

## **COMMUNICATIVE ENGLISH (BENGK106-206)**

Communication is an important aspect of human life and society. It is the process of exchanging information, ideas, thoughts, or feelings between individuals or groups through various means such as spoken or written language, body language, signals, or technology. It is a fundamental human activity that plays a crucial role in conveying messages, establishing connections, and facilitating understanding among people. Effective communication is essential in both personal and professional settings to ensure clarity, collaboration, and the successful transmission of thoughts and intentions.

Transaction, interaction, dialogue, discussion, sharing are some of the words associated with communication.

### **Some Definitions:**

Account to Oxford Dictionary:

"Transfer or conveying of meaning."

According to Garbner:

"Communication is a social interaction through message. "

According to Claude Shannon

" One mind affecting others. "

## **FUNDAMENTALS OF COMMUNICATION**

There are 7 fundamentals of communication:

### **1. Sender**

It is also known as transmitter. Sender is the initiator or the originator of message with the intention of conveying information or Idea or emotion or intention to the recipient.

### **2.Message**

Information content or idea that sender in tense to communicate is called as message it can be written oral gestures symbols or images.

### **3.Encoding**

Process of converting the message into a proper format so that can be easily transmitted is encoding in other words choosing appropriate words.

### **4. Channel or medium**

Medium through which message is transmitted by sender to the receiver it can be speech text message touch cues etc...

### **5. Receiver**

The individual who was intended to receive the message and expected to interpret and understand. His role is as important as the sender.

## **6. Decoding**

Process of interpreting and understanding the message received by the sender.

## **7. Feedback**

The response or reaction provided by the receiver to the sender, indicating their understanding or any necessary clarification.

### **TYPES:**

#### **1. Verbal communication**

Verbal communication is the process of conveying information, thoughts, or ideas using spoken or written words. It is a fundamental form of human communication that involves the use of language to express thoughts, feelings, and intentions.

#### **2. Non-verbal communication**

Transmission of information without using of words but by body language, facial expression, gestures, eye contact, silence, etc.

#### **3. Written Communication**

Using of words to convey messages this kind of communication is usually found in professional setting. Emails, letters, memo, article, text message etc...

#### **4. Visual Communication**

Visual communication is the transmission of information, ideas, or messages through visual elements, such as images, graphics, charts, videos, or other non-verbal and non-written forms. It relies on the use of visual aids to Mass Communication

#### **5. Mass communication**

Mass communication involves the dissemination of information, messages, or content to a large, widespread audience. It is typically one-way communication from a sender to a large, heterogeneous group of receivers. Mass media channels like television, radio, newspapers, magazines, and digital platforms are often used for mass communication, making it a key element in public information, entertainment, and journalism.

#### **6. Cross-Cultural Communication:**

Cross-cultural communication is the process of exchanging information and interacting with individuals from different cultural backgrounds. It involves recognizing and respecting cultural differences in communication styles, norms, values, and behaviours. Effective cross-cultural communication requires sensitivity to cultural diversity and an ability to adapt one's communication approach to ensure mutual understanding and respect among people from various cultures..

## **7.Group Communication:**

Group communication refers to the exchange of information among members of a small group or team. It involves interactions and discussions within a limited number of participants, typically working together to achieve common goals or make decisions. Group communication can be verbal or non-verbal and is important in various contexts, including businesses, academic settings, and social groups

### **Process of Communication**

#### **I.Formal Communication**

Formal communication refers to the structured and organized exchange of information within an organization, institution, or professional setting

##### **1. Vertical Communication**

Vertical communication is the exchange of information within an organization's hierarchy. It includes upward communication from lower levels to higher levels and downward communication from higher levels to lower levels. It's essential for conveying feedback, instructions, and decisions between superiors and subordinates, contributing to effective organizational functioning.

##### **2. Lateral/ Horizontal communication**

Horizontal communication is the sharing of information among peers or coworkers at the same level within an organization. It promotes collaboration, knowledge exchange, and coordination among teams or departments.

##### **3. Diagonal/ Crosswise Communication**

Diagonal communication is when people from different levels or departments talk to each other, even if they aren't in a direct chain of command. It helps in sharing ideas and information across the organization.

## **II. Informal Communication/ Grapevine Communication**

It refers to the unofficial, unofficial, and often spontaneous exchange of information, ideas, and gossip within an organization. It occurs outside of formal channels, such as meetings or official memos. Informal communication is often based on personal relationships, common interests, or social interactions among employees. While it can be a valuable source of information and can help build social bonds, it can also spread rumors and unverified information.

### **1. Single line Chain**

single-strand communication pattern, information is passed from one person to another in a linear sequence, like a chain.

### **2. Gossip Chain:**

A gossip chain occurs when information is passed from one person to another in a non-linear pattern, typically through gossip or rumours.

### **3. Probability Chain:**

In a probability chain communication pattern, information is passed from one person to another based on the likelihood of that person being interested or affected by the information

### **4. Cluster Chain:**

A cluster chain occurs when information is passed within a group of closely connected individuals, such as a team or department. This type of communication can be very effective for sharing information and building relationships within a group, but it can also lead to groupthink or a lack of diversity of ideas.

## **Intrapersonal Communication:**

This is the communication that takes place within an individual's own mind. It involves self-talk, introspection, and internal dialogue/ Monologue. Intrapersonal communication helps people clarify their thoughts and emotions, manage stress, self-awareness, self-esteem and helps in decision making. It is mostly helpful to Maintain emotional and mental wellbeing.

## **Interpersonal Communication:**

This level of communication involves the exchange of information between two or more people. It's the most common form of communication and includes everyday conversations, discussions, and interactions.

It is crucial for building and maintaining relationships resolving conflicts and collaborating with others.

## Styles of Communication

### **1 Passive Communication:**

Passive communicators avoid conflict, often at the expense of their own needs and desires. They have difficulty expressing themselves and may be overly accommodating to others.

Characteristics:

- Inability to say no
- poor body posture
- Easy going attitude
- lack of eye contact
- soft voice
- apologetic
- reduces own self esteem
- want to please people

### **2. Aggressive Communication:**

Aggressive communicators tend to be forceful, confrontational, and may disregard the feelings and opinions of others. They focus on their needs and may use intimidation or hostility.

Characters:

- Interrupt people while they are speaking
- invade personal space
- judgemental eye
- dominative nature

### **3. Passive-Aggressive Communication:**

This style combines passive behaviour with hidden expressions of anger or resistance. Passive-aggressive communicators may appear agreeable on the surface but sabotage or resist in subtle ways.

Characters:

- Muttering
- Using sarcasm
- Dual face
- Silent treatment
- Taunt

#### **4. Assertive Communication:**

An assertive communicator expresses their thoughts, feelings, and needs clearly and confidently while respecting the rights and opinions of others. This style promotes open and respectful dialogue.

Characters:

- Friendly or generous gestures
- Collaborative
- healthy atmosphere or expression
- good posture
- clear voice
- increase self esteem

### **Levels of Communication**

#### **1.Verbal Level of Communication:**

This involves the use of spoken or written words to convey messages. It includes language, vocabulary, tone of voice, and choice of words. Verbal communication plays a crucial role in expressing thoughts, information, and emotions through language.

#### **2.Physical Level of Communication:**

Physical communication involves conveying messages through body language, gestures, posture, and facial expressions. It's a non-verbal form of communication that can express emotions, intentions, and reactions without the use of words.

#### **3.Auditory Level of Communication:**

Auditory communication involves the use of sounds and spoken words. It's essentially a subset of verbal communication that specifically focuses on the use of auditory cues, such as tone, volume, and pitch in spoken language.

#### **4.Emotional Level of Communication:**

Emotions play a significant role in communication across all levels. The emotional level refers to the expression and interpretation of emotions within communication. It includes the conveyance of feelings, empathy, and the impact of emotions on the message and its reception.

## **5.Energetic Level of Communication:**

This level of communication is psychic level it includes and same factors or hidden elements the way their consciousness the way they behave react the knowledge they have their behaviour in the surrounding or the way they speak. It's about conveying energy and passion in your interactions.

### **Barriers to Effective Communicative**

Barriers to communication are obstacles or challenges that hinder the effective exchange of information and ideas between individuals or groups. Some common barriers to communication include:

#### **1. Semantic Barriers**

Related to language

- Improper communication between sender and receiver
- confusion of words
- faulty translations
- unclarified assumptions / lack of clarity
- technical jargons
- slangs
- vocabulary
- poor language proficiency

#### **2.Psycological Barriers**

- Lack of attention
- premature judgement
- distrust stress anger and hunger
- inability to listen others
- nervousness
- lack of confidence

#### **3.Physical Barriers**

- Distance
- poor lights
- noise
- technological issues

#### **4. Personal Barriers**

- Fear
- ego or Pride
- lack of confidence or over confidence
- lack of empathy

#### **5. Organisational Barriers**

- Hierarchy
- information overloaded

#### **6. Cultural Barriers**

- Dialect
- Accent



## Module-2 Introduction to Phonetics

### Phonetic Transcription

Phonetic transcription is a system for visually representing the sounds of speech. It uses symbols to denote the individual sounds, or phonemes, in a language. The International Phonetic Alphabet (IPA) is the most widely used system for phonetic transcription, providing a symbol for each distinct speech sound found in human languages. Phonetic transcription helps us understand and teach how words are pronounced, showing the different ways people say them.

#### **Phonetics:**

Phonetics is the branch of linguistics that deals with the study of the physical properties of speech sounds, their production, transmission, and auditory perception. Phonetics plays a crucial role in understanding the sounds of language and how they are used in communication.

There are 3 branches in phonetics:

1. **Articulatory Phonetics:** This branch focuses on how speech sounds are produced or articulated by the human vocal organs, such as the tongue, lips, vocal cords, and airflow. It examines the physical aspects of speech production.
2. **Acoustic Phonetics:** Acoustic phonetics is concerned with the acoustic properties of speech sounds, including their frequencies, amplitudes, and durations. It deals with the sound waves generated during speech and how they are transmitted through the air.
3. **Auditory Phonetics:** Auditory phonetics explores how humans perceive and interpret speech sounds. It examines how our ears and brain process the sound signals and categorize them as distinct phonemes and speech elements.

### Pronunciation Guidelines to Consonants and Vowels

There are **44** English Sounds / Symbols/ Speech Sounds. They are further divided as ;

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

#### **1.Vowel:**

A speech sound produced without significant constriction or closure in the vocal tract. Vowels include sounds like "a," "e," and "i." They are further divided into 2 categories :

- a) Monothongs (12)
- b) Diphthongs (08)

#### **Monothongs : ( Single sound or pure Sound)**

monothongs are pure, single vowel sounds that are produced without any significant change in quality during their pronunciation. In English, examples of monophthongs include the vowel sounds in words like "bit," "bat," and "bought." These vowels are pronounced with a steady and unchanging.

→ pt → slides

Vowels [20] → 12 + 8

Monothongs (1 tone / 1 mouth position)  
↳ Single sound / pure sound

1] /i:/ (ɪ, ɪ̃)  
→ sheep, beach, seat

2] /ɪ/ (ɪ, ɪ̃)  
sit, hit, ship,

• 3] /u:/ (ʊ, ʊ̃)  
school, shoot, food, tool,

4] /ʊ/ (ʊ, ʊ̃)  
foot, put, pull, good

5] /e/ (ɛ, ɛ̃)  
end, bend, head, pet,

6] /ə/ (ə, ə̃)  
The, Teacher, agree,

(shortest sound)

7] /ɜ:/ (ɜ, ɜ̃)  
Girl, Bird, earth, nurse

8 |ɔ:| | 3π, (or)  
Door, floor (foot), four

9) |æ| (e ɹ)  
Man, cat, apple

10) |ʌ| (3π, 9) (ə 3π<sup>x</sup>)  
under, up, love,

11) |ɑ:| (e 3π)  
father, dark, start, heart

12) |ɒ| (aw)  
hot, pot, stop.

### Diphthongs

Diphthongs: ( Two Sounds/ Glide / impure/ Double Sound)

Diphthongs are compound vowel sounds formed by the combination of two simpler vowel sounds within the same syllable. These sounds typically involve a glide or change in quality during their pronunciation. For example, the "oi" sound in "oil" or the "ou" sound in "house" are diphthongs because they start with one sound and glide into another in a single syllable.

1) |eɪ| (aye, &  
break, prey, braid, said, ache, day

2) |əʊ| (oo, ʊ)  
slow, glow, dough

3) |ɔɪ| (oye, oi  
boy, oil,

4) |eə| (aya, soar, ai  
law, bear, air, flair

5) |aʊ| (ā, ʊ) (ao, ʊ)  
crown, fawn

6) |ɪə| (eya, ɪər)  
near, here, bear,

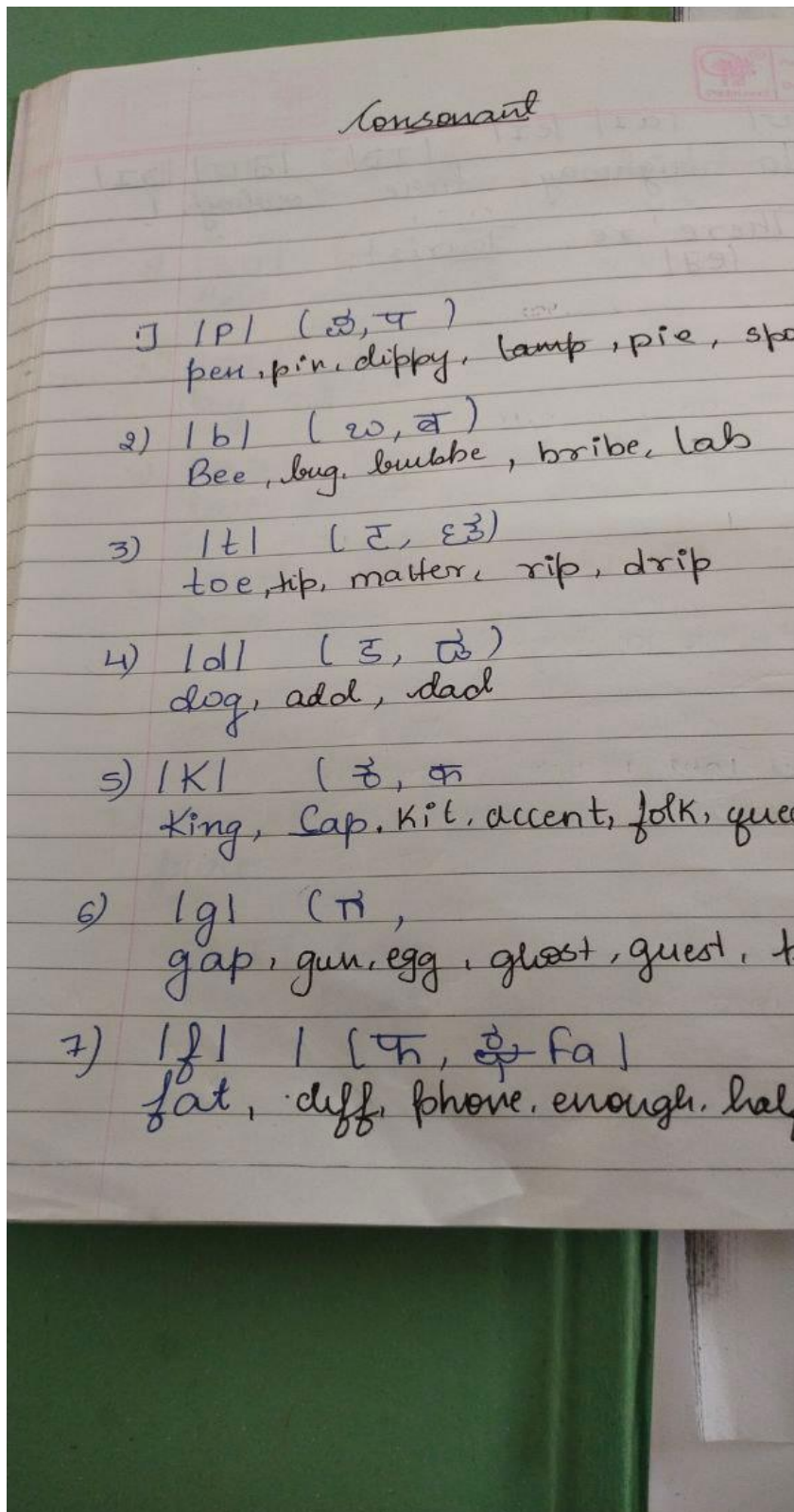
7) |ʊə| (uwa), u  
pure

8) |aɪ| (ā, eye  
crime, light, byte, lie, sky, tie

## 2. Consonant Sounds



Consonant sounds are speech sounds produced by obstructing or restricting the airflow in the vocal tract. Unlike vowels, which are produced with a relatively open vocal tract, consonants involve some degree of constriction or closure. Consonants play a crucial role in forming the structure of words and are an essential component of spoken language.



8) /s/ (સ, ષ)

Sip, sad, sound, song, listen, pace, course

9) /h/ (હ, ષ)

hat, who, hop

10) /m/ (મ, મ્)

mat, man, summer, comb, column, pa

11) /n/ (ન)

nap, net, funny, know, gnat, pneumonia

12) /l/ (લ, લ્)

led, call, live, well, lemon

13) /r/ (ર, ઠ)

red, run, carrot, wrench, rhyme

14) 3 - ષ

vision, assure, wish, measure

14) tʃ (ʧ, ʤ)  
chin, chair, chip, watch, future

15) dʒ (ʒ, ʒ)  
Jaw, Jar, jug, wage, giraffe, ed

16) z (z)  
zip, zebra, buzz, his, Swiss

17) j (j, ɹ)  
yet, you, onion

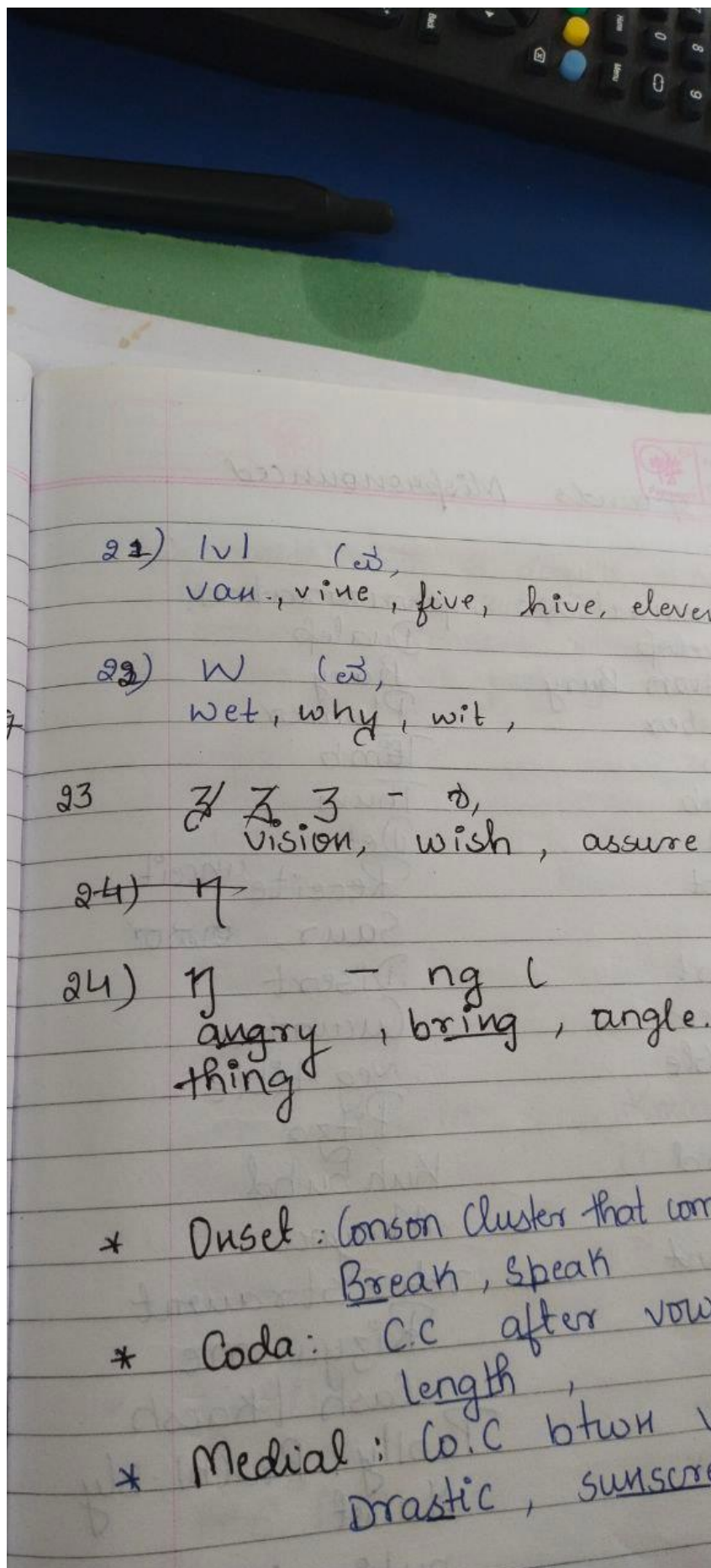
18) ʃ (ʃ, ʃ)  
ship, shout, shark, ocean

19) θ (θ, ð)  
thing, thought, thou, Matt

20) ð (ð, ð)  
this, that, leather

21) s (s, s)  
song,





### Silent letter and non silent Letters:

1. A when placed before Ally remains silent  
Physically, Critically, Musically



2. B when placed after M before T remains silent.

Bomb, tomb, thumb,

Debt, doubt

3. C when placed after S before I or E

Scent, Science, Ascent,

Scissors, Muscle

4. D when placed before G or after N

Grudge, Bridge, Edge,

Wednesday, Sandwich

5. E when placed at the end of the word remains silent

Bike, type, name, shine, blue

6. G when placed before N

Sign, Resign, Design, Foreign, Gnat

7. H when placed before O

Honour, Honest, Hour

8. K placed N remains Silent

Knowledge, Knot, knife

9. L placed after E, A, U remains silent

calf, Almond, Palm, should, balm, walk

10. M

Mnemonics

11. N placed after M

column, Autumn, damn, hymn

12. O

People, Country, Favourite, Favour

13. P Combination of ps, pt, ph

Psychology, pneumonia, Psalms ,receipt, raspberry cupboard ,paragraph ,phone ,elephant

14. S placed before I

Island, Aisle, Islet

15. T placed before ch/ sten

Match, sketch, watch, butcher, witch, listen

U is not pronounced when it comes after G and before a vowel.

guitar, Baguette, Biscuit, Build. Building, Built, Circuit, Disguise, Guess.

❖ **F, J, Q, R, V, W, X, Y, Z are non-silent letters**

## Intonation

Combination of change of pitch of voice, stress, and rhythm to produce meaning. Intonation is nothing but the pitch patterns of voice. Intonation is the way your voice goes up and down when you talk. It can change the meaning of your words and show how you feel. For example, if your voice goes up at the end of a sentence, it can make it sound like a question. If it goes down, it's more like a statement. Intonation helps express your emotions and intentions in speech.

There are 4 patterns :

1. Rising Intonation: "Are you coming to the party?" (The pitch goes up at the end to make it a **question.**)
2. Falling Intonation: "It's a beautiful day." (The pitch goes down at the end to state a **fact or Statement, Command or Explanation**)
3. Fall-Rise Intonation: "I think he's a really nice guy." (It starts low and goes up, indicating some **uncertainty** or open discussion.)
4. High Rising Terminal (HRT): "We had a great time at the beach today?" (The pitch keeps rising, **seeking agreement or confirmation.**)

### **Rising Intonation:**

In this pattern, the pitch of the voice rises towards the end of a statement or question. Rising intonation is often associated with questions that seek confirmation, clarification, or a response. It can also indicate uncertainty or surprise. For example, "You're coming to the party?" with a rising intonation at the end signals a question seeking confirmation.

### **Falling Intonation:**

Falling intonation involves a decrease in pitch towards the end of a statement or question. This pattern is typically used for declarative statements, where the speaker is making a statement of fact or giving information. For example, "It's a beautiful day." with falling intonation indicates a statement.

### **Fall-Rise Intonation:**

Fall-rise intonation combines elements of both rising and falling patterns. It starts with a fall in pitch and then rises at the end of a sentence. This pattern can convey uncertainty, politeness, or a sense of open-endedness. For example, "I think he's a really nice guy." with fall-rise intonation may indicate some degree of uncertainty or the speaker's openness to discussion.

### **High Rising Terminal (HRT):**

This pattern involves a consistently rising pitch throughout the entire sentence. It is often associated with a speaker seeking approval, reassurance, or agreement. High rising terminal intonation is sometimes called "uptalk." For example, "We had a great time at the beach today?" with HRT indicates the speaker's desire for confirmation or agreement.

## WORD STRESS

The beauty of the English language lies in pronunciation.

Accent is very important to make your speech correct.

For instance, look at the words career /kə'riə/ and carrier /kæ'riə/. Looking at the transcription you can say there is a slight difference between the two in pronunciation. But you can bring out the difference between the two very clearly by accenting them on the right syllables. So in the word career /kə'riə/ the accent is on the second syllable and in the word carrier /kæ'riə/ the accent is on the first syllable.

The mark (') on the top of a syllable in a word indicates that the particular syllable is stressed. This is known as primary stress. Primary stress indicates that the syllable is more prominent than the other syllables.

There might also be a mark below on a syllable in a word. This is known as secondary stress. This indicates that this particular syllable is the next most prominent syllable.

### **SYLLABLE**

A syllable is a basic unit of spoken language, which consists of an uninterrupted sound that can be used to make up words. A syllable always has one vowel sound. So a word has as many syllables as there are vowel sounds. While denoting the syllabic structure of a word, 'C' is used for Consonant Sounds and 'V' is used for Vowel Sounds

- Butterfly /'bʌtər, flaɪ/ CV-CV-CV
- Chocolate /'tʃɒkə, leɪt/ CV-CV-CV
- Elephant /'ɛlɪfənt/ CV-CV-CV
- Computer /kəm'pjʊ:tər/ CV-CV-CV-CV
- Telephone /'telɪ, fəʊn/ CV-CV-CV
- Happiness /'hæpɪ, nɪs/ CV-CV-CV
- Giraffe /dʒɪ' ræf/ CV-CV-CV
- Universe /'juːnɪ, vɜːs/ CV-CV-CV

Words like Man, Code, Eye, Lead, Strength are a few of many English words that have one syllable each.

Words like A-way, car-tel, fail-ure, a-gree are examples of words with two syllables.

Words like Syl-la-ble, dic-tion-ary, re-la-tion are examples of words with three syllables.

1. Clap \_ /klæp/ \_ CCVC
2. Hope \_ /həʊp/ \_ CVC
3. Late \_ /leɪt/ \_ CVC
4. Fauna \_ /fəʊnə/ - CV – CV
5. Scream \_ /skri:m/ \_ CCCVC
6. Remember \_ /rɪmembə/ \_ CV-CVC-CV
7. Telephone \_ /telɪfəʊn/ - \_ CV-CV-CVC
8. Potato \_ /pə'teɪtəʊ/ - \_ CV-CV-CV
9. Passenger /pæ'sɪndʒə/ \_ CV-CVC-CV
10. Iconoclastic /aɪkənəʊklætɪk/ - \_ VC-CV-CV-CCVC-CVC

A syllable can have as many as three parts: **onset, nucleus, and coda**. The onset and the coda are consonants, or consonant clusters, that appear at the beginning and the end of the syllable respectively. The nucleus forms the core of the syllable; it is most often a vowel, or a combination of vowels.

## **MODULE 3: Basic English Communicative Grammar and Vocabulary PART - I :**

### **Parts of speech:**

Part of speech refers to the role a word plays in a sentence. There are 8 parts of Speech in English: nouns, pronouns, verbs, adjectives, adverbs, prepositions, conjunctions, and interjections

#### **1. Noun:**

A noun is a word that refers to a person, concept, place, or thing.

Or

All living and non living things that exist on this earth that we can touch feel sense .

Nouns can function as either the subject (performing the action) or the object (acted upon) in a sentence.

There are numerous types of nouns,

Common nouns - used to refer to nonspecific people, concepts, places, or things.

Ex- Sports, Planets, Continents, etc..

Proper nouns - used to refer to specific people, concepts, places, or things.

Ex- Basketball, Mars, Europe, etc..

Collective nouns - used to refer to a group of people or things.

Ex- students, soldiers , etc...

#### **2. Pronoun**

A pronoun is a word used in place of a noun or noun phrase.

Personal Pronoun: I, me, you, she, her, they, them, we, etc

Demonstrative Pronoun: that, this, these, those, etc

Indefinite Pronoun: everyone, None, Anybody, somebody, etc

Interrogative Pronoun: who, what, which, whom, etc

#### **3 . Adjective**

An adjective is a word that describes a noun or pronoun.

Ex: Beautiful Girl

Vast knowledge

Wonderful City

Red Hat

#### **4. Verb**

A verb is a word that describes an action. ( Walking, singing, writing, running, sleeping, thinking)

## 5. Adverb

An adverb is a word that can modify a verb, adjective or sentence.

Ex: Riya acted rudely, entered quietly, reading silently.

## 6. Proposition

A preposition is a word or phrase used to show the relationship between the different parts of a sentence. Prepositions can be used to indicate aspects such as time, place, and direction.

Ex: At, On, to

## 7. Conjunction

A conjunction is a word used to connect different parts of a sentence, words, phrases, or clauses.

The main types of conjunctions

- Coordinating conjunctions: for, and, nor, but, or, yet, so
- Subordinating conjunctions: after, although, as, as if, because, before, how, if, since, than, though, unless, until, when, where and while.
- Correlative conjunctions: either or,  
neither... nor,  
both...and, not only...but also, whether...or.

Ex: We can either go out for dinner or go to the theatre.

My dad always worked hard so we could afford the things we wanted.

## 8. Interjection

An interjection is a word or phrase used to express a feeling, give a command, or greet someone.

Ex: ahh, alas, alrighty, blah, nah, oops, phew, woops, and yikes.

## Articles

Articles are a subset of adjectives used to specify the definiteness or indefiniteness of a noun. There are two types of articles:

Definite (A & An) and Indefinite ( The)

Definite Article: "The" is used to refer to a specific noun that is known to the reader or listener.

Ex: I saw the movie yesterday.

Indefinite Articles:

"A" is used before words that begin with a consonant sound.

Ex: I would like a cup of coffee

"An" is used before words that begin with a vowel sound. They refer to any member of a general group.

Ex: I had an apple for breakfast.

### **Question tags**

Question tags are short phrases added to the end of a statement to transform it into a question. They are used to seek confirmation, agreement, or additional information.

Rules:

1 . If the statement is positive, we use a negative question tag.

Ex: She's a Dancer.

isn't she?

2.If the statement is negative, we use a positive question tag.

Ex: He isn't late.

is he?

The trains are never on time.

are they?

3.use the auxiliary verb from the statement to form the question tag.

Ex: I don't need to finish this today, do I?

It was raining that day, wasn't it?

4. Pronouns are used in question tags instead of nouns.

Ex: Sam is going to Goa.

isn't he?

5.If Auxiliary verbs or helping verbs are missing from the sentence then use do/does/did in the question tags.

Ex: He eats vegetables, doesn't he?

They run fast, don't they?

6. Only Contraction forms are used.

Ex: Mustn't, Aren't, Didn't

Some more Example:

1. You're coming to the party, aren't you?
2. She doesn't like coffee, does she?
3. We can go for a walk, can't we?
4. They've finished their homework, haven't they?
5. He won't be late, will he?
6. You enjoyed the movie, didn't you?
7. It's a beautiful day, isn't it?
8. She's not feeling well, is she?
9. You've met him before, haven't you?
10. They should be here soon, shouldn't they?

### **One word Substitution**

One-word substitution is the use of one word in place of a wordy phrase in order to make the sentence structure clearer and avoid lengthy sentences. The meaning, with the replacement of the phrase, remains identical while the sentence becomes shorter.

Examples:

- An arrangement of events in order of their occurrence – Chronology
- Thing spoke or done without preparation – Extempore
- Anything certain to happen – Inevitable
- A government form in which nobility hold all powers – Aristocracy
- A shelter for dogs – Kennel
- A series of stars – Constellation
- A community of people which is smaller than a village – Hamlet
- A person who makes an official arrangement of accounts – Auditor
- A person who is not express himself freely – Introvert
- Someone trained to travel and operate a spacecraft – Astronaut
- Someone who sells or grows flowers or studies or writes about flowers. Florist
- The supervising person during an examination – Invigilator
- Murdering or killing of a huge group of people – Genocide
- Act of intentionally inflicting one's own dying – Suicide
- Denoting a sin that is not regarded as depriving the soul of divine grace – Venial
- An imaginary ideal society that is free of poverty and suffering – Utopia
- The study of Stars is known as – Astronomy
- A person who always looks on the positive and bright side – An optimist
- Person who loves herself/himself the most – Narcissist
- One who abandons her/his religion – Apostate
- One who appoints to settle disputes between two parties – Arbitrator



- Person who cares about mankind – Humanitarian
- A person who is both introvert and extrovert – Ambivert
- A person who is famous for her/his bad activities – Notorious
- A person who is having unlimited powers – An autocrat.
- A mild or less direct word or phrase used to replace a harsh or unpleasant one.- Euphemism
- A word, phrase, or sequence that reads the same forwards and backward .- Palindrome
- A word that is the opposite in Palindrome to another word.-Antonym
- Words that sound the same but have different meanings and spellings (e.g., “flower” and “flour”).- Homonym
- A word or phrase that has the same or nearly the same meaning as another word.Synonym
- A fictitious name used by an author or person instead of their real name.-Pseudonym
- An overused phrase or idea that has lost its originality or impact.Cliché
- The use of irony to mock or convey contempt. -Sarcasm
- A figure of speech in which contradictory terms are combined- Oxymoron
- One who is all powerful - Omnipotent
- One who is present everywhere - Omnipresent
- One who knows everything - Omniscient
- Killing of a human being – Homicide
- One who does a thing for pleasure and not as a profession:- Amateur
- One who does not believe in the existence of God:- Atheist
- Autophobia Fear of being alone
- Cibophobia Fear of food in general
- Achluophobia Fear of darkness
- Anginophobia Fear of choking
- Atychiphobia Fear of failure
- Bacteriophobia Fear of bacteria
- Catagelophobia Fear of being ridiculed
- Claustrophobia Fear of confined spaces
- Androphobia Fear of men
- Gynephobia Fear of women
- Gamophobia Fear of marriage or relationship
- Mysophobia Fear of dirt and germs
- Haemetophobia Fear of diseases
- Nyctophobia An extreme fear of night and darkness
- Thanatophobia Intense fear of death or dying
- Trypophobia A fear of clusters of small spots and bumps
- Agoraphobia Fear of open spaces
- Matrimony A state of being married
- Atheist Someone who doesn't believe in God
- Monotheist Someone who believes in the oneness of God
- Polytheist Someone who believes in more than one Gods
- Theomachy Battle fought between Gods
- Monogamy Practice of having only one marriage (one wife)
- Bigamy Practice of having two marriage (two wives)
- Endogamy Marriage within one's tribe
- Exogamy Marriage outside one's tribe

## Weak and Strong form of words.

- In a Sentence words are divided into two types

### 1. Content words or lexical words

Verbs, Nouns, Adjective, Adverb

They represent a strong form of words

### 2. Function words

Determiners, Prepositions, Conjunctions, Auxiliary or Modal verbs , Pronouns.

They determine the Weak form of words as they help in the construction of sentences but don't have the meaning of their own.

- In linguistics, the weak and strong forms of words refer to how certain words are pronounced in different contexts, particularly in connected speech.

### Weak Form:

- In connected speech, some words undergo a reduction in pronunciation, and these reduced forms are known as weak forms.

- Weak forms often occur in unstressed syllables or when a word is part of a function word rather than carrying stress.

- Examples:

- \*I am\* → \*I'm\* (weak form: reduced pronunciation of "am" in unstressed position)
- \*He has\* → \*He's\* (weak form: reduced pronunciation of "has" in unstressed position)

### Strong Form:

- The strong form of a word is its full, clear pronunciation, typically used when the word receives stress in a sentence.

- Strong forms are used in isolation or when a word carries emphasis or stress in a sentence.

- Examples:

- \*I am\* (strong form: full pronunciation when the word "am" is stressed)
- \*He has\* (strong form: full pronunciation when the word "has" is stressed)

**Basic English Communicative Grammar and Vocabulary PART - II:**

**WORD FORMATION:**

Word formation refers to the process of creating new words or forming words from existing elements, such as roots, prefixes, and suffixes. It is a common linguistic phenomenon that allows languages to expand and adapt to express new concepts, ideas, or nuances.

**Prefix:**

- A prefix is a group of letters added to the beginning of a word to change its meaning.
- It comes before the main part of the word (called the root).
- Example:

Un- in "happy" changes the meaning to "not happy."

Pre- in "preview" means something that happens before the main event.

A- (abiotic, atypical)

Un- (undo, unfold)

Im- (impolite, immature)

In- (intolerant, indisCIPLINED)

Il- (illogical, illegible)

Ir- (irregular, irresponsible)

De- (decode, distress)

Re- (redo, reappear)

Dis- (disinterested, disobedient)

Mis- (misunderstand, misinterpret)

Pro- (proactive)

Sub- (subconscious, substandard)

Pre- (preset, predetermine)

Non- (nonexistent, non-violence)

Anti- (antifungal, antiviral)

Post- (postmodern, postoperative)

Inter- (interdependent, interrelated)

**Suffix:**

- A suffix is a group of letters added to the end of a word to change its meaning or turn it into a different word type (like turning a verb into a noun).
- It comes after the root of the word.

- Example:

-er" in "teacher" changes the verb "teach" into a person who teaches.

-ing" in "running" changes the verb "run" into an action happening now.

-y (honesty, noisy)

-ly (quickly, softly)

-ty (loyalty, sincerity)

-ry (bravery, mockery)

-er (larger, brighter)

-al (parental, bacterial)

-est (fastest, biggest)

-age (usage, breakage)

-ing (trying, binding)

-ful (truthful, fruitful)

-ment (shipment, basement)

-ness (happiness, blindness)

-able (bearable, eatable)

-ible (sensible, convertible)

-less (fearless, baseless)

-ship (friendship, internship)

-hood (parenthood, brotherhood)

-sion (conversion, invasion)

-tion (invention, exhibition)

### **Abbreviation**

An abbreviation is a shortened form of a written word or phrase. Abbreviations may be used to save space and time, to avoid repetition of long words and phrases, or simply to conform to conventional usage.

### **Acronyms:**

combining the first letters of multiple words, with the result pronounced as a new word.

FOMO: fear of missing out

GIF: graphics interchange format

PIN: personal identification number

BAE: before anyone else.

AIDS: acquired immunodeficiency syndrome

**Initialism:**

combining the first letters of multiple words, with the result pronounced as individual letters.

1. FBI: Federal Bureau of Investigation
2. CIA: Central Intelligence Agency
3. ATM: Automated Teller Machine
4. DVD: Digital Versatile Disc
5. CEO: Chief Executive Officer
6. IBM: International Business Machines
7. NBA: National Basketball Association
8. USB: Universal Serial Bus
9. FAQ: Frequently Asked Questions
10. ABC: American Broadcasting Company

**Shortenings**

Shortenings are abbreviations in which the beginning or end of the word has been dropped.

approx. - approximately

appt. - appointment

apt. - apartment

A.S.A.P. - as soon as possible

dept. - department

est. - established

min. - minute or minimum

misc. - miscellaneous

Mr. - Mister

Mrs. (pronounced "missus")

Ms. - Miss

no. - number

tel. - telephone

temp. - temperature or temporary

vet. - veteran or veterinarian

vs. - versus

**CONTRACTIONS:**

Contraction is a word made by shortening and combining of two words. They usually take words that go together. All Contractions included a punctuation mark i.e., Apostrophe.

There are two types of Contractions:

1. Formal:

Used in speaking and writing.

2. Informal:

Used only in speaking. They are strictly prohibited in Formal writings.

#### Some Formal Contractions

aren't – are not	can't – cannot
couldn't – could not	didn't – did not
doesn't – does not	don't – do not
hadn't – had not	hasn't – has not
haven't – have not	he'd – he had; he would
he'll – he will; he shall	he's – he is; he has
I'd – I had; I would	I'll – I will; I shall
I'm – I am	I've – I have
it's – it is; it has	isn't – is not
let's – let us	mightn't – might not
mustn't – must not	shan't – shall not
she'd – she had; she would	she'll – she will; she shall
shouldn't – should not	that's – that is; that has
there's – there is; there has	they'd – they had; they would
they'll – they will; they shall	they're – they are
they've – they have	we'd – we had; we would
we're – we are	we've – we have
weren't – were not	what'll – what will; what shall
what're – what are	what's – what is; what has
what've – what have	where's – where is; where has
who'd – who had; who would	who'll – who will; who shall
who're – who are	who's – who is; who has
who've – who have	won't – will not
wouldn't – would not	you'd – you had; you would
you'll – you will; you shall	you're – you are

you've – you have

Informal Contractions:

Ain't = Am not/are not/is not

Wanna = Want to

Kinda = Kind of

Outta = Out

Lotsa = Lots of

Cuppa = Cup of

Lemme = Let me

Tell'em = Tell them

Innit? = Isn't it?

Gonna = Going to

Oughta = Ought to

Hasta = Has to

Supposta = Supposed to

Cmon = Come on

Gotta = (have) got a

Shouldna = Shouldn't have

She'da = She would have

Wouda = Would have

Mightna = Mightn't have

Mussna = Must not have

Wontcha = Won't you

Betcha = Bet you

D'you = Do you

Dija = Did you

Ain't = Has not/have not

Whatcha = What are you

Sorta = Sort of

Alotta = A lot of

Mucha = Much of

Dunno = Don't know

Gimme = Give me

Cos = Because

I'mma = I'm going to

Needa = Need to

Hafta = Have to

Usta = Used to

Gotta = Got to

Ya = You/ you are

Shoulda = Should have

Wouldna = Wouldn't have

Coulda = Could have

Mighta = Might have

Musta = Must have

Dontcha = Don't you

Layder = Later

Gotcha = Got you

Didntcha = Didn't you

S'more = Some more

**TENSES :**

Simple Present Tense	Simple Past Tense	Simple Future Tense
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Subject+V1+Object	S+V2+O	S+will+V1+O
Ex: I eat Maggie.	Ex: I played cricket.	Ex: I will go to the movie.
Continuous Present Tense	Continuous Past Tense	Continuous Future Tense
S+am/is/are/+V1+ing+O	S+was/were+V1+ing	S+will be+V1+ing
Ex: I am eating Maggie.	Ex: I was playing cricket.	Ex: I will be going to the movie.
Perfect Present Tense	Perfect Past Tense	Perfect Future Tense
S+have/has/+V3+O	S+had+V3+O	S+will have +V3+O
Ex: I have eaten Maggie.	Ex: I had played cricket.	Ex: I will have gone to the movie.
Perfect Continuous Present Tense	Perfect Continuous Past Tense	Perfect Continuous Future Tense
S+have / has been+V1+ing+O	S+had been+V1+ing+O	S+will have been V1+ing+O
Ex: I have been eating Maggie.	Ex: I had been playing cricket.	Ex: I will have been going to the movie.

### **Minimal Pairs**

Minimal pairs are pairs of words that only differ by one phoneme, yet that difference is enough to create distinct meanings. These pairs are useful in language learning and phonetics to help individuals distinguish between similar sounds.

EX;

Pat / Bat: The only difference is in the initial sound (/p/ versus /b/), making them a minimal pair.

Ship / Sheep: The difference in vowel sounds (/ɪ/ in "ship" and /i:/ in "sheep") creates a distinct meaning.

Cat / Cot: The vowel sound (/æ/ in "cat" and /ɒ/ in "cot") is the distinguishing factor.

Sink / Think: The initial consonant (/s/ versus /θ/) is the only difference in these two words.

Man / Men: The final consonant sound (/n/ versus /ŋ/) creates a minimal pair with a change in meaning.



## Module-5

### Communication Skills for Employment

#### **Oral Presentation**

Oral presentation is a kind of speech delivery or vocal performance. There are four important steps involved in oral presentation: planning, structuring, preparing, presenting. Factors that affect oral presentations

1. body language (posture, facial expression, hand movement, eye contact , walking)
2. Voice (volume, pitch, tone)
3. Environment (lighting, seating arrangement, noise)
4. Use of words.

#### **Effective Public speaking**

1. Know your audience
2. rehears or practice presentation
3. know the environment
4. test all the equipment
5. practice in front of the mirror
6. body language
7. eye contact
8. tone
9. use humour and emotion
10. practical approach
11. calm down
12. project confidence
13. maintain time
14. ask for feedback

#### **4 types of Oral Presentation**

1. Manuscript
2. Memorization
3. Impromptu
4. Extemporaneous

##### **1. Manuscript**

It is a type of oral presentation where the presentation is in the written form that the speaker reads word for word. It is Speaking from the text. The manuscript is useful when the presentation you are going to deliver is complex, critical, some official statement, or has technical information. In any of these cases, there is no space for a single error. It must be accurate and exact. The manuscript also helps you to prevent grammatical, technical, or pronunciation mistakes.

But the drawback of this type of presentation is that the concentration of the speaker remains on the paper and text and he can't make eye contact with the audience. So, as a result, he is unable to capture the attention of his audience.

## 2. Memorization

A type of oral presentation where the person memorises what they are going to present. It is a beneficial for the beginners who have stage fear and the tendency to forget what they want to present or speak by seeing the audience. This speaker should be very careful and attentive to make the speech look natural and Spontaneous. Here the speaker can make eye contact with the audience but the only drawback is if the speaker forgets it will be embarrassing.

## 3. Impromptu

It is a type of presentation without any preparation. It usually happens at the end of any event you are asked to give your remarks by sharing your opinion or thoughts with the audience. Here the speaker needs to focus on Highlights concisely and use presence of mind.

## 4. Extemporaneous

It is considered one of the best methods of presentation. The speaker here makes an outline but does not complete notes. He prepares presentations in the form of highlights or outlines that are main Idea keywords. During the presentation he glazes outlines or read the highlights and elaborates them. In Extemporaneous, he can maintain eye contact with his audience and grab their attention as well. The speaker can include references to the surroundings, news, or previous speeches.

## **Difference between Public speaking and Extemporaneous**

1. Public speaking is a presentation given in front of a live audience whose goal is to educate influence or entertain.

2. In public speaking the speaker has more time for preparation varies in extemporaneous as the speaker is having less time.

3. In public speaking the preparation done is very high whereas in extemporaneous there is very less preparation or no preparation.

4. In public speaking the topics are well versed & thorough research is done.

In extempore areas there is very little prior knowledge.

5. In public speaking there is a proper format that is introduction body conclusion where as in extemporaneous there is lack of formal structure.

6. In public speaking use of visual AIDS charts PPT s are done

In extemporaneous it is completely verbal.

7. In public speaking it is polished and completely rehearsed with lots of good practice whereas extemporaneous is natural and has conversational tone.

8. Public speaking generally takes place in a formal setting such as conference presentation

Extemporaneous is used in both formal and informal.

9. In public speaking the feedback takes time as formal evaluation process is done whereas in extemporaneous the feedback is very immediate.

### **Mother tongue influence**

Mother tongue influence (MTI) refers to the influence of one's native language (mother tongue) on the pronunciation and usage of another language. It often results in speakers carrying over elements of their first language, such as accent, intonation, and grammatical structures, when speaking a second language. MTI can impact communication and language proficiency, especially in multilingual or second-language learning contexts.

#### **Techniques for neutralization of mother tongue**

1. Oxford pronunciation
2. watch BBC CCN news
3. watch English movies series
4. practicing tongue twisters
5. Phonetic training
6. Pitch and Intonation Practice
7. Record and Analyse
8. Role play
9. Language Apps