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# ENGLISH

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# **MODULE I**

## **GENERAL INTRODUCTION & LISTENING SKILLS**

# CONTENTS:

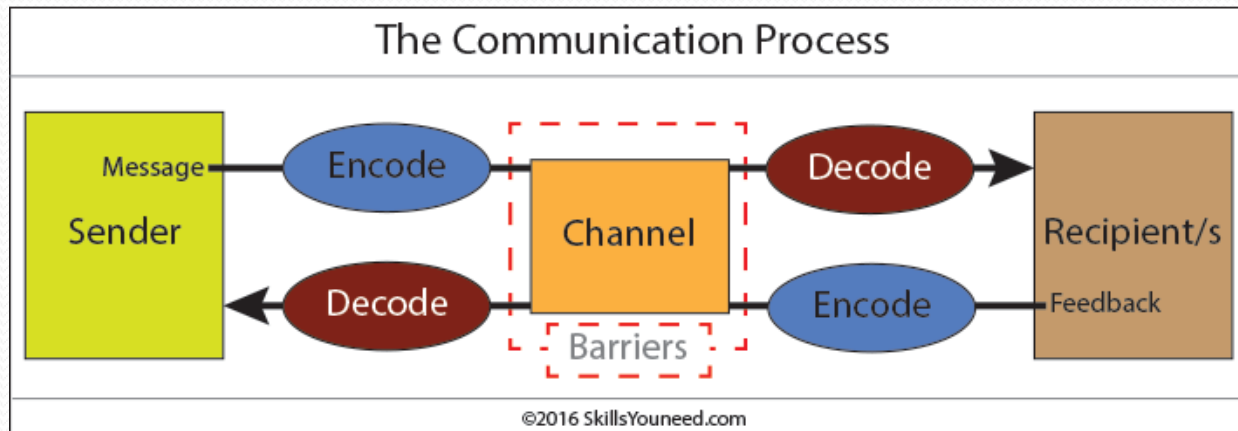
- Introduction to communication skills
- Communication process
- Elements of communication
- Soft skills vs hard skills
- Importance of soft skills for engineering students
- Listening skills; Significance; Stages of listening
- Barriers to listening and effectiveness of listening
- Listening comprehension

# Introduction to communication skills

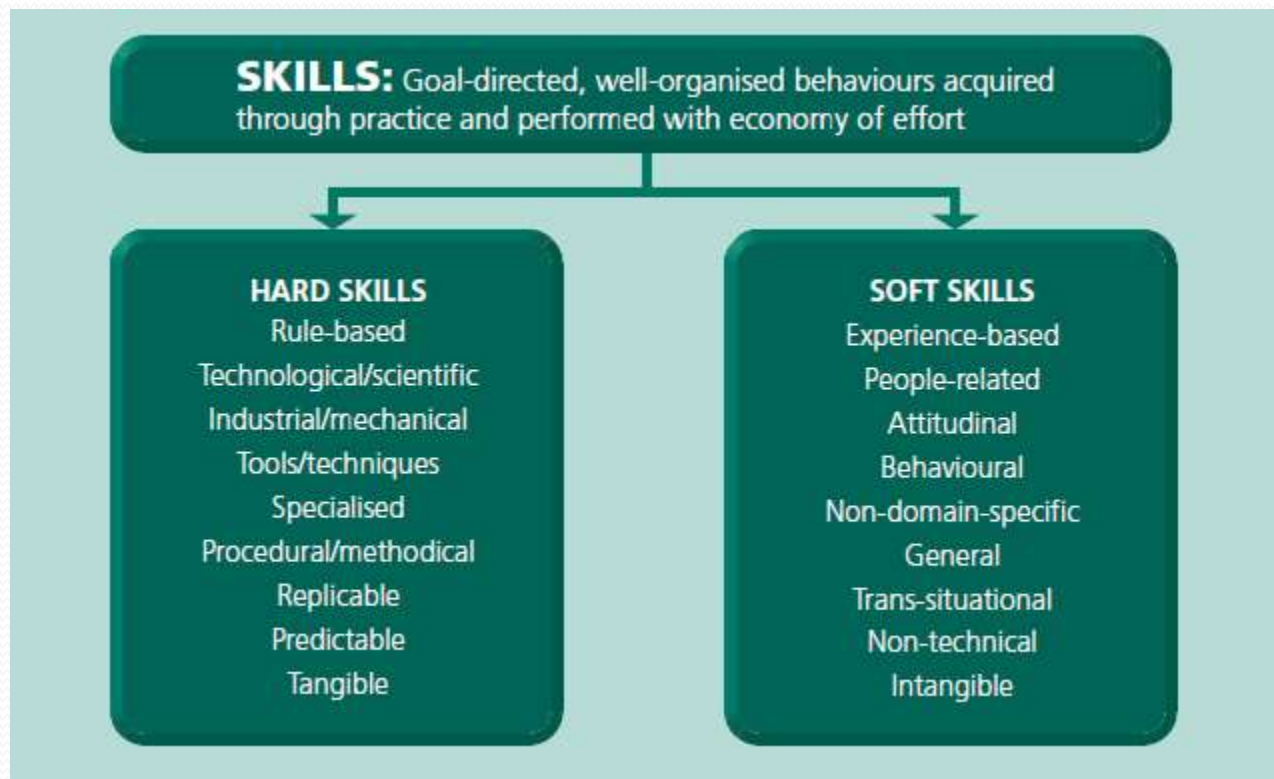
## Definition of Communication

- Latin verb ‘Communicare’ that means ‘to make common. to transmit, to impart.’
- “Communication is the transmission and reception of ideas, feelings and attitudes both verbally and non-verbally” - Norman B. Sigband

# Communication process



# Soft skills vs Hard skills



# Importance of soft skills for engineering students

- Interpersonal skills
- Appropriate appearance
- Critical thinking
- Problem solving
- Professionalism
- Team work and collaboration
- Flexibility

# LISTENING SKILLS

- Definition
- Significance
- Stages of listening
- Barriers to listening and effectiveness of listening
- Listening comprehension.



# Listening skills

## What is Listening?

### **DEFINITION:**

Listening is the ability to accurately perceive a message conveyed by another person.

- It is far more than the exchange of information.
- It is effectively used to create a “safe place” for others to explore their inner feelings.
- It builds confidence and trust in relationships.

# Significance

## Significance of Good Listening

The ability to listen and clearly understand will allow you to:

- Develop relationships to a deeper level.
- Understand what is expected of you - at work, home and with friends.
- Be a better team player.
- Be an effective problem solver.
- Better support people who need your help.

# Stages of listening

Chapter 5: Listening in Interpersonal Communication

## Stages of Listening Process

- ☉ Receiving
- ☉ Understanding
- ☉ Remembering
- ☉ Evaluating
- ☉ Responding



# Barriers to Listening

- Physiological Barriers
- Physical Barriers
- Attitudinal Barriers
- Wrong Assumptions
- Cultural Barriers

# Barriers to Listening

- Gender Barriers
- Lack of Training
- Bad Listening Habits
- Bringing in Emotions
- Fear

# Effectiveness of Listening

- It helps build relationships, solve problems, ensure understanding, resolve conflicts, and improve accuracy.
- At work, effective listening means fewer errors and less wasted time.
- At home, it helps develop resourceful, self-reliant kids who can solve their own problems.

# Listening Comprehension

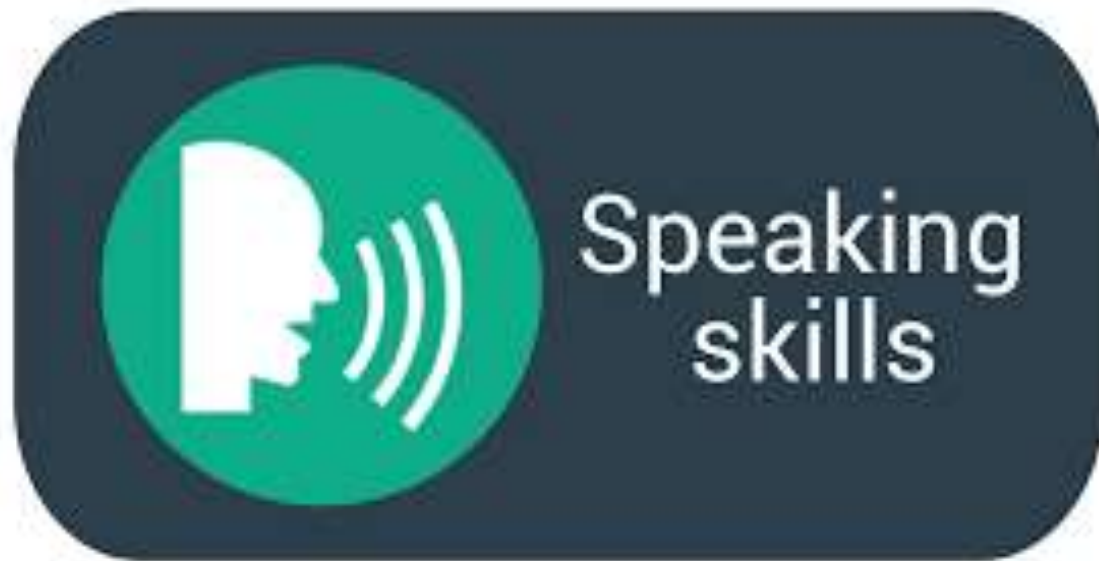
- Comprehension means the ability to understand completely and be familiar with a situation, facts etc.
- Listening comprehension is the basis for your speaking, writing and reading skills.
- Make it a habit to listen to audio books, podcasts, news, songs, etc. and to watch videos and films in the foreign language.

# Methods to achieve effective listening of comprehension

- Set the purpose: Having an explicit purpose in mind helps to focus.
- Set the stage: Getting ready to listen is like getting in the zone or warming up.
- Provide follow up: Many times this follow up will be in a written format



# MODULE II



# CONTENTS:

- Definition and Significance
- Essentials
- Barriers and effectiveness of speaking
- Verbal and non-verbal communication
- Generating talks based on visual prompts
- Public speaking
- Addressing a small group or a large formal gathering
- Oral presentation; Power point presentation

# Definition:

- Speaking is an act of making vocal sounds.
- Speaking means to converse, or expressing one's thoughts and feelings in spoken language.
- Allow the speaker, to convey his message in a passionate, thoughtful, and convincing manner.

# Significance

- The English language has become an international language.
- Among nations it serves as a lingua franca. It is spoken, learnt and understood even in those countries where it is not a native's language.
- English is playing a major role in many sectors including medicine, engineering, education, advanced studies, business, technology, banking, computing, tourism etc.

# Significance:

- All our software development today, the communication facilities available to us through internet, our access to a variety of websites, are all being carried out in English.
- Most of the research works are conducted and compiled in English. Anything written and recorded in this language is read and listened to, in wider circles.

# Essentials of Effective Speaking skills

- The audience is not the enemy
- Write your speech word for word
- Bring life to your words with colourful images and examples
- Six words that can change the way you speak: Make a point; Tell a story

# Essentials of Effective Speaking skills

- Six emotions that can connect with any audience:  
Happiness, sadness, anger, surprise, disgust and fear
- Don't underestimate the power of laughter
- Don't tell us, take us

# Barriers of speaking skills

- Interrupting the speaker with improper body language and meaningless questions
- Less concentration on speaker's facial expressions and not keeping eye contact with the speaker
- Provoking the speaker to conclude the topic as soon as possible.



# Barriers of speaking skills

- Rough and unclear data or information about the topic
- Inconsistent communication – Missing the flow and going too fast or too slow
- Unclear pronunciation – abrupt sentences or words

# Effectiveness of speaking skills

- Using negative words
- Ability to inform, persuade, and direct
- Ability to stand out from the rest
- Career enhancement

# Verbal Communication

- **Verbal Communication** is a type of oral communication wherein the message is transmitted through the spoken words.
- The sender gives words to his/her feelings, thoughts, ideas and opinions and expresses them in the form of speeches, discussions, presentations, and conversations.

# Nonverbal communication

- Nonverbal communication includes gestures, facial expressions, and body positions (known collectively as “body language”)
- Unspoken understandings and presuppositions, and cultural and environmental conditions that may affect any encounter between people.

# Body language

- Body language means the conscious and unconscious movements and postures by which attitudes and feelings are communicated.

- Gestures

It means a movement of part of the body, especially a hand or the head, to express an idea or meaning.

- Postures

Posture can reflect emotions, attitudes and intentions.

# Facial expressions

Facial expressions can communicate everything from pleasure or displeasure to surprise or boredom

Example:

- Happiness
- Sadness
- Anger
- Surprise

# Generating talks based on visual or written prompts

- Visual aids means an item of illustrative matter, such as a film, slide, or model, designed to supplement written or spoken information so that it can be understood more easily.
- Most visual aids will need advance preparation and should be operated with efficiency.

# Common Visual Aids

- Whiteboards and Interactive Whiteboards
- Flip chart
- Over-head projector (OHP)
- Slides
- Video
- PowerPoint or other presentation software
- Handouts



# Public speaking

- Public speaking (also called oratory or oration) is the process or act of performing a speech to a live audience.
- It is the process of communicating information to an audience.

# Oral Presentations

Oral presentations typically involve three important steps:

- 1) Planning,
- 2) Practicing, and
- 3) Presenting

# PowerPoint presentation

Easy ways to make PowerPoint presentation:

- Build your slides last
- Don't try to replace you
- Use a consistent theme
- One narrative per slide
- Fade to black when speaking
- When in doubt, dump it

# VOCABULARY AND GRAMMAR

# The concept of Word Formation

- In linguistics, word formation is the creation of a new word.

There are a number of methods of word formation.

- Derivation
- Compounding
- Blending
- Acronym
- Loaned words
- Neologism

# Root words from foreign languages and their use in English

- A root is the basic unit of a word

## Examples

- Ambul - means move or walk. Amble, ambulant, ambulate
- Auto - means self or same. Autocrat, automatic
- Bene - means good. Benefactor, benevolent
- Cardio - means heart. Cardiovascular, cardiology

# Suffixes from foreign languages

- adjective-to-noun: -ness (slow → eg: slowness)
- adjective-to-verb: -ise (modern → eg: modernise in British English)
- or -ize (final → finalize) in American English and Oxford spelling
- adjective-to-adjective: -ish (red → eg: reddish)
- adjective-to-adverb: -ly (personal → eg: personally)

# Antonyms

- An antonym is the opposite of another word.
- Examples
  - Compliment – Insult
  - Crazy – Sane
  - Crooked – Straight
  - Decrease – Increase
  - Demand – Supply
  - Destroy – Create



# Standard Abbreviations

- Abbreviations are short forms of lengthy expressions. Abbreviations are in use in almost every discipline and area of life.
- Example:
- U.N.O - the world famous organisation that strives to establish global peace
- F.I.R - First Information Report

# IDIOM VERSUS PHRASE

Idioms have a fixed meaning.

Meaning cannot be understood by looking at separate words.

Idiom falls into the syntactic category of phrase.

An idiom might not make sense if you are not familiar with it.

Phrases do not often have a fixed meaning.

Meaning cannot be understood by looking at separate words.

Phrase can have an idiomatic meaning.

A phrase can be easily understood.

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

# Idioms

## 1. A bitter pill:

- A situation or information that is unpleasant but must be accepted.

## 2. A hot potato:

- A controversial issue or situation that is awkward or unpleasant to deal with.

## 3. Achilles' heel

- A metaphor for a fatal weakness in spite of overall strength.

# Phrases

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

- Examples:
- 1. blow up - explode - The terrorists tried to blow up the railroad station.
- 2. call off -cancel - They called off this afternoon's meeting

# One word substitutes

- 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 Substitution
  - To fall apart over time - Disintegrate
  - A copy of something that is identical - Facsimile
  - Old age that results in odd and unique behaviors - Senility

# GRAMMAR

- SENTENCE STRUCTURE and TYPES
- Sentence means a set of words that is complete in itself.
- Types of sentence:
  - Simple sentence
  - Compound sentence
  - Complex sentence
  - Compound complex sentence

# USES OF PHRASES IN SENTENCES

- **Phrases**
- A phrase is a related group of words. The words work together as a "unit," but they do not have a subject and a verb.
- Example of A Phrase:
- the boy on the bus (noun phrase)
- will be running (verb phrase)

# Use of Clauses in Sentences

- A clause is a group of words that does have both a subject and a verb.
- TYPES
- Dependent clauses:
- A group of words that contains a subject and verb but does not express a complete thought.



# Independent Clause

- Clause is a group of words that contains a subject and verb and expresses a complete thought.
- Example
- Jim studied in the Sweet Shop for his chemistry quiz.

# Punctuation

- Punctuation can be defined as the marks, such as full stop, comma, and brackets, used in writing to separate sentences and their elements and to clarify meaning.
- Use of wrong mark of punctuation or even wrong placement of mark of punctuation can change the meaning of the sentence completely

# Punctuation marks

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

# SUBJECT-VERB AGREEMENT

*Subject* and *verb* must AGREE with one another in *number* (singular or plural). Thus, if a subject is singular, its verb must also be singular; if a subject is plural, its verb must also be plural.

# Articles

- Article is a word which points out at a person, thing or place spoken of. Thus article refers to the noun.
- A or an is called the Indefinite
- The is called the Definite Article

# PREPOSITIONS

- Preposition is a word placed before an noun or a pronoun to show in what relation the person or thing denoted by it stands in regard to something else.
- A preposition is often placed *before* its object, but sometimes follows it : for eg.,
  - i) Here is the watch that you asked for.
  - ii) What are you looking at?

# TYPES OF PREPOSITION

- Simple Preposition
- Compound Preposition
- Phrase Preposition
- Preposition of Place and Time

# **MODULE IV**

## **READING SKILLS**



# Reading skills

- Reading is a method of communication that enables a person to turn writing into meaning.
- Significance
  - Reading influences us in the following ways
  - Reading helps us expand our mind.
  - Reading help us know who we are, what is important to us
  - It helps us understand the world around us .

# Types of reading

- Skimming
- Scanning
- Intensive
- Extensive

# Some techniques of reading

- Active Reading Style
- Detailed Reading
- Speed reading
- Preview-read-recall

# Reading Comprehension

- It is an intentional, active, interactive process that occurs before, during and after a person reads a particular piece of writing.
- When a person reads a text he engages in a complex array of cognitive processes.
- He is simultaneously using his awareness and understanding of phonemes (individual sound “pieces” in language), phonics (connection between letters and sounds and the relationship between sounds, letters and words)
- Ability to comprehend or construct meaning from the text.

# Types of Reading Comprehension

## ➤ Literal comprehension:

Literal comprehension involves what the author is actually saying. The reader needs to understand ideas and information explicitly stated in the reading material.

## ➤ Inferential :

The reader must simply read between the lines and make inferences about things not directly stated.

## ➤ Critical :

Critical comprehension concerns itself with why the author says what he or she says.

# Information Transfer

- Information transfer is equivalent to data transmission which highlights more practical, technical aspects.
- Sometimes transfer of information can help students learn more quickly or more easily.

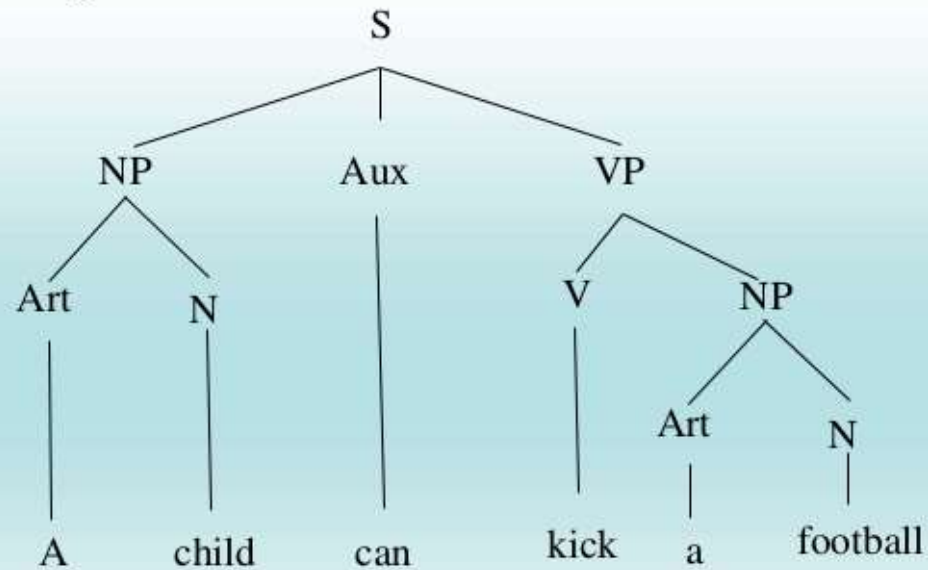
# Tree Diagram

- Diagram consists of elements such as a root node, a member that has no superior/parent.
- Then there are the nodes, which are linked together with line connections called branches that represent the relationships and connections between the members.

# EXAMPLE

## Tree Diagram

- E.g. A child can kick a football.

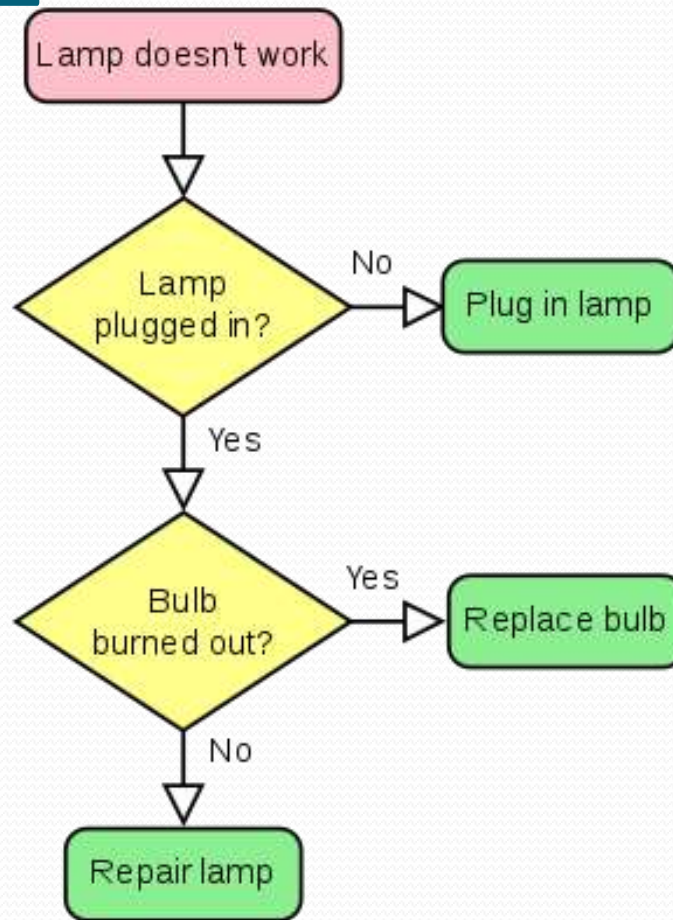




# FLOW CHART

- A diagram that shows step-by-step progression through a procedure or system especially using connecting lines and a set of conventional symbols.

# EXAMPLE



# MODULE V



# Definition

- ❖ a medium of human communication that represents language and emotion with signs and symbols.
- ❖ consists of letters or characters that serve as visible signs of ideas, words, or symbols.

# Significance

- Good writing skills allow us to communicate our message with clarity and ease to a far larger audience than through face-to-face or telephone conversations.
- Writing skills can be major criteria towards better academic position and greater educational Success.

# Writing

- Use a Professional Tone
- Know Your Audience
- Organize Your Information Clearly
- Use the Right Format.
- Use Visual Elements Carefully.

# Organizing principles of paragraphs in documents

- . A paragraph is a collection of related sentences dealing with a single topic.
- Learning to write good paragraphs will help you as a writer stay on track during your drafting and revision stages

# Elements of a paragraph

- ❖ Unity
- ❖ Coherence
- ❖ A topic sentence
- ❖ Adequate developmnt



# How to Write an Introduction

- The introduction has laid out in clear and detailed fashion the theme and the general facts which the author will use to support it
- The introduction of an essay or paper must be substantial.

# How to Write a Conclusion

- the conclusion of the paper should reiterate the main points
- it should never introduce new ideas or things not discussed in the body of the paper!
- Must end the argument with a better conclusive vocabulary.
- Convinces the reader that your thesis has merit, it will be in the conclusion.

# Techniques for writing precisely

- Use Active Voice
- Avoid Vague Nouns
- Use Words, Not Their Definitions
- Avoid Noun Strings
- Convert Nouns to Verbs
- Reduce Verb Phrases to Simple Verbs
- Replace Complex Words with Simple Ones

# LETTER WRITING

❖ The elements of a business letter are:

- the heading
- the date
- the inside address
- Subject
- the salutation
- the body
- and the complimentary close
- Signature

# Email writing

- ❖ Definition: Email means messages distributed by electronic means from one computer user to one or more recipients via a network.
- ❖ General rules for formal emails:
  - Politeness
  - Formality
  - Clarity
  - Greetings
  - Closings

# 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

# Types of Report Writing

- **Formal Report Writing**
- demands an immense research, explanation, references, links, lists and many other things to make the primary point clear enough for the readers

# Informal Report Writing

- The basic components of informal report writing include – Introduction, Discussion & Reference/Recommendations. Different organizations include more components to this type as per their requirements



# Examples of Formal Reports

- Credit Report
- Feasibility Report
- Progress Report
- Sales Activity Report