

## SENTENCE STRUCTURE

sentence means a set of words that is complete in itself, typically containing a subject and predicate. It conveys a statement, question, exclamation, or command. It consists of a main clause and sometimes one or more subordinate clauses.

### Types of sentences

- Compound complex sentence
- Complex sentence
- Simple sentence
- Compound sentence

# SIMPLE SENTENCES

## Definition

A **simple sentence** has the most basic elements that make it a sentence: a subject, a verb, and a completed thought.

Examples of simple sentences:

- I'm happy.
- Robert doesn't eat meat.
- My brother and I went to the mall last night.
- This new laptop computer has already crashed twice.

# COMPOUND SENTENCES

## COMPOUND SENTENCE

A compound sentence has two independent clauses joined by a linking word (and, but, or, so, yet, however).

Each independent clause could be a sentence by itself, but we connect them with a linking word:

- I'm happy, but my kids are always complaining.
- Robert doesn't eat meat, so Barbara made a special vegetarian dish for him.
- My brother and I went to the mall last night, but we didn't buy anything.
- This new laptop computer has already crashed twice, and I have no idea why.
- Note that each sentence has TWO subjects and TWO verb phrases

# COMPOUND SENTENCES

Examples of **compound sentences**:

- ❖ Joe waited for the train, **but** the train was late.
- ❖ I looked for Mary and Samantha at the bus station, **but** they arrived at the station before noon and left on the bus before I arrived.
- ❖ Mary and Samantha arrived at the bus station before noon, **and** they left on the bus before I arrived.
- ❖ Mary and Samantha left on the bus before I arrived, **so** I did not see them at the bus station.

## Definition

A complex sentence has one independent clause and one or more dependent clauses.

A dependent clause cannot be a complete sentence by itself.

- I'm happy, even though I don't make much money.
- Robert, a friend I've known since high school, doesn't eat meat.
- After getting home from work, my brother and I went to the mall last night.
- This new laptop computer, which I bought yesterday, has already crashed twice.

## Definition of Punctuation

Punctuation is a set of marks that regulates and clarifies the meanings of different texts.

The term “punctuation” has originated from the Medieval Latin word “*pūnctuātiōn*,” which means markings or signs.

# TYPES OF PUNCTUATIONS

- Full stop
- Comma
- Semicolon
- Colon
- Apostrophe
- Hyphen
- Dash
- Brackets
- Inverted commas
- Exclamation mark
- Question mark
- Bullet points

# PUNCTUATIONS

## Full stop

### Full stops are used

- ❖ To mark the end of a sentence that is a complete statement: All their meals arrived at the same time.
- ❖ To mark the end of a group of words that don't form a conventional sentence, so as to emphasize a statement:
  - ❖ It's never acceptable to arrive late. Not under any circumstances.
  - ❖ In some abbreviations, for example etc., Jan., or a.m.: Please return the form by Monday 8 Dec. at the latest. The shop has groceries, toiletries, etc. and is open all day.
  - ❖ In website and email addresses:  
Eg: [www.OxfordDictionary.com](http://www.OxfordDictionary.com).

## Comma

A comma marks a slight break between different parts of a sentence. There are four common occasions on which commas are necessary; follow the links for more information.

- Using commas in lists (e.g. The flag was red, white, and blue.)
- Using commas in direct speech (e.g. 'That's not fair,' she said.)
- Using commas to separate clauses (e.g. As we had already arrived, we were reluctant to wait.)
- Using commas to mark off parts of a sentence (Her best friend, Eliza, sang for a living.)

## Semicolon

semicolon represents a pause greater than a comma. Semicolon is used to separate the independent clauses of a compound sentence. Such clauses are NOT joined by a coordinating conjunction (and, but, or nor, for, so, yet).

### Uses

Semicolon separates two closely linked clauses and shows that there is a link between them.

It separate items in a complex list.

## Example Sentences

- ❖ On Tuesday, the tram was late; the bus was early.
- ❖ You can go by and aeroplane, train and a taxi; channel tunnel train, coach, then a short walk; or aeroplane and car.

## Colon:

Uses :

- Introduces lists (including examples)
- Introduces summaries
- Introduces (direct) quotations
- Introduces a second clause that expands or illustrates the meaning of the FRIST

## Example

- ❖ We learned the following at the camp: rock-climbing, canoeing and rafting.
- ❖ During the salsa class we were told: dance salsa on any beat or across the beat.
- ❖ My instructor always says: “bend those knees.”
- ❖ The snow hardened: it turned into ice.

## **Apostroph**

Uses

### **Apostrophe of Possession**

**Denotes the ownership of something**

### **Example Sentences**

This is Betsy's scarf.

These are Peter's books.

Malcolm's cat was extremely friendly.

We took a day trip to the Gibsons' house

## Hyphen

Hyphens are used to link words and parts of words. There are three main cases where you should use them

In compound words

My mother-in-law is visiting soon.

To join prefixes to other words

The novel is clearly intended to be a post-Marxist work.

To show word breaks

He collects eighteenth- and nineteenth-century vases.

## Dash

There are two main occasions on which a dash can be used, usually in informal writing:

### Examples

To mark off information that is not essential to an understanding of the rest of the sentence

❖ Many birds—do you like birds?—can be seen outside the window

To show other kinds of break in a sentence where a comma, semicolon, or colon would be traditionally used

❖ Tommy can't wait for Christmas—he's very excited

## Uses

- Indicates additional information, with more emphasis than a comma.
- Indicates a pause, especially for effect at the end of a sentence.
- Contains extra information (used instead of brackets)

## Example Sentences

- She is an author – and a very good one too.
- We all know what to expect – the best.
- You solved that sum – and I don't know how – before anybody else.
- Tommy can't wait for Christmas—he's very excited

# INVERTED COMMAS

- to mark the beginning and end of direct speech: 'There wasn't,' he said, 'any need for you to say that.'
- to mark off a word or phrase that's being discussed, or that's being directly quoted from somewhere else:

## Example

Inverted commas are mainly used in the following cases:

- They called it the 'land of milk and honey'.  
( also known as scare quotes) to draw attention to an unusual, ironic, or arguably inaccurate use:
- The 'food' she put on our plates was inedible.

# EXCLAMATION MARK

The main uses of the exclamation mark (most commonly used in informal writing) are to end sentences that express:

an exclamation:

- Ouch! That hurts!
- direct speech that represents something shouted or spoken very loudly: 'Run as fast as you can!' he shouted.
- something that amuses the writer:
  - They thought I was dressed as a smuggler!
  - An exclamation mark can also be used in brackets after a statement to show that the writer finds it funny or ironic:
    - He thought it would be amusing (!) to throw a plastic mouse at me.

# Articles

Article is a word which points out at a person, thing or place spoken of. Thus article refers to the noun.

There are two Articles - a / an and the

A or an is called the Indefinite Article, as it leaves indefinite the person or thing spoken of as:

A doctor, A school, A man, A woman - here a points out any doctor, any school or any man or woman.

# DEFINITE AND INDEFINITE ARTICLES



Basically, **articles** are either definite or indefinite. They combine to a noun to indicate the type of reference being made by the noun.

- ❖ The **definite** article is **the**.
- ❖ The **indefinite** article is **a / an**.

The indefinite when we don't specify the things or people we are talking about:

- ❖ I met **a** friend.
- ❖ I work in **a** factory in New York.
- ❖ I borrowed **a** pencil from **a** passenger sitting next to me.

# THE DEFINITE ARTICLE - *THE*:

It's used when the speaker talks about a specific object that both the person speaking and the listener know.

- **The** car over there is fast.
- **The** president of the United States is giving a speech tonight.
- When we speak of something or someone for the first time we use **a** or **an**, the next time we repeat that object we use the definite article **the**.
- I live in **a** house. **The** house is quite old and has four bedrooms.
- I ate in **a** Chinese restaurant. **The** restaurant was very good.

## NO ARTICLE:

Do not use an article **with** countries, states, counties or provinces, lakes and mountains except when the country is a collection of states such as "**The** United States".

### Examples:

- ❖ He lives in **Washington** near **Mount Rainier**.
- ❖ They live in **Northern British Columbia**.
- ❖ They climbed **Mount Everest**.

we do not normally use an article with plurals and uncountable nouns to talk about things in general.:

**Examples:**

- ❖ he likes sweets.
- ❖ Do you like jazz music?
- ❖ He writes books.
- ❖ She ate bread with butter in the morning.

# PREPOSITION

## Definition of Preposition

Preposition can be defined as “A word governing, and usually preceding, a noun or pronoun and expressing a relation to another word or element in the clause, as in ‘the man on the platform’

## Types of Prepositions

There are various types of prepositions described below with proper definition and examples:

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# TYPES OF PREPOSITION

## 1. Simple Preposition:

At, by, for, from, in, of, off, on, out, through, till, to, up, with. by, for, from, in, of, off, on, out, through, till, to, up, with.

## 2. Compound Preposition

Which are generally formed by prefixing a preposition to a noun, an Adjective or an Adverb.

e.g. About, Above, Across, Along, Amidst, Among, Before, Behind, Beside  
Between, Inside, Outside, Underneath, Within, Without.

## 3. Phrase Preposition:

Phrase Preposition is a group of words used with the force of a single preposition  
e.g. According to, in accordance with, in place of, along with, in course of, owing to, with a view to, in order to, for the sake of.

# TYPES OF PREPOSITION

## **Preposition of Place:**

about, across, among, before, between below, behind, from, through, near, on, over, under, upon, within, round, without, beside into.

## **Preposition of Time:**

After, at, in, on, during, since, through, throughout, towards, from, during, into, behind.

**At** – is used to indicate a definite point of time:

e.g., He came *at* 8 o'clock, I shall tell him the fact *at* the right time.

**In** – is used to indicate year, century, morning, evening, time period (in years, hours, days, months) seasons etc as:

e.g., I get up early *in* the morning. It shall be completed *in* four hours/months.

**On** – is used in expressing days and dates, as

e.g. My school shall reopen on Monday

India was declared independent on 15th August 1947.

## **From and To–**

From is used to indicate the beginning of an action, and to indicate the time when the action ends.

e.g., The Diwali vacation is From 15th October to 22nd October 2005.

## EXERCISE

***Fill in the blanks with appropriate prepositions.***

***Choose your answers from the options given in the brackets.***

1. This material is different ..... that. (from / to / with)
2. You should explain this ..... them. (to / at / with)
3. He has been absent ..... Monday. (since /for / from)
4. I haven't been to the theatre ..... a long time. (since /  
for /from)
5. He goes ..... school by car. (to / at / on)
6. This is a comfortable house to live ..... (on / at / in)
7. They are called ..... different names. (by / with / for)
8. We should not spend money ..... luxuries. (for / on /  
with)
9. I gave him a chair to sit ..... (on / at / in)
10. The new term begins ..... June 1st. (on / in / from)

## READING SKILL



# DEFINITION OF READING

- Reading is a method of communication that enables a person to turn writing into meaning.
- It allows the reader to convert a written text as a meaningful language with independence, comprehension and fluency, and to interact with the message.
- Reading skill refers to the ability to understand written text.

# TYPES OF READING

- Reading is a great habit that can change human life significantly.
- The ability to read is as important today as it ever was.
- It can entertain us; amuse us and enrich us with knowledge and experiences narrated.

## Types of reading techniques:

- Skimming
- Scanning
- Intensive
- Extensive

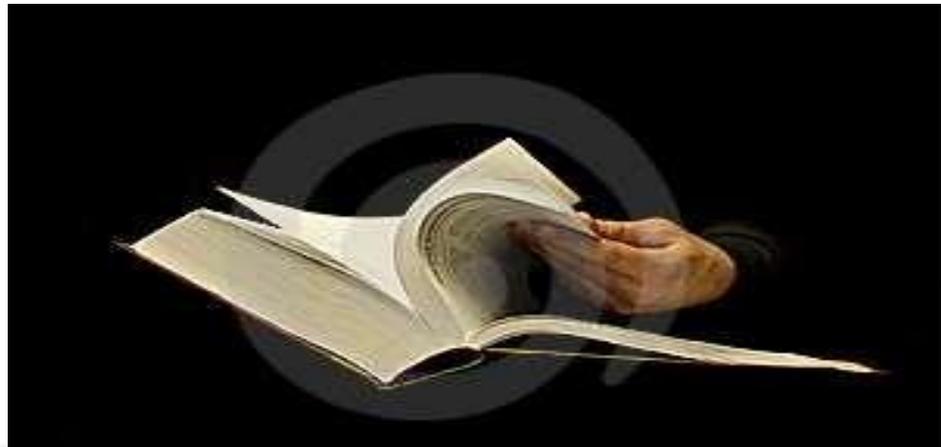


# Skimming – Reading for the gist of a text

- Generally used at the time of reading newspaper or magazine.
- Under this technique, we read quickly to get the main points, and skip over the detail.
- It is useful in getting a preview of a passage before reading it in detail or after reading it in detail.

## **GIST:**

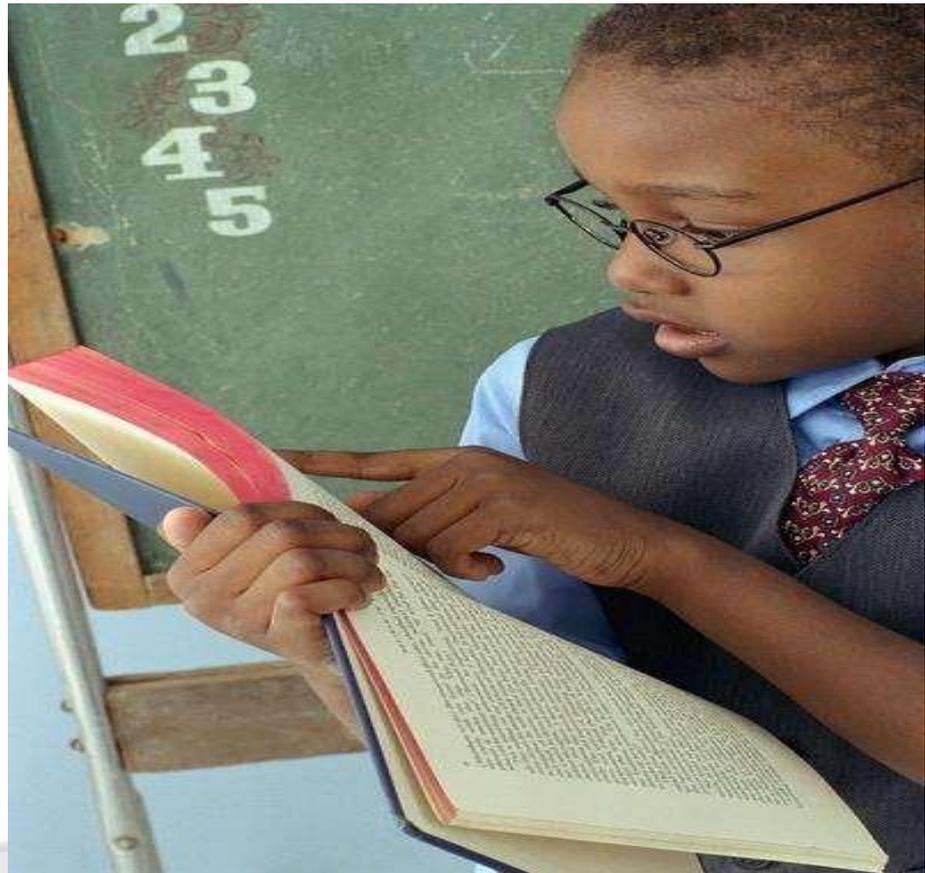
Gist is the general meaning or purpose of a text, either written or spoken. Reading a text for gist is known as skimming.



# Scanning – Reading for specific information

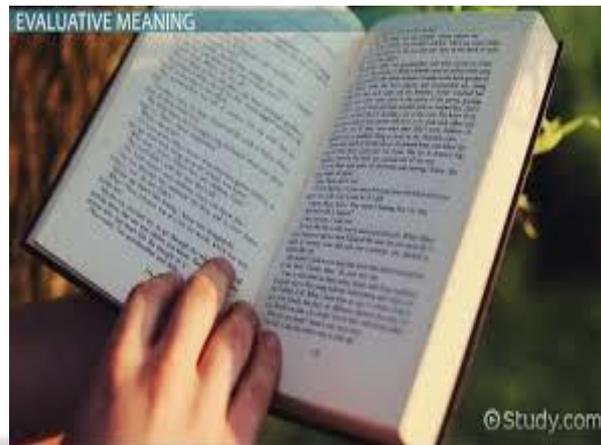
Scanning through the text is a reading strategy that is used for getting some specific points by looking at the whole text

For example, This technique is used for looking up a name from the telephone guide book.



# Intensive Reading

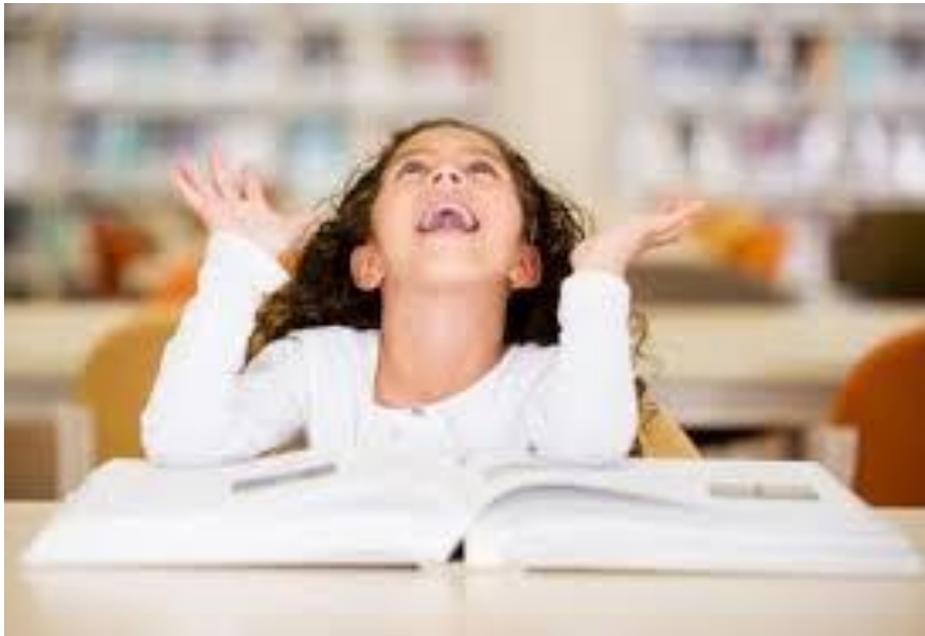
- It is indeed beneficial to language learners as it helps them understand vocabulary by deducing the meaning of words in context.
- It moreover, helps with retention of information for long periods of time and knowledge resulting from intensive reading persists in long term memory



# Extensive reading

Extensive reading involves reading for pleasure. Since you are reading for pleasure you may read the text selectively without being bothered for unfamiliar words.

**E.g.** Reading novels, magazines, short stories, etc



# Some techniques used in different situations:



## **Active Reading:**

- Active reading aims to get an in-depth understanding of the text.
- Under this technique, the reader actively involved with the text while reading it.

## **Detailed Reading:**

- This technique is used for extracting information accurately from the whole text.
- Under this technique, we read every word for understanding the meaning of the text.

## **Speed Reading:**

- Speed-reading is actually a combination of various reading methods.
- The aim of speed-reading is basically to increase the reading speed without compromising the understanding of the text reading.

# Reading Comprehension



An intentional, active, interactive process that occurs before, during and after a person reads a particular piece of writing.

## **Two elements of reading comprehension:**

- vocabulary knowledge
- text comprehension

(In order to understand a text the reader must be able to comprehend the vocabulary used in the piece of writing.)

# Types of Reading Comprehension



## 1. Literal:

- Involves what the author is actually saying.
- Understand ideas and information explicitly stated in the reading material.
- Recognizing and recalling facts, identifying the main idea, supporting details, categorizing, outlining, and summarizing.

## 2. Inferential

- Deals with what the author means by what is said.
- Comprehend between the lines and make inferences about things not directly stated.
- Involve interpreting figurative language, drawing conclusions, predicting outcomes, determining the mood, and judging the author's point of view.

### 3. **Critical:**

This high level of comprehension requires the reader to use some external criteria from his/her own experience in order to evaluate the quality, values of the writing, the author's reasoning, simplifications, and generalizations. The reader will react emotionally and intellectually with the material.

# Poor Reading Comprehension

## Reasons for poor reading comprehension:

- decoding deficiency
- attention deficit
- poor vocabulary
- limited knowledge base

## **1. Decoding Deficiency**

There are a variety of reasons why a reader may have difficulty deriving meaning and gaining understanding from a passage. The reasons include but are not limited to decoding deficiency, attention deficit, poor vocabulary, and limited knowledge base.

## **2. Attention Deficit**

Reason for, an attention deficit, when officially diagnosed is -  
Attention Deficit Disorder (ADD) or  
Attention Deficit with Hyperactivity Disorder (ADHD).

### **3. Poor Vocabulary**

No matter how skillful a person is at sounding out words, if he or she does not know the meaning of the words he or she is reading, he will not gain understanding from the text.

### **4. Lack of Knowledge Base**

It actually goes hand-in-hand with vocabulary and reading skill. If the reader knows little about the subject he is reading, he will find it more difficult to comprehend the material than someone who has some knowledge about the subject.

# ACTIVITY

**Part A: Read about Sharon the chef and answer the questions.  
Write full sentences please.**



This is Sharon. She's a chef. She's short and pretty. She works in a restaurant. She cooks for people.

Every day she gets up at seven o'clock in the morning. She takes a shower and puts on her clothes. She doesn't eat breakfast, she drinks coffee with milk. At eight o'clock, she drives to the market.

At the market, she buys lots of food. She buys fruit, vegetables and meat. Then she goes to the restaurant. She cooks lunch from twelve o'clock to three o'clock. Then she takes a break. At five o'clock, she starts to cook dinner. She cooks pasta, pizza and steak for lots of people.

She finishes work at nine o'clock. She's very tired. She drives home and takes a shower. She plays computer games for an hour and then she goes to bed.

# QUESTIONS

1. What's her name?
2. Where does she work?
3. Is she tall?
4. Does she walk to the market?
5. What does she buy?
6. Does she buy pizza?
7. Does she cook lunch at home?
8. What does she cook in the evening?
9. Where does she buy food?
10. What time does she take break?

Information transfer is equivalent to data transmission which highlights more practical, technical aspects.

## **Tree Diagram**

A Tree Diagram is a way of visually representing hierarchy in a tree-like structure.

### **Tree Diagrams are often used:**

To show family relations and descent.

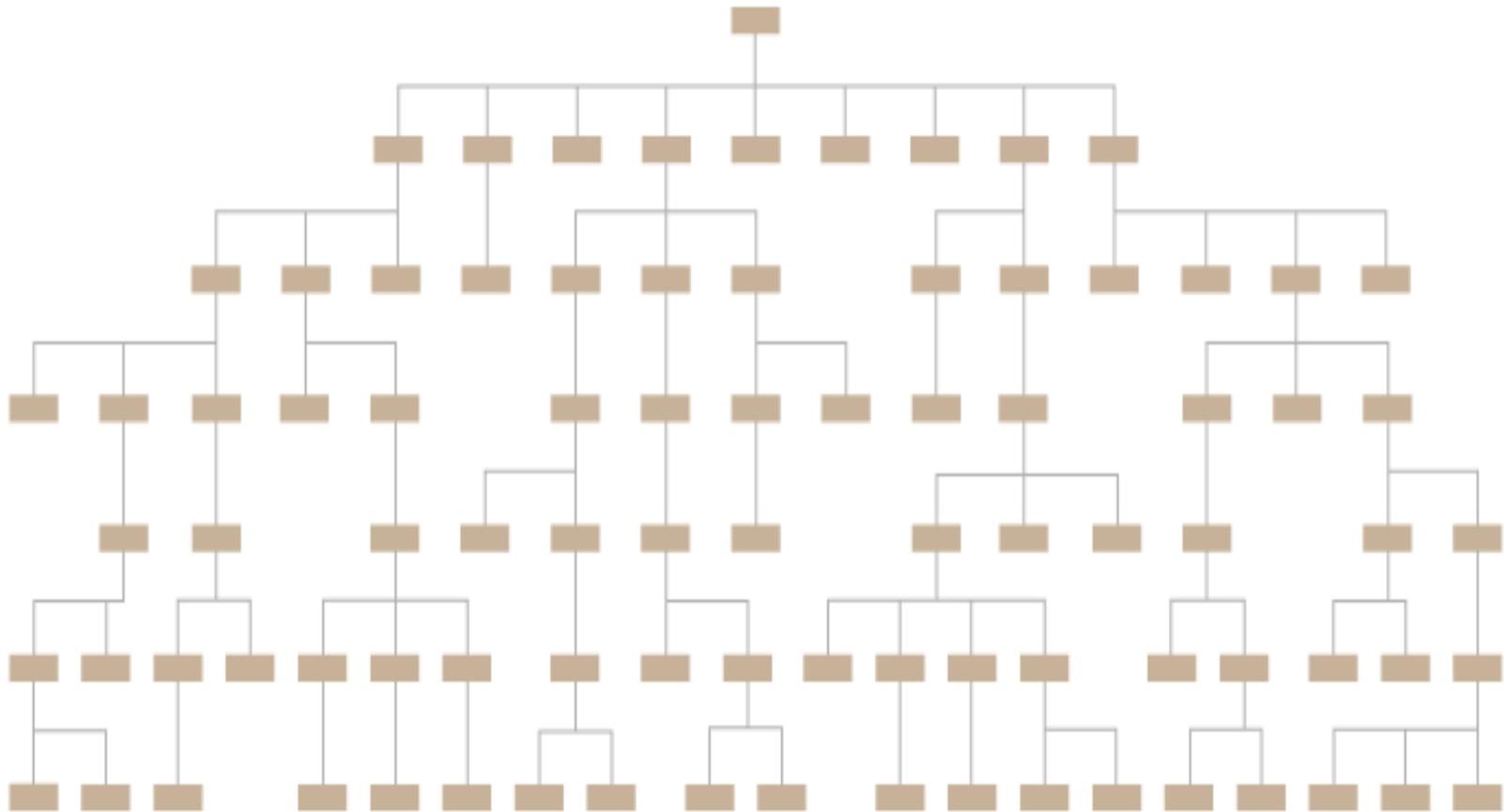
In taxonomy, the practice and science of classification.

In evolutionary science, to show the origin of species.

In computer science and mathematics.

In businesses and organisations for managerial purposes

# TREE DIAGRAM EXAMPLE



The Merriam-Webster dictionary defines flowchart as “a diagram that shows step-by-step progression through a procedure or system especially using connecting lines and a set of conventional symbols.”

A flowchart can be used to break big ideas into small, bite-sized pieces that are expressed visually.

# COMPONENTS OF A FLOW CHART

## 1. The Oval

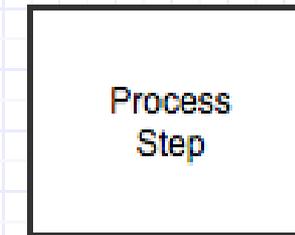
An End or a Beginning

The oval is used to represent the start and end of a process



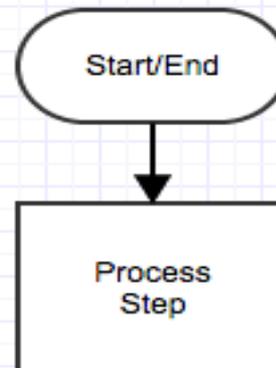
## 2. The Rectangle

A Step in the Flowcharting Process



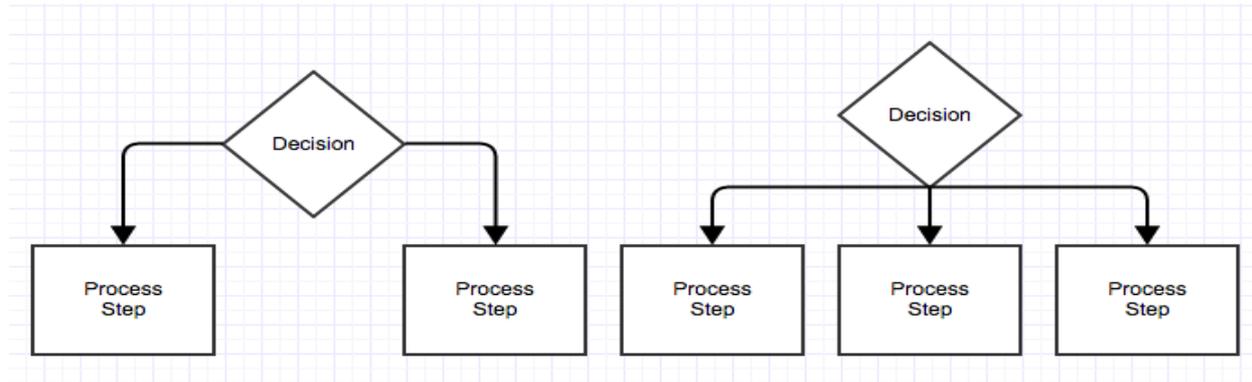
## 3. The Arrow

Directional Flow



## 4. The Diamond

### Call for a Decision



### ACTIVITY

1. Draw a Tree Diagram depicting the admission procedure in an engineering college
2. Draw a flow chart depicting the procedure of withdrawing money from an ATM.

# MODULE V



## WRITING SKILLS

# SIGNIFICANCE OF WRITING

- ① Writing is a visual representation of speech.
- ① In writing and speaking the language learner is engaged in communicating his ideas and feelings.
- ① In the case of speaking, a kind of give and take situation exists between the listener and the speaker.
- ① But, in the case of writing the message communicated is higher and to be effective.

- ◎ It involves producing language rather than receiving it. Writing involves communicating a message.
- ◎ Writing is required to communicate with other people, to understand them, talk to them, read what others have written and to write to them.
- ◎ Therefore, learning to write involves learning to use grammar with ease and present fact in a sequential order.

# 10 Effective Guidelines for Written Communication



- ◎ In a personal or business setting, the ability to effectively communicate through written correspondence is a must.
- ◎ Written communication can take on many forms including email, text messages, memos, or letters.
- ◎ No matter what format you are using, there are a few basic rules you should follow to ensure your written communication is correct and effective.

## ◎ Simplicity

- ◎ Use simple sentence structure.
- ◎ Complex sentence structure can complicate what you are trying to say and be easily misunderstood.
- ◎ Keep your sentences concise and to the point.

## ◎ Avoid Jargon

- ◎ Do not use jargon or language that only you and select group of individuals understand.
- ◎ Your written communication should be accessible to your audience, no matter who you are communicating with.

## ➤ **Specificity**

- Provide specific details whenever possible.
- Avoiding writing in ambiguous or unclear details.

## ➤ **Be Conversational**

- Written communication is different from academic or scholarly writing and should be more conversational in nature.
- As a rule of thumb, write in similar fashion as talk. Read your message aloud to ensure that your writing sounds conversational.

## ➤ Avoid Passive Language

- Choose active verbs instead of passive verbs to add interest to your written communication.
- Using active voice will also allow you to sound more conversational, as we rarely use passive voice in verbal communication.

## ➤ Be Personable

- If you know the person you are writing to, acknowledge this relationship.
- Depending on the relationship you have with person, begin and end your writing with an appropriate greeting.

## ◎ **Proof Read**

- ◎ No matter how good at writing you may be, it is critical to proof read your written communication.
- ◎ Check for spelling or grammatical errors in your writing.
- ◎ Make sure that what you have written effectively communicates the message.

# Organizing Principles Of Paragraph Writing



- The central or main idea of the paragraph should be expressed as a complete sentence, stating the idea and explaining it with details and examples.
- A topic sentence should be general enough to be explained or supported with further discussion.
- Remember the topic sentence expresses the entire theme of a paragraph in one sentence which serves a base
- Avoid personal remarks and express the topic sentence in simple language.

## Salient features

**A good paragraph should possess unity and coherence**

- **Unity:** The first principle to be observed in constructing a paragraph is that of unity.
- Just as each sentence deals with one thought, each paragraph must deal with one topic or idea
- Every sentence in the paragraph must be closely connected with the main topic of the paragraph

- **Coherence:** The second principle of paragraph construction is coherence. The presentation should be logical and natural.
  - There should be logical sequence of thought.
  - Events must be related in order of their occurrence that it should be both logical and chronological order.
  - All the ideas should be connected with the central idea and arranged according to their importance. Spatial order is also important.
- Visual descriptions often follow spatial order

# How to Write a Good Introduction



- Introductions can be tricky.
- Because the introduction is the first portion of your essay that the reader encounters, the stakes are fairly high for your introduction to be successful.
- A good introduction presents a broad overview of your topic and your thesis, and should convince the reader that it is worth their time to actually read the rest of your essay.

# Start your introduction broad, but not too broad



- Your introduction should provide the reader with a sense of what they should expect out of your essay, not to expound upon every piece of knowledge ever developed by man.
- Go ahead and start relatively broad, then narrow to your thesis, but make sure you're still on topic.

# Provide relevant background, but don't begin your true argument



- It's fine to give a bit of context to your essay in the introduction but the real meat of your argument should be located in your body paragraphs.
- A good test to see if information should go in a body or introductory paragraph is to ask yourself a few questions.

# Provide a thesis

- It is a typical convention to put your thesis as the last sentence of your first paragraph.
- My personal opinion is that it can sometimes be awkward to show your thesis in one specific place
- if it doesn't necessarily fit, but if your thesis works in that position, that is the best place for it.

# Provide only helpful, relevant information



- Anecdotes can be an interesting opener to your essay, but only if the anecdote in question is truly relevant to your topic.
- Are you writing an essay about *Moby Dick*?
- Perhaps an anecdote about that time your friend read *Moby Dick* and hated it is not the best way to go.

# Try to avoid clichés

- Some types of introductions may have once been successful, but have been used so often that they have become tired and clichéd.
- Starting your essay with a definition is a good example of one of these conventions.
- At this point, starting with a definition is a bit boring, and will cause your reader to tune out.

# Don't feel pressured to write your introduction



- Sometimes it can be difficult to figure out exactly what information is relevant to your introduction until you've written the piece itself.
- If you are having trouble with your intro, feel free to write some, or all, of your body paragraphs, and then come back to it.

# Convince the reader that your essay is worth reading



- Your reader should finish the introduction thinking that the essay is interesting or has some sort of relevance to their lives.
- Basically, a good introduction provides the reader with a brief overview of your topic and an explanation of your thesis.

# Writing a Conclusion

- In a conclusion paragraph, you summarize what you've written about in your essay.
- When you're writing a good conclusion paragraph, you need to think about the main point that you want to get across and be sure it's included.

- Use your introductory paragraph as a guide.
  - You may have started by saying, “There are three classes at school that I absolutely can’t wait to go to every day.”
  - You can start your conclusion by saying, “Gym, Math, and Art are the three classes I try to never miss.”

- If it's a longer paper, a good place to start is by looking at what each paragraph was about.
  - For example, if you write a paper about zoo animals, each paragraph would probably be about one particular animal.
  - In your conclusion, you should briefly mention each animal again.
  - “Zoo animals like polar bears, lions and giraffes are amazing creatures.”

# Conclusion paragraph

- A conclusion is what you will leave with your reader
- It “wraps up” your essay
- It demonstrates to the reader that you accomplished what you set out to do
- It shows how you have proved your thesis
- It provides the reader with a sense of closure on the topic

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# Letter Writing



- A letter is a written message that can be handwritten or printed on paper.
- It is usually sent to the recipient via mail or post in an envelope, although this is not a requirement as such.

# Formal Letters

- A formal letter is one written in a formal and ceremonious language and follows a certain stipulated format.
- Such letters are written for official purposes to authorities, dignitaries, colleagues, seniors, etc and not to personal contacts, friends or family.

## Format of a Formal Letter

- Sender's Address
- Date
- Receiver's Address
- Greeting
- Subject
- Body of the Letter
- Closing the Letter
- Signature

## Sample Cover Letter (Text Version)

Molly Smith  
21 Spring Street  
Anycity, NY 12000  
555-122-3333  
msmith@email.com

August 1, 2018  
John Brown  
Sales Manager  
Acme Corp.  
321 Main Street  
Anycity, NY 12000

Dear Mr. Brown,  
I wish to apply for the sales position advertised on Monster.com. Terry Johnson suggested that I contact you directly, as we have worked together, and he felt that I would be a good fit with your team.

For the past two years I have been working in sales for Goodman & Co.. I have consistently exceeded my targets and I was recognized last quarter for outstanding service. As an avid cyclist and user of many of your products, I'm aware that Acme Corp. is a company with tremendous potential. I am confident that my experience, communication skills, and ability to convey product benefits effectively would enable me to excel in the sales role.

I would be delighted to discuss with you how I might be an asset to the Acme Corp. sales team. Thank you for your consideration; I look forward to hearing from you.

Respectfully yours,  
Molly Smith

Q: Write a letter to the editor of a daily newspaper complaining about the construction work on your road in the middle of monsoon season causing inconveniences to the people of your locality.

- Ans: A sample of such a formal letter may be as follows,

D- 1801, Neptune Society,  
DS Marg, Lower Parel,  
Mumbai 400 008.  
11th June 2018.

To,  
The Editor-in-Chief,

Hindustan Times,  
Main Street,  
Mumbai 400 001.

Sir,  
Subject: Construction work in our locality during  
monsoon season

causing us difficulties.

]

Through the medium of your esteemed and respected daily, I wish to inform the municipal authorities of the difficulties the residents of my locality are facing due to the construction and repair work currently happening in our area. Monsoon season has started a few days ago and is compounding our problems. The repair work has been ongoing for five weeks now and is falling way behind schedule.

Therefore I wish to draw the attention of the concerned authorities with the help of your newspaper. Hopefully, you will be able to help us in drawing their attention and resolving this matter at the earliest.

Thanking You,

Yours Sincerely,

signature

[Mr. XYZ

# Informal Letters

- Letter writing is an important skill to develop.
- Informal letters are written to close acquaintances of the writer, their friends, family, relatives etc.
- Since they are written to close relations the letters have an informal and personal tone.

Sector 17  
Vashi  
New Bombay

6th July, 2013

Dear Maya

Thank you very much for your last letter. It was great to hear from you after so many months. You seem to be having a nice time in France.

Thanks also for the photographs. I absolutely loved that snap of yours standing in front of the Eiffel Tower. France looks stunning. Someday, I would definitely like to go there.

There's not much happening here. I am busy with my work and kids.

By the way, are you coming home anytime soon? If you are, let me know the dates and we can arrange to meet up.

Hope to see you soon!

Aditi

## Format of Informal Letter

- 1) Address
- 2) Date
- 3) Greeting
  - Mrs. Alex”.
- 4) Introduction Paragraph
- 5) Body of the Letter
- 6) Conclusion
- 7) Signature

# TECHNIQUES FOR WRITING PRECISELY

- Here are ten ways to produce more vivid, direct, concise prose by replacing wordy phrases with fewer words and reorganizing sentences.
- It is not advisable to employ these strategies indiscriminately, but prose will usually be improved by following the recommendations below.

- *Use Active Voice*

- When a sentence includes *be* or any other copulative verb, such as *is* or *are*, recast the sentence to omit the verb.
- Before: “The meeting was seen by us as a ploy to delay the project.”
- After: “We saw the meeting as a ploy to delay the project.”

- *Avoid Vague Nouns*

- Phrases formed around general nouns such as *aspect*, *degree*, and *situation* clutter sentences.

Before: “She is an expert in the area of international relations.”

## ➤ *Use Words, Not Their Definitions*

- Replace explanatory phrases with a single word that encapsulates that explanation.

- 

**Before:** “The crops also needed to be marketable so that families would be able to sell any yields that exceeded what they personally required.”

- 

**After:** “The crops also needed to be marketable so that families would be able to sell any surplus.”

## ➤ *Avoid Noun Strings*

- Reorganize sentences to eliminate series of nouns used as adjectives.
- **Before:** “The lack of a secure transfer may hamper computer security incident response efforts.”
- **After:** “The lack of a secure transfer may hamper responses to computer-security incidents.”

- Convert Nouns to Verbs
- Reduce Verb Phrases to Simple Verbs
- Replace Complex Words with Simple Ones
- Avoid Expletives
- Eliminate Prepositional Phrases
- Reduce Wordy Phrases to Single Words

## Writing a Precis of a given passage.

### • **Sample Passage:**

- There is an enemy beneath our feet - an enemy more deadly for his complete impartiality. He recognizes no national boundaries, no political parties. Everyone in the world is threatened by him. The enemy is the earth itself. When an earthquake strikes, the world trembles. The power of a quake is greater than anything man himself can produce. But today scientists are directing a great deal of their effort into finding some way of combating earthquakes, and it is possible that at some time in the near future mankind will have discovered a means of protecting itself from earthquakes. An earthquake strikes without warning. When it does, its power is immense. If it strikes a modern city, the damage it causes is as great as if it has struck a primitive village. Gas mains burst, explosions are caused and fires are started. Underground railways are wrecked. Buildings collapse, bridges fall, dams burst, gaping crevices appear in busy streets. If the quake strikes at sea, huge tidal waves sweep inland. If it strikes in mountain regions, avalanches roar down into the valley. Consider the terrifying statistics from the past 1755: Lisbon, capital of Portugal - the city destroyed entirely and 450 killed. 1970: Peru: 50,000 killed. In 1968 an earthquake struck Alaska. As this is a relatively unpopulated part, only a few people were killed. But it is likely that this was one of the most powerful quakes ever to have hit the world. Geologists estimate that during the tremors, the whole of the state moved over 80 feet farther west into the Pacific Ocean. Imagine the power of something that can move an entire subcontinent! This is the problem that the scientists face. They are dealing with forces so immense that man cannot hope to resist them. All that can be done is to try to pinpoint just where the earthquake will strike and work from there. At least some precautionary measures can then be taken to save lives and some of the property. (330 Words)

# Writing Emails

- E-mail has taken the place of the memo and even casual hallway conversation in many businesses.
- E-mail software gives users a template to fill out that is similar to the setup of an internal memo.

# Some basic rules of thumb for e-mail usage



- Make sure the subject line of your e-mail is descriptive and short—no more than four or five words.
- Keep the e-mail message short.
- Use the same good grammar and spelling that you would use in a letter.

- Never write in all capital letters. It gives the impression you're shouting at the recipient.
- Don't be too informal. Remember that your message still reflects your professionalism.
- Avoid "spamming" recipients by sending out mass e-mails about your business.

# Body Of An Email

## Email Template

**Subject Line of Email Message: Store Manager Position - Your Name**

**Email Message:**

**Salutation:**

# Contents of an email

Dear Mr./Ms. Last Name or Dear Hiring Manager,

## **First Paragraph:**

The first paragraph of your letter should include information on why you are writing. Be clear and direct — if you are applying for a job, mention the job title. If you want an informational interview, state that in your opening sentences.

- **Middle Paragraph:**

The next section of your email message should describe what you have to offer the employer or, if you're writing to ask for help, what type of assistance you are seeking.

- **Final Paragraph:**

Conclude your cover letter by thanking the employer for considering you for the position or your connection for helping with your job search.

- **Email Signature**

- **FirstName LastName**

Email Address

Phone

LinkedIn Profile (Optional)

## Report Writing

A report is a methodical, well planned document which outlines and evaluates a subject or problem, and which may include:

- The record of an order of events
- Explanation of the implication of these events or facts
- Evaluation of the facts or results of research presented
- Discussion of the consequences of a conclusion or course of action
- Conclusions
- References

## **Formal Report Writing**

Formal Report Writing is pretty complex and time-consuming. Usually, it demands an immense research, explanation, references, links, lists and many other things to make the primary point clear enough for the readers.

This type of report writing is usually preferred for an important incident, issue or matter by big organizations. Formal report writing is generally long and expensive.

Formal Report writing has an internationally accepted pattern that includes various components that are mentioned below.

Formal Report writing has an internationally accepted pattern that includes various components that are mentioned below.

- Cover
- Title Of The Report
- Table Of Contents
- Summary
- Introduction
- Discussion
- Conclusion/Recommendation
- Appendix
- Reference/Bibliography

# Informal Report Writing

- This type of report writing is comparatively easier and less time-consuming than the formal report writing.
- Here, you need to perform lesser research and it also includes lesser components.
- The basic components of informal report writing include – Introduction, Discussion & Reference/Recommendations.

# Best Process for Report Writing



- To bring up an effective report, the right process has to be followed.

Decide the Objective

Understand Your Audience

With an understanding writer can present the report that suits their preference.

- **Report Format and Types** For a report to be an effective communication tool, it must follow a particular format or type.
- Deciding on parameters like, written report or presentation; what type – formal, informal, financial, annual, technical, fact-finding or problem-solving report; design templates if any available.
- **Collect the Facts and Data** Adding figures, facts and data adds credibility to the report and strengthens the argument.
- Adding data or facts brings along a crucial responsibility to cite or mention the sources, like interviews, articles, sayings, articles, etc.

DAY 1:- On Friday March 20, 2015, participants entered IARE fully equipped with the necessities of the event along with the great ambition in order to prove themselves in the competition. The host team welcomed participants wholeheartedly and facilitated the participants starting from their arrival at the front desk to checking in at their respective stalls. they gave general instructions to the participants which they had to follow during their three days stay at IARE. After the opening ceremony the participants were asked to prepare themselves for the treasure hunt. So this was where the real fun began. In scavenger hunt the participants were given the list of items which they had to find and some of the list of tasks which they had to perform and they were given specific time to complete their tasks. The first amazing day of the Tech fest Spandana'15 ended

