



Aurora's PG College (MCA) **Ramanthapur**

English Lab Manual

COURSE CONTENT FOR ELCS LAB

COMPUTER ASSISTED LANGUAGE LEARNING (CALL) LAB

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I UNIT - PHONETICS

(Introduction to the Sounds of English- Vowels, Diphthongs & Consonants.)

Introduction:

Phonetics is the scientific study of speech sounds. It is a fundamental branch of Linguistics and itself has three different aspects: **Articulatory Phonetics** – describes how vowels and consonants are produced or “articulated” in various parts of the mouth and throat; **Acoustic Phonetics** – a study of how speech sounds are transmitted: when sound travels through the air from the speaker’s mouth to the hearer’s ear it does so in the form of vibrations in the air; **Auditory Phonetics** – a study of how speech sounds are perceived: looks at the way in which the hearer’s brain decodes the sound waves back into the vowels and consonants originally intended by the speaker. Received Pronunciation (RP) is a form of pronunciation of the English language which has traditionally been the prestige British accent. RP is a form of English English.

Objectives:

- Familiarisation with the English phonemic chart
- To acquire English pronunciation in a short amount of time
- To be able to know the pronunciation of words from dictionaries
- To define a core list of English pronunciation items
- Methods to deal with the problems in pronunciation

The Sounds of English and Their Representation:

In English, there is no one-to-one relation between the system of writing and the system of pronunciation. The alphabet which we use to write English has 26 letters but in English there are approximately 44 speech sounds. To represent the basic sound of spoken languages linguists use a set of phonetic symbols called the International Phonetic Alphabet (IPA). The phonetic chart contains all of the IPA symbols used to represent the sounds of the English language. This is the standard set of phonemic symbols for English (RP). Speech can be seen as controlled breathing. An utterance begins with a breath. As we exhale, we modify the flow of air in a variety of ways to produce the various sounds of speech. Speech Sounds are very broadly divided in to two categories, namely vowels and consonants.

Vowels:

There are twenty distinctive vowel sounds, made up of twelve pure vowels or monophthongs and eight vowel diphthongs (glides). Vowels are the most important sounds. Every word has to have a vowel sound. To articulate vowels one needs to allow free flow of air through the mouth. Vowels are of two kinds – Pure vowels and Diphthongs. Of the twelve pure vowels seven are short and five are long. We notice that the sounds indicated by the long vowels are stretched and the sounds indicated by the short vowels are clipped. Besides Monophthongs there are eight vowel sounds called Diphthongs. They are actually combinations of two vowel sounds with the voice gliding from one sound to another.

Consonants:

We can define a consonant by reference to three characteristics:

- The point of articulation -where in the vocal tract it is made
- The type of articulation - how we make it
- Whether the sound is voiced or unvoiced

Plosives:

One way of making a consonant is to block the flow of air so that pressure builds up, and then suddenly release it. Consonants formed in this way are referred to as plosives or stops.

Point of articulation	Voiced	Voiceless	Examples
The two lips (bilabial)	b	p	bat/pat
Tongue tip and tooth-ridge (alveolar)	d	t	dug/tug
Back of tongue and soft palate or velum (velar)	g	k	big/pick

Fricatives

Some consonants are produced when air is forced through a narrow opening. These are known as fricatives.

Point of articulation	Voiced	Voiceless	Examples
Lip and teeth (labio-dental)	v	f	vat/fat
Tongue-tip and teeth (dental)	ð	θ	that/think
Tongue and tooth-ridge (alveolar)	z	s	peas/peace
Tongue and hard palate (palatal)	ʒ	ʃ	measure/mesh
The glottis is partially constricted (glottal)		h	hat

Affricates

A plosive and a fricative are pronounced together.

Point of articulation	Voiced	Voiceless	Examples
Palate and tooth-ridge	dʒ	tʃ	judge/church

Nasals

The air exits through the nose rather than the mouth. All nasals are voiced.

Point of articulation	Voiced	Voiceless	Examples
The two lips (bilabial)	m	-	mine
Tongue tip and tooth ridge (alveolar)	n	-	nine
Tongue and soft palate (velar)	ŋ	-	sing

Approximants: The remaining four consonants of English are less clear-cut. Some may be realised in a number of ways. There are several quite distinct /l/ and /r/ sounds.

Point of articulation	Voice d	Voiceless s	Example s
Tooth-ridge (alveolar)	l	-	lot
Hard palate (palatal)	r	-	rot

Lateral Approximants: Two consonants are similar to vowels in that there is no real contact between vocal organs. These two are known as **glides**.

Point of articulation	Voice d	Voices s	Example s
The two lips (bilabial)	w	-	win
Tongue and hard palate (palatal)	j	-	you

VOWELS

Vowel is sound which doesn't obstruct the flow of the Air in the vocal tract.

Vowels are classified into three groups: short, long and diphthongs. Short vowels and long vowels are pure vowels (monophthongs). Monophthongs represent one symbol - one sound but diphthongs represent two symbols one sound.

Short Vowels (Pure Vowels/ Monophthongs)	Example
ɪ	pit
e	pet
æ	pat
ʌ	cut

ɒ	cot
ʊ	put
ə	about

Long Vowels (Pure Vowels/ Monophthongs)	Example
i:	lean
ɜ:	learn
ɑ:	lark
ɔ:	lawn
u:	loot

Diphthongs	Example
aɪ	file
eɪ	fail
ɔɪ	foil
əʊ	foal
aʊ	foul
ʊə	poor
ɪə	pier
eə	pair

PHONETICS

1 ɪ READ	2 ɪ SIT	3 ʊ BOOK	4 uː TOO	5 ɪə HERE	6 eɪ DAY	phonetics	
7 e MEN	8 ə AMERICA	9 ɜː WORD	10 ɔː SORT	11 ʊə TOUR	12 ɔɪ BOY	13 əʊ GO	
14 æ CAT	15 ʌ BUT	16 ɑː PART	17 ɒ NOT	18 eə WEAR	19 aɪ MY	20 aʊ HOW	
21 p FIG	22 b BED	23 t TIME	24 d DO	25 tʃ CHURCH	26 dʒ JUDGE	27 k KILO	28 g GO
29 f FIVE	30 v VERY	31 θ THINK	32 ð THE	33 s SIX	34 z ZOO	35 ʃ SHORT	36 ʒ CASUAL
37 m MILK	38 n NO	39 ŋ SING	40 h HELLO	41 l LIVE	42 r READ	43 w WINDOW	44 j YES

Phonetic Transcription:

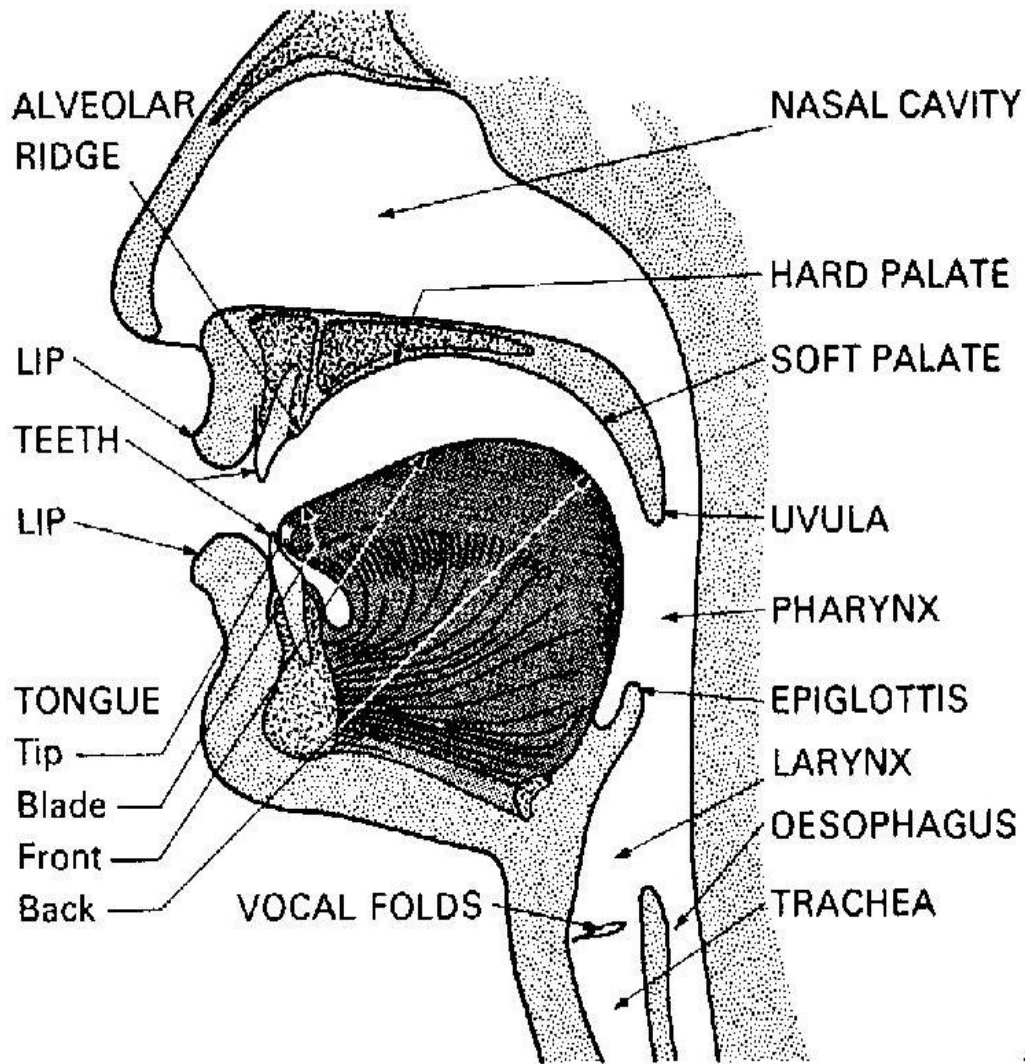
beat	/bi:t/	beat	/bi:t/	beaten	/'bi:tn/
become	/bɪ 'kʌm/	became	/bɪ 'keɪm/	become	/bɪ 'kʌm/
begin	/bɪ 'gɪn/	began	/bɪ 'gæn/	begun	/bɪ 'gʌn/
bend	/bend/	bent	/bent/	bent	/bent/
bind	/baɪnd/	bound	/baʊnd/	bound	/baʊnd/
bite	/baɪt/	bit	/bɪt/	bitten	/'bɪtn/
bleed	/bli:d/	bled	/bled/	bled	/bled/
blow	/bləʊ/	blew	/blu:/	blown	/bləʊn/
break	/breɪk/	broke	/brəʊk/	broken	/'brəʊkən/
bring	/brɪŋ/	brought	/brɔ:t/	brought	/brɔ:t/
build	/bɪld/	built	/bɪlt/	built	/bɪlt/
burn	/bɜ:rn/	burnt	/bɜ:rnt/	burnt	/bɜ:rnt/
burn	/bɜ:rn/	burned	/bɜ:rnd/	burned	/bɜ:rnd/

buy	/baɪ/	bought	/bɔ:t/	bought	/bɔ:t/
catch	/kætʃ/	caught	/kɔ:t/	caught	/kɔ:t/
choose	/tʃu:z/	chose	/tʃouz/	chosen	/'tʃouzən/
come	/kʌm/	came	/keɪm/	come	/kʌm/
cost	/kɒst/	cost	/kɒst/	cost	/kɒst/
cut	/kʌt/	cut	/kʌt/	cut	/kʌt/
dig	/dɪg/	dug	/dʌg/	dug	/dʌg/
do	/du:/	did	/dɪd/	done	/dʌn/
draw	/drɔ:/	drew	/dru:/	drawn	/drɔ:n/
dream	/dri:m/	dreamt	/dremt/	dreamt	/dremt/
dream	/dri:m/	dreamed	/dri:md/	dreamed	/dri:md/
drink	/drɪŋk/	drank	/dræŋk/	drunk	/drʌŋk/
drive	/draɪv/	drove	/drouv/	driven	/'drɪvən/
eat	/i:t/	ate	/eɪt, et/	eaten	/'i:tn/
fall	/fɔ:l/	fell	/fel/	fallen	/'fɔ:lən/
feed	/fi:d/	fed	/fed/	fed	/fed/
feel	/fi:l/	felt	/felt/	felt	/felt/
fight	/faɪt/	fought	/fɔ:t/	fought	/fɔ:t/
find	/faɪnd/	found	/faʊnd/	found	/faʊnd/
fly	/flaɪ/	flew	/flu:/	flown	/floun/
forget	/fər 'get/	forgot	/fər 'gɒt/	forgotten	/fər 'gɒtn/
forgive	/fər 'grɪv/	forgave	/fər 'geɪv/	forgiven	/fər 'grɪvən/
freeze	/fri:z/	froze	/frouz/	frozen	/'frouzən/
get	/get/	got	/gɒt/	got	/gɒt/
get	/get/	got	/gɒt/	gotten	/'gɒtn/
give	/grɪv/	gave	/geɪv/	given	/'grɪvən/

go	/gou/	went	/went/	gone	/gɒn/
grow	/grou/	grew	/gru:/	grown	/groun/
hang	/hæŋ/	hung	/hʌŋ/	hung	/hʌŋ/
have	/hæv/	had	/hæd/	had	/hæd/
hear	/hɪər/	heard	/hɜ:rd/	heard	/hɜ:rd/
hide	/haɪd/	hid	/hɪd/	hidden	/'hɪdn/
hit	/hɪt/	hit	/hɪt/	hit	/hɪt/
hold	/hould/	held	/held/	held	/held/
hurt	/hɜ:rt/	hurt	/hɜ:rt/	hurt	/hɜ:rt/
keep	/ki:p/	kept	/kept/	kept	/kept/
know	/nou/	knew	/nu:/	known	/noun/
lay	/lei/	laid	/leid/	laid	/leid/
lead	/li:d/	led	/led/	led	/led/
learn	/lɜ:rn/	learnt	/lɜ:rnt/	learnt	/lɜ:rnt/
learn	/lɜ:rn/	learned	/lɜ:rnd/	learned	/lɜ:rnd/
leave	/li:v/	left	/left/	left	/left/
lend	/lend/	lent	/lent/	lent	/lent/
let	/let/	let	/let/	let	/let/
lie	/lai/	lay	/lei/	lain	/lein/
lose	/lu:z/	lost	/lɒst/	lost	/lɒst/
make	/meɪk/	made	/meid/	made	/meid/
mean	/mi:n/	meant	/ment/	meant	/ment/
meet	/mi:t/	met	/met/	met	/met/
pay	/pei/	paid	/peid/	paid	/peid/
put	/put/	put	/put/	put	/put/
read	/ri:d/	read	/red/	read	/red/

ride	/raɪd/	rode	/roud/	ridden	/'rɪdn/
ring	/rɪŋ/	rang	/ræŋ/	rung	/rʌŋ/
rise	/raɪz/	rose	/rouz/	risen	/'rɪzən/
run	/rʌn/	ran	/ræn/	run	/rʌn/
say	/seɪ/	said	/sed/	said	/sed/
see	/si:/	saw	/sɔ:/	seen	/si:n/
sell	/sel/	sold	/sould/	sold	/sould/
send	/send/	sent	/sent/	sent	/sent/
set	/set/	set	/set/	set	/set/
shake	/ʃeɪk/	shook	/ʃʊk/	shaken	/'ʃeɪkən/
shine	/ʃaɪn/	shone	/ʃoun, ʃɒn/	shone	/ʃoun, ʃɒn/
shoot	/ʃu:t/	shot	/ʃɒt/	shot	/ʃɒt/
show	/ʃou/	showed	/ʃoud/	shown	/ʃoun/
shut	/ʃʌt/	shut	/ʃʌt/	shut	/ʃʌt/
sing	/sɪŋ/	sang	/sæŋ/	sung	/sʌŋ/
sink	/sɪŋk/	sank	/sæŋk/	sunk	/sʌŋk/
sit	/sɪt/	sat	/sæt/	sat	/sæt/
sleep	/sli:p/	slept	/slept/	slept	/slept/
smell	/smel/	smelt	/smelt/	smelt	/smelt/
smell	/smel/	smelled	/smeld/	smelled	/smeld/
speak	/spi:k/	spoke	/spouk/	spoken	/'spoukən/
spell	/spel/	spelt	/spelt/	spelt	/spelt/
spell	/spel/	spelled	/speld/	spelled	/speld/
spend	/spend/	spent	/spent/	spent	/spent/
spill	/spɪl/	spilt	/spɪlt/	spilt	/spɪlt/
spill	/spɪl/	spilled	/spɪld/	spilled	/spɪld/

spit	/spɪt/	spat	/spæt/	spat	/spæt/
spit	/spɪt/	spit	/spɪt/	spit	/spɪt/
split	/splɪt/	split	/splɪt/	split	/splɪt/
spoil	/spɔɪl/	spoilt	/spɔɪlt/	spoilt	/spɔɪlt/
spoil	/spɔɪl/	spoiled	/spɔɪld/	spoiled	/spɔɪld/
stand	/stænd/	stood	/stʊd/	stood	/stʊd/
steal	/sti:l/	stole	/stəʊl/	stolen	/'stəʊlən/
strike	/straɪk/	struck	/strʌk/	struck	/strʌk/
swim	/swɪm/	swam	/swæm/	swum	/swʌm/
take	/teɪk/	took	/tʊk/	taken	/'teɪkən/
teach	/ti:tʃ/	taught	/tɔ:t/	taught	/tɔ:t/
tear	/teə/	tore	/tɔ:/	torn	/tɔ:n/
tell	/tel/	told	/təʊld/	told	/təʊld/
think	/θɪŋk/	thought	/θɔ:t/	thought	/θɔ:t/
throw	/θrou/	threw	/θru:/	thrown	/θroun/
understand	/ʌndər 'stænd/	understood	/ʌndər 'stʊd/	understood	/ʌndər 'stʊd/
wake	/weɪk/	woke	/wəʊk/	woken	/'wəʊkən/
wear	/weə/	wore	/wɔ:/	worn	/wɔ:n/
win	/wɪn/	won	/wʌn/	won	/wʌn/
write	/raɪt/	wrote	/rəʊt/	written	/'rɪtn/



II UNIT – STRUCTURE OF SYLLABLES

Introduction:

Syllable is a unit of human speech that is interpreted by the listener as a single sound. Every word in English is made up of one or more syllables. A syllable consists of vowels and consonants. The central element of a syllable is normally a vowel sound and the marginal elements are usually consonants. At times a single vowel itself can constitute a syllable. In India, languages are syllable-timed languages so uniform stress is given to different syllables. English, on the contrary, is a stress-timed language in which there exists a distinction between strong and weak syllables.

Objectives:

- ✓ To understand the nature of syllables in English
- ✓ To understand the differences between strong and weak syllables
- ✓ To understand the differences between strong and weak forms

Syllabic Division:

- ☒ Monosyllabic Words (A word with one-syllable)
- ☒ Disyllabic Words (A word with two-syllables)
- ☒ Trisyllabic Words (A word with three-syllables)
- ☒ Polysyllabic Words (A word with three-syllables or more than three)

Consonant Clusters:

If the syllable begins with more than one consonant we call this a consonant cluster. **Two consonant clusters:** S + p, t, k, f, m, n Examples are spin, stick, sphere, smell and snow. In these type of clusters the s is called pre-initial consonant and the other consonant is called the initial consonant. Consonant plus l, r, w, j Examples are plate, grin, slip, music etc. In these type of clusters the first consonant is the initial and the second is the post-initial consonant.

Three consonant clusters: Some syllables begin with three consonants, although the combinations are limited. The three consonants are called the pre-initial, the initial and the post-initial. The pre-initial consonant is always s, the initial consonant is always p, t or k and the post-initial consonant is always l, r, w or j. Examples are 'splay', 'spray', 'spew', 'string', 'stew', 'sclerosis', 'screen', 'squeak' and 'skewer'.

Types of Syllables:

②	Type - 1	V	I, a
②	Type - 2	VC	an, at
②	Type - 3	CV	no, go
②	Type - 4	CVC	cat, but
②	Type - 5	CCV	try, grow
②	Type - 6	CCCV	spray, spree
②	Type - 7	CCCVC	spread, scream
②	Type - 8	CCCVCC	strange, script
②	Type - 9	CCCVCCC	strands, strengths
②	Type - 10	CVCCCC	tempts, texts
②	Type - 11	CCVCCCC	twelfths
②	Type - 12	CCVCCC	drenched, grasps
②	Type - 13	CCVCC	breathed, branch
②	Type - 14	CVCC	belt, self
②	Type - 15	VCC	and, end

Mono-Syllabic Words

back
bad
badge
bag
ban
band
bang
bank
bask
bass
bash
bat
batch
bath
black
bland
blank
blast
brag
bran
branch
brand
brass
cab
calf*
calves*
camp
can cap
cash
cask
cast cat
catch
chaff
chance
chant
chap
chasm
chat
clam

Disyllabic Words

ar cade
Arc tic
ar gue
ar mor
ar my ar
son ar
tist bar
ber bar
gain bar
ley bar
ter car
bon car
cass
card board
car go
car pet
car ton
car toon
cart wheel
char coal
char ming
dar ken
dark ness
gar age gar
bage gar
den gar
gle gar
land gar lic
gar ment
gar nish
gar ter har
bor hard
ly hard
ware harm
ful harm
less har
ness har
poon har
vest
lar der

Trisyllabic Words

ar cher y
ar ma da
ar se nic
ar ter y
ar ti stic
ar se nal
ar ti cle
bar be cue
car a mel
car di ac car
di gan car
di nal car
na tion car
ni val car
pen ter
guar di an
har mo ny
kar a te mar
gar ine par
ti cle par ti
tion phar
ma cy star
va tion tar
pau lin a
nar chy
a part ment
de part ment
de par ture
re gar ding sa
far i
arr i val*
ba zaar* bi
zarre*
heart less*
hear ty*
hear ti ly*
ca vi ar
dis re gard
le o tard de
vi ous du
bi ous

Polysyllabic Words

Spee do me ter
rea so na ble
a quar i um
a vi a tion ci
vi li an co
me di an
con ve ni ent
e spi o nage*
ex te ri or
ex pe ri ence
fa mi li ar gla
di a tor hu
mi li ate
i di o tic
im pe ri al
in fe ri or
in gre di ant
in som ni a
in te ri or leu
ke mi a* li
brar i an lux
u ri ous ma
chi ner yma
lar i a ma te
ri al me di o
cre* me mor
i al mi ni a
ture no tor i
ous or i en
tal pe cu li
ar ra di a
tion ra di a
tor re ta li
ate spi ri tu
al su pe ri or
erac
ce ler ate
ad mi ni ster
ad ver sar y
ad ver tise ment

clamp
clan
clap
clash
clasp
class
crab
crack
craft
cram
cramp
crash
dab
dad
daft
dam
damp
dance
dank
dash
drab
draft
drag
drank
fact
fad
fan
fang
fast
fat
fax
flack
flag
flank
flap
flash
flask
flat
frank
gag
gang
gap
gas
gash
gasp

lar va
mar ble
mar gin
mar ket
mar tial
mar vel
par cel
parch ment
par don par
ka
par sley
par snip
par tial
part ly
part ner
par tridge
par ty
sar casm
sar dine
scar let
shar pen
spar kle
star fish
star ling
star tle
tar get
tar mac
var nish
a larm
a part
bom bard
ci gar
de part
di scard
em bark
en large
gui tar
ja guar*
land mark
mo narch
ra dar ram
part re
gard
re mark
rhu barb*

en vi ous
fo li age fu
ri ous ge
ni ous glor
i ous guar
di an han
di cap he li
um
i di ot
In di an
in qui ry
le ni ent
loll i pop
ma ni ac
mar i na
me di a
me di um
mo squi to*
na sti ness
ob vi ous pa
ti o
pa tri ot pe
ri od pho
bi a pre mi
um pre vi
ous ra di
ant ra di
ate ra di o
ra di us
scor pi on
se ri al
se ri ous
sill i ness
so di um
spa ni el
sta di um
stu di o
stu di ous
te di ous
terr i er
tri vi al
var i ous
zo di ac
comm itt ee

am pli fi er
ca ter pill ar
cen ti me ter
cir cum fer ence
con tro ver sy
con ver sa tion
co o per ate
de li ver y
di a me ter
di sco ver y
e mer gen cy
e ter nall y
e ter ni ty
e ver y where
he li cop ter ki
lo me ter
kin der gar ten
li ter a cy
li ter all y
li ter ar y
li ter a ture
ma ter ni ty
mi ser a ble
o per a tion
per i me ter
po ly e ster
re fi ner y
re fri ger ate rhi
no cer ous* re
fer en dum
spee do me ter
tem per a ture
ther mo me ter
wa ter co lor
wa ter me lon
ircir
cum fer ence
dir ec tor y in
fir mar y se
mi cir cle
urlux
ur i ous
orall
i ga tor
cal cu la tor

glad
glance
gland
glass
gnat
grab
graft
gram
grand
grant
graph
grasp
grass
hack
had hag
half*
halves*
ham
hand
hang
has
hat
hatch
have
jab
jack
jam
jazz
knack
lack
lad
lag
lamb
lamp
lance
land
lap
lapse
lash
lass
last
latch
laugh
lax

so nar
arr ive
iea
chieve
ba bies
be lief
be lieve
be siege
ca shier
coll ie
coo kie
fron tier
mo vie
pix ie
prai rie
pre miere
ra bies
re lief
re lieve
re prieve
re trieve
se ries
som bie
al gae*
eaapp eal
app ear be
neath be
queath
con ceal
day dream
de ceased
de crease
de feat
di sease
i deal
in crease
or deal
re lease
re peat
re treat
re veal
eyall
ey
bar ley

em ploy ee
en gi neer
guar an tee
Hall ow een
ju bi lee
o ver see
par a keet
pi o neer
re fer ee re
fu gee vo
lun teer e
ner gy en
ter tain e
ter nal
e ver y ex
er cise fi
er y flatt
er y fu
ner al gall
er y ge
ner al
ge ner ate
ge ner ous
gibb er ish
gin ger ly
go vern ment
go ver nor
gro cer ies
hand ker chief**
hi ber nate
in ter cept
in ter com
in ter est in
ter fere in
ter nal in
ter pret in
ter val in
ter vene
in ter view*
li ber ty
li ber al li
ber ate
li mer ick
li ter ate
lott er y

de o dor ant
dir ec tor y e
le va tor
e va por ate
ex te ri or
gla di a tor
ho nor a ble
in fe ri or
in te ri or na
vi ga tor o
per a tor ra
di a tor su pe
ri or tem por
ar y
wa ter co lor
bi no cu lars
ca ter pill ar
in fir mar y
par ti cu lar
pe cu li ar tar
an tu la me
di o cre* ver
y bo dy
per so na li ty
acce ler a tor
opp or tu ni ty
re fri ger a tor
a bi li ty
a ca de mic
a ca de my
A mer i ca a
na ly sis a
na to my a
quar i um
ar ma dill o
ba si call y
bi o gra phy
ca pa ci ty ci
vi li an
co a li tion
co me di an
com for ta ble
de mo cra cy
de o dor ant di
a be tes

mad
man
map
mash
mask
mass
mast
mat
match
math
nag
nap
pack
pact
pad
pal
pan
pant
pants
pass
past
pat
patch
path
plan
plank
plant
plaque*
prank
quack
rack
raft
rag
ram
ramp
ranch
rank
rap
rash
rat
sack

chim ney
don key
gall ey
hock ey
jock ey
jour ney
jer sey kid
ney mo
ney mon
key par
sley pull
ey troll ey
vall ey
voll ey
whi skey
bi ased
bon dage
brea kage
break fast
brill iance*
brill iant*
buoy ant*
cabb age
can vas
car at
chi na
Chris tian
Christ mas
cli mate co
bra
coll age*
co ma
comm a
con stant
cott age
cour age
da mage
da ta

lum ber jack
ma ter nal
mi ner al
mi ser ly mi
ser y mo
der ate my
ster y nu
mer al nu
mer ous
nur ser y
o per a
o per ate
or der ly
o ver all
o ver alls
o ver cast
o ver come
o ver due
o ver flow
o ver head
o ver lap
o ver look
o ver night
o ver see
o ver take
o ver throw
o ver time
pa ter nal
pott er y
po ver ty
pro per ty
pu ber ty
re fer ee re
fer ence
re ser voir*
sce ner y
se ver al sla
ver y slipp
er y
som er sault
sor cer or

di plo ma cy
di spo sa ble
e lec tri cian
e qua li ty
e qui va lent
e sca la tor
e spi o nage*
e ter nall y fa
mi li ar
ho nor a ble**
in cu ra ble
in ha bi tant
in som ni a
la va tor y
leu ke mi a*
li brar i an li
ter a cy
li ter all y li
ter a ture
ma chi ner y
ma jor i ty
ma lar i a ma
te ri al ma
ter ni ty mi
ni a ture mi
ser a ble mo
na ster y na
tu rall y
pho to gra phy re
a li stic
re li a ble rea
so na ble tar
an tu la
tem per a ture
ty pi call y
va lu a ble
wa ter co lor
wa ter me lon

*Indicates an uncommon
spelling

Exercises for Practice:

ct•or art•ist
ask•ing
bash•ful
be•side
big•ger
blind•ness
bold•ly
book•let
boss•y
breath•less
bump•y
care•ful
climb•ing
clos•est
cloud•less
com•ing
count•less
cream•y
cry•ing
dark•ness
dear•est
deep•er
dis•cover
dream•ing
drop•per
drown•ing
end•less
ex•port
farm•er
fear•ful
fore•cast
fool•ish
friend•ly
fur•ry
grace•ful
hand•y

a•gree•ment
a•maze•ment
ab•sorb•ing
ac•cept•a•ble
ac•ci•den•tal
ad•van•tage
ad•ven•tur•ous
ag•gra•vat•ing
ag•ri•cul•ture
al•co•hol•ic
al•ter•a•tion
am•bi•tion
an•ti•freeze
ap•pli•ance
ap•pro•pri•ate
ar•range•ment
as•sign•ment
as•sump•tion
bak•er•y
be•lov•ed
ben•e•fi•cial
boul•e•vard
breath•less•ly
but•ter•fly
cap•i•tal•ize
cap•tiv•i•ty
cat•er•pil•lar
cel•e•bra•tion
cel•lo•phane
chal•leng•ing
char•ac•ter•ize
cir•cu•la•tion
cit•i•zen•ship
clum•si•est
co•op•er•a•tion
col•lect•i•ble
com•fort•a•ble

con•ser•va•tion
con•sis•ten•cy
con•struc•tion
con•tin•u•al
con•tin•u•ous
con•tra•dic•tion
pre•his•tor•ic
pres•en•ta•tion
psy•chi•a•trist
pro•por•tion•al
pub•li•ca•tion
pum•per•nick•el
pun•ish•ment
qual•i•fi•ca•tion
ques•tion•naire
re•al•ize
re•cy•cle
re•la•tion•ship
re•mem•ber
re•place•ment
re•sent•ment
rep•u•ta•tion
res•er•va•tion
res•i•den•tial
re•quire•ment
scav•en•ger
scor•pi•on
sec•re•tar•y
sem•i•cir•cle
sem•i•co•lon
sen•sa•tion•al
sig•na•ture
sig•nif•i•cant
slip•per•y
sta•tion•er•y
ster•e•o•type
stim•u•la•tion

tech•nol•o•gy
ther•mom•e•ter
tra•di•tion•al
trans•form•er
triv•i•al
ul•tra•vi•o•let
un•con•scious
un•pop•u•lar
un•sus•pect•ing
veg•e•ta•tion
vi•o•la•tion
vi•o•lent•ly
vig•or•ous•ly
vol•un•tar•i•ly
wher•ev•er
wil•der•ness
win•di•est
won•der•ful
sus•pen•sion
syl•la•ble talk•a•tive
de•fi•ant•ly
de•liv•er•y
de•mand•ing
de•mol•ish
de•part•ing
de•pend•a•ble
de•sir•a•ble
de•struc•tion
de•vel•op•ment
dem•o•crat•ic
di•ag•no•sis
dif•fer•ence
dis•a•gree•ment
dis•cour•aged
dis•lo•cat•ed
dis•o•be•di•ent

hard•en
hill•y
hot•ter
im•prove
itch•y

com•pe•ti•tion
com•plex•ion
com•pli•cat•ed
com•po•si•tion
com•put•er

su•per•fi•cial
su•per•son•ic
sub•scrip•tion
sub•trac•tion
suc•ceed•ing
sug•ges•tion

dis•pleas•ure
dis•re•spect•ful
dis•trac•tion
diz•zi•ness
doc•u•ment
du•pli•ca•tion
e•lec•tri•fy
em•bar•rass•ing

III - WORD ACCENT (STRESS)

Introduction:

Stress is defined as using more muscular energy while articulating the words. When a word or a syllable in word is produced louder, lengthier, with higher pitch or with more quality, it will be perceived as stressed. The prominence makes some syllables be perceived as stressed. Words including long vowels and diphthongs or ending with more than 1 consonant are stronger, heavier and stressed.

Objectives:

- ✓ To pronounce correctly all the individual speech sounds in English;
- ✓ To pronounce correctly in isolated words as well as in sentences;

Primary Stress & Secondary Stress:

English words have one or more syllables. A syllable is a complete sound unit. In words containing more than one syllable, one or sometimes two syllables prominent, that is , they receive the stress or accent. The more prominent of the syllable receives the primary accent and the other receives the secondary accent. While the primary accent mark comes above the syllable the secondary accent mark comes below the syllable. The accentual pattern of English words does not rigidly conform to any set of rules and one should learn to speak with the right accent by being exposed to the right models of speech.

Stressed Syllables:

In words of more than one syllable, one of them will receive more stress than the others. Stressed syllables are those that are marked in the dictionary as stressed. Stressed syllables are usually longer, louder, and higher in pitch. In English, stressed syllables are usually long syllables with clear vowel sounds.

The word "banana", for example, has 3 syllables. Syllable 1 is not stressed and so is short. Syllable 2 is stressed and so is long with a clear vowel sound. Syllable 3 is not stressed and so is also stressed syllables are strong syllables and unstressed syllables are weak syllables. Stressed syllables are usually long, have a pitch change and have full

vowel sounds while unstressed syllables are short and often have a reduced vowel sound.

Words that are often Stressed & Unstressed:

In an English utterance, stressed words give information to the listener and unstressed words join the information words together. Correct pronunciation of stressed and unstressed words is thus extremely important for effective communication in English.

Information words in a sentence are usually **nouns, verbs, adjectives, and adverbs**. They give information about who, what, when, where, why, and how. They express the main idea or content of the phrase or sentence. They carry the message and therefore usually stressed.

Unstressed words are usually function words like **articles, pronouns, possessives, prepositions, auxiliary verbs, and conjunctions**. These words connect the information words to form grammatical sentences.

Don't's in Stress:

If you stress all the words in an utterance, you may sound unpleasant or even cause misunderstanding because you are giving too much information, and English speakers usually stress all words only when they are impatient or angry.

Word Accent Exercises:

In a number of disyllabic words, the stress depends upon whether the word is used as a noun or adjective or a verb. The accent is on the first syllable if the word is a noun or adjective and on the second syllable if it is a verb.

'absent - ab'sent 'accent - ac'cent 'conduct - con'duct 'content - con'tent

**'contrast - con'trast 'contract - con'tract 'convert - con'vert 'abstract -
ab'stract**

'compress - com'press 'conflict - con'flict 'contact - con'tact 'defect - de'fect

'desert - de'sert 'dictate - dic'tate 'export - ex'port 'frequent - fre'quent

'impress - im'press 'progress - pro'gress 'object - ob'ject 'produce -
pro'duce

Disyllabic words - Accent on the first syllable

'able 'agent 'army 'artist 'beauty 'body 'butter 'any 'beggar
'color

Disyllabic words - Accent on the second syllable

a'bout a'dmit a'dvance a'go al'though a'gree be'gin
be'tween con'firm de'ceive pos'ses re'ceive de'fend

Trisyllabic words - Accent on the first syllable

'beautiful 'customer 'nobody 'company 'agency 'article

Trisyllabic words - Accent on the second syllable

Ag'reement a'ppointment at'tention con'nection des'tructive di'rector

Trisyllabic words - Accent on the third syllable

After'noon ciga'rette decom'pose repre'sent under'stand

Words having four syllables (Polysyllabic)

A'blilty a'pologise de'velopment 'popularity pho'tography
sim'plicity diplo'matic unim'portant circu'lation in'tentional

Words having more than four syllables

Affili'ation au'thoritative identifi'cation exami'nation oppor'tuny

Observe : 'January 'February March 'April May June Ju'ly 'August Sep'tember
Oc'tober No'vember De'cember

Sentence Stress:

It is generally the case that one word is stressed more than any other since it possesses the highest information content for the discourse utterance, that is, it informs the hearer most. The group of words described above are largely from what is called 'content' words as opposed to 'function' words. Content words are nouns, verbs, adjectives, and adverbs while function words are articles, prepositions, conjunctions, and modal auxiliaries. Furthermore, it is content words that are polysyllabic, not function words.

The sound "Hello" with proper stress and tone:

- Can affect the meaning of a sentence.
- Can cause misunderstandings.
- Is as important as your choice of words.

Saying Hello to one another, in the following ways:

- As if it were to their boss.
- to their best friend.
- to an attractive man/woman at the bar.
- to a six month old baby.

How different words can be stressed in the sentence. The bold text indicates where the stress lies.

- ☒ I like your mother's cooking. (Personally, I like)
- ☒ I **like** your mother's cooking. (Emphasis of natural meaning.)
- ☒ I like **your** mother's cooking. (A particular mother.)
- ☒ I like your **mother's** cooking. (Particular family member.)
- ☒ I like your mother's **cooking**. (Only Cooking)

This is another sentence to practice stress.

- ☒ I didn't say we should beat him. = Someone else said we should beat him.
- ☒ I **didn't** say we should beat him. = I am denying saying it.
- ☒ I didn't **say** we should beat him. = I implied it / whispered it / wrote it down.
- ☒ I didn't say **we** should beat him. = I said someone else should beat him.
- ☒ I didn't say we **should** beat him. = I said we must beat him, etc.
- ☒ I didn't say we should **beat** him. = I said we should take him to dinner.
- ☒ I didn't say we should beat **him**. = We should beat someone else.

Rules for Sentence Stress in English

The basic rules of sentence stress are:

- 1. content words** are **stressed**
- 2. structure words** are **unstressed**
- 3. the time between stressed words** is always the **same**

The following tables can help you decide which words are **content words** and which words are **structure words**:

Content words - stressed

Words carrying the meaning	Example
main verbs	SELL, GIVE, EMPLOY
nouns	CAR, MUSIC, MARY
adjectives	RED, BIG, INTERESTING
adverbs	QUICKLY, LOUDLY, NEVER
negative auxiliaries	DON'T, AREN'T, CAN'T

Structure words - unstressed

Words for correct grammar	Example
pronouns	he, we, they

prepositions	on, at, into
articles	a, an, the
conjunctions	and, but, because
auxiliary verbs	do, be, have, can, must

Accent Rules

When a word has more than one syllable, one of the syllables is always a little louder than the others. The syllable with the louder stress is the accented syllable. It may seem that the placement of accents in words is often random or accidental, but these are some rules that usually work.

- ❑ Accents are often on the first syllable. Examples: ba'/sic, pro'/gram.
- ❑ In words that have suffixes or prefixes, the accent is usually on the main root word. Examples: box'/es, un/tie'.
- ❑ If de-, re-, ex-, in-, po-, pro-, or a- is the first syllable in a word, it is usually not accented. Examples: de/lay', ex/plore'.
- ❑ Two vowel letters together in the last syllable of a word often indicates an accented last syllable. Examples: com/plain', con/ceal'.
- ❑ When there are two like consonant letters within a word, the syllable before the double consonants is usually accented. Examples: be/gin'/ner, let'/ter.
- ❑ The accent is usually on the syllable before the suffixes -ion, ity, -ic, -ical, -ian, -ial, or -ious, and on the second syllable before the suffix -ate. Examples: af/fec/ta'/tion, dif/fer/en'/ti/ate.
- ❑ In words of three or more syllables, one of the first two syllables is usually accented. Examples: ac'/ci/dent, de/ter'/mine.

Stress on 1st syllable:

- 🚧 Most two-syllable nouns, such as label, format, interest, pity, treaty, purchase
- 🚧 Most two-syllable adjectives, such as lucky, grateful, handsome, fearful, active, skittish
- 🚧 Compound nouns, such as blackboard, sidewalk, streetlight, shoelace, backhand, headset

Stress on 2nd syllable or last syllable of a two-syllable word:

- ✚ Most two-syllable verbs, such as invent, reply, decide, persuade, divulge, conduct, implore
- ✚ Compound adjectives, such as run-down, close-cut, high-strung, pumped-up, dim-witted, ill-fitting
- ✚ Compound and two-word (phrasal) verbs, such as withdraw, undo, pass out, give up

Stress on penultimate syllable (2nd to the last):

- ✚ With words (adjectives) ending in -ic, such as syllabic, epidemic, intrinsic, autocratic, historic
- ✚ With words (nouns) ending in -sion or -tion, such as distribution, decision, intuition, prevention

Stress on ante-penultimate syllable (3rd to the last):

- ✚ With words (nouns) ending -cy, -ty, -phy, -gy, such as democracy, entity, photography, energy
- ✚ With words (adjectives) ending in -cal, such as medical, surgical, practical

Stress on first syllable in compound nouns:

- ✚ hair brush, hay fever, pot holder, wind tunnel

(Note: In many cases, word stress simply must be learned, without rules to do the teaching.)

IV. ENGLISH INTONATION

Introduction:

Intonation refers to the total pattern of pitch changes, i.e., the rising and falling of the voice when a person is speaking, within an utterance. So we call the melody of language intonation. It is another important element of spoken English.

Objectives:

- ✓ To speak English fluently with correct rhythm.
- ✓ To speak with appropriate intonation according to the context.

Importance:

- ☒ It is the English intonation which makes English sound really English.
- ☒ Intonation makes speech meaningful.

English intonation adds the meaning of an utterance in two ways:

- ☒ It shows the relationship of words within and between sentences;
- ☒ It tells something about the feeling of the speaker.

Intonation Refers:

- ☒ Different meanings for the same utterance.
- ☒ Different pitches help us express our feelings: happiness, sadness, surprise, annoyance, anger, and so on.
- ☒ In listening to the meaning of an utterance, we listen to how speakers talk as well as to what they say.
- ☒ The HOW and WHAT together give us the meaning of an English utterance.
- ☒ Intonation patterns that disagree with the content of the utterance may indicate doubt, sarcasm, or confusion.

Types of Intonation:

English has different intonation patterns: rising tone, falling tone, rising falling and falling rising tone. When rising and falling go together, they can make a falling-rising tone.

Word	Symbols	Tone names	Meaning
Yes	→	Level	Neutral, uninterested: 'Yes'
Yes	↘	Fall	Positive response 'I agree'
Yes	↗	Low-rise	Question, eliciting a response
Yes	↑	High-rise	Disappointment: 'Are you saying Yes'
Yes	↘↗	Fall-rise	'Carry on, I'm listening'
Yes	↗↘	Rise-fall	Reserved, indicating doubt

Intonation Units:

Intonation units are also called tone groups or tone-units. An intonation unit may contain several syllables, some of them stressed and some unstressed. The last stressed syllable is usually a marker of the highest importance and has the focus stress. On this syllable, there takes place a change of pitch, either an upward (rising tone) or downward (falling tone) movement, or a combination of the two (falling rising). A nucleus refers to the syllable in an intonation unit which carries maximal prominence.

Example:

For example, this is the normal way of saying the following sentence: I am WRITing a LETter to him NOW.

There are ten syllables in this sentence among which three are stressed syllables. The last stressed syllable is NOW. So we say that NOW has the focus stress, and is the tonic syllable and therefore is the nucleus of the intonation unit. The nucleus is the essential part of the intonation unit. It is still present even if the unit consists of a single syllable, as is the case with many sentence words like yes, no, why, etc.

Tail, Head & Pre-head of an intonation unit:

- ☐ Any syllable or syllables that may follow the nucleus in an intonation unit are called the "tail". In the sentence "I am WRITing a LETter to him", the nucleus of this intonation unit is on the tonic syllable "LET".
- ☐ There are three unstressed syllables after the nucleus. These syllables are called the "tail" of this intonation unit.
- ☐ The part of an intonation unit that extends from the first stressed syllable up to the nucleus is called the "head" of the intonation unit. In the sentence "I am WRITing a LETter to him", the "head" of this intonation unit is made up of three syllables: "writing a".
- ☐ Any unstressed syllable or syllables that may precede the "head", or the "nucleus" if there is no head, are called the "pre-head". In the sentence "I am WRITing a LETter to him", "I am" comprises the "pre-head" of this intonation unit.

So if you analyze the following sentence, we will come up with the structure of an intonation unit like this:

I am WRITing a LET ter to him. P

 H N T

P = Pre-head

H = Head

N = Nucleus

T = Tail

INTONATION: FALLING TUNE

In the falling intonation, there is a gradual and rhythmical fall in the pitch of the speaker, with a considerable duration and tempo. Falling tune is commonly used in:

- a. Giving commands.
- b. Making statements.
- c. Asking questions that demand information

Note that there is a fall in pitch of the end of each sentence as shown by the arrows []; also the stressed syllabus in each sentence as shown by the use of capital letters. Read the sentences as directed by the instructor, paying attention to the falling tune in each last stressed syllable and unstressed syllables after it carry the falling in pitch

A COMMANDS

- i. STAND up.
- ii. BRING it HERE
- iii. PASS your PApers up at ONCE
- iv. STAND beHIND the CLASS.

- v. WHEN will you Finish the assignment?
- vi. WHO TOLD you ABOUT it?
- vii. WHAT is the NAME of your Father?
- viii. WHEN are we Going on Holiday?
- ix. WHERE did you BUY the BOOK?
- x. HOW shall we explain this To the PRINCIPAL?

You may read and study the examples given above in order to have a clearer understanding of falling tone

INTONATION: Rising tone

As the name rightly suggests, there is a rhythmical rise in the speaker's pitch level as it consequently affects the pace and duration of the speech production. In rising intonation, the stressed syllables are capitalized in the sentences, and the rising pitch level of the speaker is shown by the arrow (↗) at the end of the sentence. (compare with the arrow used in indicating falling tone).

Rising tone is commonly used in:

1. questions that demand 'yes' or 'No' answers,
2. questions that show warm personal interest,
3. enumerating items,
4. polite requests,
5. greetings,
6. indicating uncertainty, and
7. incomplete statements.

A. "Yes/No" Question

- i. Did she PASS?
- ii. Is it LATE?
 1. Will you COME aGAIN?
 2. Have you Finished WRITing?
 3. Were you THERE at THREE?
 4. Do you PLAY for the SCHOOL the MATCH?

F. Indication of Uncertainty

- i. We could COME on MONday.
- ii. He may rePENT After THIS.
 - 1. They may CALL off the STRIKE toMOrrow.
 - 2. They perHAPs WILL.
 - 3. I exPECT him on SUNday.
 - 4. He may be in SCHOOL NOW.

G. Incomplete Statement

- i. WHEN you FInish,
- ii. WHILE they were PLAYing,
 - 1. SINCE it's RAning,
 - 2. WHILE he is GEETing SET,
 - 3. WHEN the THIEF is KNOWN,
 - 4. SINCE her MOther KNOWS,

Falling - Rising Tone:

This tone is the combination of a fall and a rise. This is used for statements expressing reservation, making correction, and for giving warnings and threats.

- 1. She is beautiful (but not intelligent)
- 2. I saw him (but I didn't speak to him)

Rising - Falling Tone:

This tone is a combination of a rise and a fall. This reinforces the meaning conveyed by the following fall. In addition, the initial rise may indicate warmth or sarcasm.

- 1. Yes - (enthusiastic agreement)
- 2. Its fine
- 3. Are you sure this will work ? (suspicious

UNIT V . NEUTRALIZATION OF MOTHER TONGUE INFLUENCE

When we begin speaking in the second language (i.e. English), we initially use sounds from our mother tongue. Thus, everyone has mother tongue influence (MTI) to begin with. With more and more listening to those fluent in the second language, practicing speaking yourself and correcting mistakes, you slowly learn to replace your mother tongue sounds with the original sounds of English.

Objectives:

- ✓ Neutralize mother tongue influence.
- ✓ Get fluency in the second language.
- ✓ Sounding like a native English speaker.

Heavy mother tongue influence happens because your native language sounds have not yet been replaced with the second language sounds.

This, in turn may happen due to one or more of the following reasons:

1. You have not heard enough English
2. You have not spoken enough English
3. You have not been corrected enough

Many deserving candidates lose out on job opportunities because of their vernacular accent. By inculcating certain practices in our daily lifestyle, we will get closer to sounding like a native English speaker and equip with a global accent.

- Observe the mouth movements of those who speak English well and try to imitate them. When you are watching television, observe the mouth movements of the speakers. Repeat what they are saying, while imitating the intonation and rhythm of their speech.
- Until you learn the correct intonation and rhythm of English, slow your speech down. If you speak too quickly, and with the wrong intonation and rhythm, native speakers will have a hard time understanding you. Don't worry about your

listener getting impatient with your slow speech -- it is more important that everything you say be understood.

- ☑ Listen to the 'rhythm' of English. Do not use the 'music' of your native language when you speak English. Each language has its own way of 'singing'.
- ☑ Use the dictionary. Try and familiarise yourself with the phonetic symbols of your dictionary. Look up the correct pronunciation of words that are hard for you to say.
- ☑ Make a list of frequently used words that you find difficult to pronounce and ask someone who speaks the language well to pronounce them for you. Record these words, listen to them and practice saying them. Listen and read at the same time.
- ☑ Record yourself reading some sections of the book. Compare the sound of your English with that of the person reading the book on the tape.
- ☑ Pronounce the ending of each word. Pay special attention to 'S' and 'ED' endings. This will help you strengthen the mouth muscles that you use when you speak English.
- ☑ Read aloud in English for 15-20 minutes every day. Research has shown it takes about three months of daily practice to develop strong mouth muscles for speaking a new language.
- ☑ Record your own voice and listen for pronunciation mistakes. Many people hate to hear the sound of their voice and avoid listening to themselves speak. However, this is a very important exercise because doing it will help you become conscious of the mistakes you are making.
- ☑ Be patient. You can change the way you speak but it won't happen overnight.

- ☑ Improve pronunciation and diction. There are a few tricks to making a vernacular accent more globally understandable.

Exercises to practise every day:

- 🌟 Pretend you are a newscaster and read out the newspaper to your mirror. Do not read local newspapers. Focus on national newspapers.
- 🌟 While reading a book, underline all the words you do not know. Look them up in the dictionary.
- 🌟 Make a list of these words, and make sure you use at least five of them in a conversation during the day.
- 🌟 Most important, make an effort to speak in English to your friends and family.

The mother tongue's influence on prepositions:

One prepositional error that is very common among students in India is the use of the preposition 'about' after the word 'discuss', which is a transitive verb and is not followed by any preposition.

- ☒ Incorrect: I discussed about the movie 3 idiots.
- ☑ Correct: I discussed the movie 3 idiots.
- ☒ Incorrect: Please discuss about the proposal with your team.
- ☑ Correct: Please discuss the proposal with your team.

For most learners of English, "in" and "on" are problematic prepositions. In the place of "on" they use "in" or "to" as in the following examples:

- Do you live in the campus?
- Sekar was admitted in hospital.
- Have you added my name in the list?

In the sentences above, the preposition 'in' is incorrect. Below are the correct sentences:

- Do you live on the campus?

- Sekar was admitted to hospital.
- Have you added my name to the list?

It is incorrect to say “in the campus”. The preposition that precedes the word campus is “on”. Look at these examples:

- Our students are prepared for both ‘on-campus’ and ‘off-campus’ placements.
- Students interested in staying on the campus should fill in the form.

The preposition “in” or “on” can be used with the term “a/the list” as in these examples:

- I am on the waiting list.
- The names of some students are not included in the list.

The word ‘admit’ can be used either as a transitive or an intransitive verb. When the verb is used intransitively, it takes the preposition “to” as in the following examples:

- He met with an accident and was admitted to hospital.
- I’ve planned to admit my son to school this year.

When the verb is used transitively, it takes an object as in the following example:

- John admitted his fault.

When the word ‘admit’ has the meaning ‘to grant permission or opportunity’, it is followed by “of” as in the following example:

- The rental agreement is written in an unambiguous language and it admits of no other interpretation

I UNIT: ICE-BREAKING ACTIVITY AND JAM SESSION
(Articles, Prepositions, Word formation- Prefixes & Suffixes,
Synonyms & Antonyms)

Introduction:

Ice Breakers are an effective way of starting a training session or team-building event. They can be interactive and fun sessions, which run prior to the main event or days activity. The activities can form a number of varieties including problem solving, facilitation, communication, leadership, trust and decision making. Ice Breaker Activities are aimed at adding some energy and fun, allowing your team to think and look differently at how they can work together. Icebreakers can play an important role in helping young people integrate and connect with one another in a group environment.

Objectives:

- ✓ To stimulate cooperation and participation.
- ✓ To provide positive momentum for group activity.
- ✓ Developing social skills.
- ✓ Building a rapport with leaders.
- ✓ Creating a good atmosphere for learning and participation.

Activities:

1. If you had a time machine that would work only once, what point in the future or in history would you visit?
2. If you could go anywhere in the world, where would you go?
3. If your house was burning down, what three objects would you try and save?
4. If you could talk to any one person now living, who would it be and why?
5. If you HAD to give up one of your senses (hearing, seeing, feeling, smelling, tasting) which would it be and why?
6. If you were an animal, what would you be and why?
7. Do you have a pet? If not, what sort of pet would you like?
8. Name a gift you will never forget?
9. Name one thing you really like about yourself.
10. What's your favourite thing to do in the summer?

JAME SESSIONS:

JAM is the acronym for Just A Minute. In this process, students are asked to speak on a topic of their choice or on a given topic for a minute. It is conducted for students to

improve their communication skills. It helps the introvert and shy students to take initiative and speak on the topic for a minute. It helps students condense the entire essence precisely in their mind, and speak only the relevant aspects within a minute. In addition, it can be used during the interviews as well by the interviewers. Some companies conduct JAM session during their employment interview to test the communication skills of the candidates. That is the reason JAM is included in Campus Recruitment Training Programs to encourage students to improve their communication skills thus enhancing their employability skills. Hence, students must actively participate in JAM sessions in educational institutions to improve their communication skills and grab employment opportunities. In classrooms, after completion of the teaching session, the teachers can ask some students and ask them to speak what they understood about the session. By this, students will be able to listen and learn well.

Just a Minute topics

1. Mouth watering eateries on roadside
2. Are films only for entertainment?
3. Fresher's Day; is it breaking the ice?
4. Engineering is a right platform to take-off for a bright career
5. Are Engineering Colleges really producing professionals?
6. Technical fests in Engineering Colleges
7. Do we really have freedom of speech?
8. Human being most advanced and powerful species on earth. Is that so?
9. Sometimes wars are the best solution to a problem.
10. Are we really working for our Goals?

Common Use of Articles:

- "a/an" usually indicates an item in general or a typical item.

Example: A man and a boy are on a bus.

- "the" usually indicates one or more items that are specific or unique.

Example: The sun and the planets remain a mystery.

- "a/an" is used for the first mention of an item, followed by "the" for the second mention of the item.

Example: They took a train to Reno. The train was very clean and comfortable.

- "the" can be used with a first mention of an item only if the item is familiar to both the speaker and the listener.

Example: "Honey, where did you park the car?" "In the driveway, dear."

- "the" is used with nouns preceded by numbers or superlatives.

Example: The four friends sing folk songs. Really? What is the most popular song that they sing?

-
- "a" or "an" ?

Use "a" before words that begin with a consonant (or "u" when it is pronounced like "you"); use "an" before words beginning with a vowel (or with a "silent h").

Examples: "An eye for an eye, a tooth for a tooth." "A historian gave us a history lesson." "It was an honorable thing to do." "She teaches at a university."

Word Formation - Prefixes & Suffixes

A root, as its name suggests, is a word or word part from which other words grow, usually through the addition of prefixes and suffixes. The root of the word vocabulary, for example, is *voc*, a Latin root meaning "word" or "name." This root also appears in the words *advocacy*, *convocation*, *evocative*, *vocal*, and *vociferous*.

The very words *prefix* and *suffix* are good examples too. *Pre* means before and *fix* means to fasten or attach, so quite literally, a prefix is something attached to the beginning of

something else. Suf is a variant of sub, below or under, so a suffix is something fastened underneath something else (in this case, behind the root).

Common Prefixes

Prefix	Meaning	Example
a-, an-	without	amoral
ante-	before	antecedent
anti-	against	anticlimax
auto-	self	autopilot
circum-	around	circumvent
co-	with	copilot
com-, con-	with	companion, contact
contra-	against	contradict
de-	off, away from	devalue
dis-	not	disappear
en-	put into	enclose
ex-	out of, former	extract, ex- president
extra-	beyond, more than	extracurricular
hetero-	different	heterosexual
homo-	same	homonym
hyper-	over, more	hyperactive
il-, im-, in-, , ir-	not, without	illegal, immoral, inconsiderate, irresponsible
in-	into	insert
inter-	between	intersect
intra-	between	intravenous
macro-	large	macroeconomics
micro-	small	microscope
mono-	one	monocle

non-	not, without	nonentity
omni-	all, every	omniscient
post-	after	postmortem
pre-, pro-	before, forward	precede, project
sub-	under	submarine
syn-	same time	synchronize
trans-	across	transmit
tri-	three	tricycle
un-	not	unfinished
uni-	one	unicorn

Noun Suffixes		
Suffix	Meaning	Example
-acy	state or quality	privacy
-al	act or process of	refusal
-ance, -ence	state or quality of	maintenance, eminence
-dom	place or state of being	freedom, kingdom
-er, -or	one who	trainer, protector
-ism	doctrine, belief	communism
-ist	one who	chemist
-ity, -ty	quality of	veracity
-ment	condition of	argument
-ness	state of being	heaviness
-ship	position held	fellowship
-sion, -tion	state of being	concession, transition

Synonyms: Synonyms are different words with almost identical or similar meanings. Words that are synonyms are said to be synonymous, and the state of being a synonym is called synonymy.

Antonyms: A word that expresses a meaning opposed to the meaning of another word, in which case the two words are antonyms of each other.

List of Synonyms Antonyms

Word	Synonym	Synonym
narrow	confined	restricted
nature	aspect	character
necessary	mandatory	requisite
negate	contradict	refute
negligent	careless	remiss
negotiate	bargain	deal
nice	affable	benign
noble	aristocratic	distinguished
novice	beginner	Non-professional
nuisance	annoyance	offense
obedient	faithful	loyal
objection	disapproval	protest
obligatory	compulsory	required
observe	notice	watch
obvious	conspicuous	definite
offend	anger	irritate
offer	bid	proposal
omen	premonition	sign
omit	exclude	remove
opportune	advantageous	auspicious
pacify	appease	placate
pain	ache	discomfort
paramount	chief	leading
partisan	biased	dogmatic

passive	inactive	lethargic
pause	break	cease
permeate	diffuse	disseminate
perpetuate	endure	preserve
perplex	astonish	baffle
persecute	afflict	harass
radiate	effuse	emanate
radical	basic	fundamental
range	anger	furor
rank	arrange	classify
realize	accomplish	fulfill
recalcitrant	obstinate	stubborn
receptacle	container	repository
reconcile	atone	conciliate
regret	deplore	grieve
reliable	dependable	trustworthy
sanction	approval	permit
scope	aim	extent
section	division	portion
settle	adjust	compromise
shallow	superficial	trivial
shrewd	careful	calculating
significant	distinctive	important
slight	delicate	slender
spontaneous	impromptu	unplanned
spread	announce	broadcast
stabilize	balance	steady
tame	domesticate	subdue
tangle	intertwine	twist
temper	mood	nature
tendency	inclination	trend
term	cycle	duration
thrift	conservation	prudence

tough	aggressive	unyielding
transfer	convey	exchange
tumult	agitation	commotion
turbulent	disordered	violent
vain	boastful	inflated
valid	authorized	legitimate
variety	assortment	diversify
verify	authenticate	substantiate

THE PREPOSITION

1. There is a cow in the field.
2. He is fond of tea.
3. The cat jumped off the chair.

- ✓ In sentence 1, the word in shows the relation between two things - cow and field.
- ✓ In sentence 2, the word of shows the relation between the attribute expressed by the adjective fond and tea.
- ✓ In sentence 3, the word off shows the relation between the action expressed by the verb jumped and the chair.

The words in, of, off are here used as Prepositions.

Def.- A Preposition is a word placed before a noun or a pronoun to show in what relation the person or thing denoted by it stands in regard to something else.

[The word Preposition means 'that which is placed before'.]

Kinds of Prepositions

Prepositions may be arranged in the following classes :-

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

Compound Prepositions which are generally formed by prefixing a Preposition (usually a = no or be = by) to a Noun, an Adjective or an Adverb.)

About, above, across, along, amidst, among, amongst, around, before, behind, below, beneath, beside, between, beyond, inside, outside, underneath, within, without.

Phrase Prepositions (Groups of words used with the force of a single preposition.) according to -- in accordance with -- in place of agreeably to -- in addition to -- in reference to

along with -- in (on) behalf of -- in regard to

away from -- in case of -- in spite of because

of -- in comparison to -- instead of

by dint of -- in compliance with -- in the event of by

means of -- in consequence of -- on account of by
reason of -- in course of -- owing to
by virtue of -- in favour of -- with a view to by
way of -- in front of -- with an eye to
conformably to -- in lieu of -- with reference to for
the sake of -- in order to -- with regard to

II UNIT: ROLE PLAY - EXPRESSIONS IN VARIOUS SITUATIONS

(Situational Dialogues – Self-introduction and Introducing - Others – Greetings – Apologies – Requests – Social and Professional Etiquette - Telephone Etiquette. Concord and Words often misspelt-confused/misused)

Introduction:

Role-playing can be thought of as unstructured drama. In these exercises, a student looks at the topic from the perspective of a character. The instructor provides the setting and the characters, but the students have to decide their characters' lines and directions. Generally, the students will need to do some research to make informed decisions from their characters' perspectives. This research opportunity can easily become an inquiry element. These exercises require the students to use imagination, background knowledge appropriate to the character being role-played, and communications skills.

Objectives:

- ☒ To help build teams and improve communications
- ☒ To develop motivation and imagination
- ☒ To improve speaking and listening for real life situations

Characteristics:

- ☒ Role playing games, exercises and activities can enhance business projects, giving specific business outputs and organizational benefits.
- ☒ It uses scripts that you read with your partner, like actors in a movie.
- ☒ It gives you information about your role. You can then talk with your partner using this information.
- ☒ It helps you speak English in full sentences.
- ☒ It makes you think about what you are saying, so you remember the language.
- ☒ It gives you many things to think and talk about.

Types of Role Play

- ☒ 1. Situation Role Plays: Situation Role Plays give you practice speaking English with correct sentences and pronunciation. Examples: At the Markets, Clothes Shopping, Airport Check-in, Job Interview
- ☒ 2. Story Role Plays : In Story Role Plays, you and your partner are characters in a story.
- ☒ 3. Short Discussions : Short Discussions give you practice in asking and answering questions about a topic. Examples – Introduction, Talk about Food, Talk about America, NEWS! Global Warming

- 2 4. Long Discussions: Long Discussions give you practice in asking and answering questions about a topic, as well as discussing the opinions of other people. Examples: Environment, Movies.

Non-verbal Communication in Role-Play

- Chronemics – Timing of verbalizations and pauses.
- Haptics – Contact and deliberate touch between individuals.
- Kinesics – All forms of body language and body movement, including facial expressions, eye movement, gesture, and posture.
- Oculistics – Intentional and unintentional eye contact in the act of communication.
- Olfactics – The influence of odor.
- Physical Appearance – Characteristics of the body, clothing, hairstyle, etc.
- Proxemics – Consideration of personal space and arrangement of physical items.
- Silence – The absence of verbal and nonverbal communication.
- Symbolism – Meaning associated with symbols.
- Vocalics – Vocal impacts on the act of speaking, to include tone of voice, timbre, volume, and rate of speech.

Conversation Starters:

How are you getting on? – just another way of saying ‘how are you?’

You doing OK? – asked when the person has had some tough experience recently and you want to ask politely if they’re OK.

Hi, ...! What’s new? – this is a very informal way of greeting a close friend or anyone who you see on a regular basis and you want to ask has anything happened since you last met.

Hi, ...! What’s up? – the same as above with a difference that you’re probably not that interested in what news the other person might have.

Hi, ...! Long time no see! – used when you haven’t seen the person for a long period of time and you want to state that fact in the greeting.

Hi, ...! Have you been keeping busy? – just a standard enquiry with little or no direct meaning.

Do you mind me asking...? – a typical way of asking something that might be a slightly personal question.

OK, here’s the thing ... – a very handy way to start making your point if you’re not sure how to begin the sentence.

Responding to a Conversation:

Thanks, I've been keeping busy – just a standard response to a standard greeting with little or no direct meaning.

Thanks for asking, I'm fine, how are you? – a typical response and counter-question to a greeting phrase 'how are you?'

Hi, how you're doing! It's good to see you! – a typical response to a greeting from someone you haven't seen for a while.

Can't complain – a response to a standard greeting like 'How are you?' It's not as exciting phrase as 'Thanks, I'm great!' but it doesn't mean you're having some problems in your life.

Can you say it again, please? – a request to repeat the question if you didn't understand what was said. A more direct question: *Can you slow it down a bit, please?*

And how about you? – a typical response when you're not sure what to ask next so you're asking the other person the same thing they asked you. You can respond with this counter-greeting on nearly all standard greetings.

To the best of my knowledge ... – when you're 99% sure about the statement you're making. Also a good start of a response you want to take a bit more time to consider what you're going to say.

As far as I know ... – the same as above.

Good for you! – a response to someone telling you about their success in something or some good news that they're happy about.

Can't argue with that – used when you agree with the statement of the other person.

How do you know? – a counter-question you can ask when someone surprises you with a question about something they're not really expected to know.

That's a good one! – a surprise response to funny or surprising news from your chat partner.

Really? Tell me more about it! – used when you want your chat partner to tell me about what he/she just said.

Frankly speaking... – just a way to start your response. It indicates that you're about to open up and be very honest with your chat partner.

Well, to be honest with you, ... – the same as above.

No problem – a typical response to a small request you're happy to do.

Never mind, it's fine! - this phrase is used when the person offers to do a favour for you but it's not really necessary.

Never mind, forget what I just said – You can use this phrase if you feel that he/she might be slightly annoyed or offended by your question or comment so you want to end it there.

You got me there – this can be said instead of 'I don't know' – it will sound more casual and not as defensive as the old 'I don't know'!

You've got to be kidding me! – said when someone tells you something that borders on the unbelievable and you want to express your surprise.

That's a good question. – a phrase used when you want to take your time to think over the question. This is an ideal phrase to use when you're stuck but instead of remaining silent you can start your response with this phrase.

Well, how to put it in the right words. – the same as above.

That would be great! – a response to an offer that you're really happy about.

... you know what I mean? – when you want to emphasize what you just said.

You see, the thing is that ... – this is how you begin a sentence when you're asked to explain something.

Departure Phrases:

I'd better be going – followed by a simple phrase like 'it's too late', or 'have lots to do' – and indicator you'd like to walk off and finish the conversation.

OK, I'm sorry but I have to leave now! – used when your chat partner has clear intentions of continuing the conversation but you just need to go so you're making it clear that you need to go.

See you later! – used when you know that you'll be seeing each other again sometime.

See you around! – the same as above

Keep in touch! – a good-bye phrase meaning you want the other person to get in touch with you every now and then and that you've the same intentions.

It was nice seeing you, take care! – a good-bye phrase used when you know that you won't see the person for a while.

It's been good talking to you! – the same as above phrase.

Hope to see you again! – you can use this phrase when finishing a conversation with someone you've just met.

Say hello to ...! – a short and handy way of saying to remind someone from you.

SUMMARY OF CONCORD RULES

Grammar agreement between words in gender, number, case, person, or any other grammatical category which affects the forms of the words.

Sentence Structure -- Subject-Verb Agreement

- ✓ Make every verb agree in number with its subject. If the subject is singular, use a singular verb; if the subject is plural, use a plural verb.
- ✓ Those prepositions and the nouns that follow them (objects of the prepositions) are prepositional phrases. Objects of prepositions cannot be subjects.
Examples: The letter (singular) to the editors is(singular to agree with letter) ready. The copiers(plural) in Operations are(plural to agree with copiers) better than those in our area.
- ✓ The 'e' pronouns and their negatives are always singular:
each, each one, either, neither, everybody, nobody, everyone, no one, everything, nothing
- ✓ These pronouns are also always singular:
One anyone anybody someone somebody
- ✓ These pronouns are singular or plural. Their number is determined by the key word in the prepositional phrase that follows the pronoun:all, any, most, none, some
- ✓ With two or more subjects joined by and (a compound subject), use a plural verb.
Example: The secretary and the treasurer are (plural) responsible for presenting the annual report.
- ✓ With two or more singular subjects joined by or or nor, use a singular verb. If one of the subjects is plural and one is singular, make the verb agree with the subject closer to it.

Telephoning Skills

Learning how to communicate well on the telephone is one of the top priorities for many students who need to use English at work. Learning the common phrases that are used on the telephone helps students know what to expect. However, what students often need most is practice, practice, and more practice. While helpful, practicing a role-play in the classroom is not always the best way to improve telephoning skills.

Overcome Barriers:

Telephoning requires special skills as there are a number of difficulties that arise when telephoning that are specific to telephoning. The first and foremost difficulty is not being able to see the person you are communicating with. This lack of visual communication often makes students, who can communicate quite successfully in other situations, nervous and thereby hinders their communicative abilities. Add to this the typical hectic pace of business communication, and you have a particularly difficult situation.

Breathe:

Before you pick up the phone, take a deep breath. Most of us are what they call “shallow breathers”. We take small breathes in and out and therefore, sound tired when we answer the phone. The goal is to sound like you like your job and you are glad they called. Practice taking a very big breath and answering the phone at the top of that breathe. You will continue speaking on the exhale of that breath and the caller will hear energy in your voice! You can also practice it when you are making a call and start your breath as the phone is ringing on the other end. You’ll be surprised how you feel when you use this technique.

Identify yourself:

Give your full name and function and or the name of your company. Since they have taken the time to call you, you may answer the phone this way;

Be Sincere:

If we are honest with ourselves, we are all “problem solvers” in some way. People call us on the phone to have a problem answered. Whether it is to get driving directions, or hours of operation or questions about our merchandise, they have a question and want it answered quickly, intelligently and politely.

Listen attentively:

Put everything down when you answer the phone! Easier said than done, isn’t? How many times have you been in your office answering email, talking on the phone, listening to your

ipod and sipping? Callers don't like to be ignored and by multitasking, we are not focused on the caller's wants and needs.

Visualize the person:

Visualize the person, even if you don't know them so that you remind yourself you are engaged in a two-way conversation. If you still have trouble listening, start taking notes on what they are saying. Use a headset if possible, to keep your hands free. By taking notes you can verify with them as well as yourself, the important points of the conversation and the action items that needed attention.

Outcome:

If the phone call has been successful, the first 30 seconds established a positive perception about you through voice, and tone and focus. The last 30 seconds will be when the caller finalizes their opinion about you. You can make that a positive experience by thanking them for calling, reviewing the problem you were able to solve and then most importantly, thanking them for their continued business.

Telephone skills include:

Smiling

Smiles and gestures can easily be heard over the phone, so keeping that smile on your face helps to create a positive engagement with caller every time you talk to them.

Empathy

If you can't put yourself in a caller's shoes especially when you know they are wrong, how can you understand why they have the feelings they do about the issues they have called in about? If you cannot come to an understanding of why a caller is calling, it's practically impossible to help them in any positive way.

Problem Solving Skills

Generally, the company you work for will offer the tools to solve any problem a caller may have, but it is your job to learn how to use them effectively.

Social Etiquette:

What is Etiquette?

- ☑ Practicing good manners
- ☑ Knowing how to behave in a given situation
- ☑ Knowing how to interact with people

Prospective and future employers expect it. Proper etiquette helps you make a great first impression and stand out in a competitive job market.

Communication is Key

Verbal: What you say and how you say it

Nonverbal: handshake, posture, eye contact, facial expressions, confidence

Social Functions

- ✚ Avoid hanging out exclusively with your friends; mingle and make conversation
- ✚ Make attempts to meet as many people as possible
- ✚ The art of small talk is asking questions

First Impressions

- ✚ It takes 30 seconds for a person meeting you for the first time to form impressions about you, your character, and abilities. You never get a second chance to make a first impression!
- ✚ You're always —onstage. Always be prepared to look and sound your best
- ✚ Good grooming is essential. Smile and make eye contact

Introductions

In the business arena, the person of lesser importance, regardless of gender, is introduced to the person of greater importance, regardless of gender: —President Prince, I'd like to introduce (student name)

- ☑ When being introduced:
- ☑ Stand up
- ☑ Look them in the eye
- ☑ Give a firm handshake
- ☑ Greet them - "How do you do?" or "How do you do, President Prince?"
- ☑ Speak slowly and clearly
- ☑ Smile!

Most commonly confused and misspelled English words

Some English words may sound the same yet they are so different in meaning, others may even share full spellings, yet pronounced so differently. Bellow are most commonly mistaken and misspelled words in English.

1. all right vs. alright
2. A lot or Alot?
3. All ready vs. Already
4. All together and altogether
5. Beside vs. besides
6. Until vs. By

7. Complement (v) vs. compliment (n)
8. Councilor vs. Counselor
9. Decent vs. descent
10. Discreet vs. discrete
11. Council vs. counsel
12. Every day vs. Everyday
13. Fewer vs. Less.
14. Good vs. well
15. Lay vs. lie
16. Loose vs. lose
17. Practice vs. Practise
18. Principal vs principle
19. Raise vs. rise
20. Regard / regardless / regards
21. Stationary vs. Stationery
22. that, which and who
23. there, their, they're
24. wander vs. wonder
25. Which vs. What
26. Elicit' vs. 'illicit'
27. 'Each' vs. 'Every'

III UNIT DESCRIPTIONS-GIVING DIRECTIONS AND GUIDELINES (Sequence of Tenses, Question Tags and One word substitutes)

Describing:

Describing is something which involves recreating your experiences and impressions. It includes perceiving the subject of your description accurately. Use a flowchart to identify the flow of events in the process you are examining. Collect the data for describing the situation. This data can be collected from existing sources.

Objectives:

- ☒ To develop skills in describing
- ☒ To master effective communication
- ☒ To understand the depth of the situation

Describing Objects:

A paragraph to describe objects consists of 5 parts as follows:

- ☒ Function/ Use
- ☒ Components/ Parts
- ☒ Characteristics (material/shape/ figure /dimensions /property /colour)
- ☒ Position
- ☒ Connection between parts

Language Focus: Function/Use

- ☒ A drum is used for making music.
- ☒ A drum is used to make music.

Components/Parts

- ☒ A hammer consists of a handle and a head.
- ☒ is made up of
- ☒ is composed of
- ☒ hammer includes a handle and a head.
- ☒ A hammer has two parts: a handle and a head.
- ☒ sections: one is a handle, the other is a head.
- ☒ components: one is a handle, the other is a head.

Characteristics Material

- ☒ A chair is made of wood.
- ☒ Bread is made from wheat.
- ☒ This kind of car is made by a big company in Japan.
- ☒ Shape

A coin is circular. Noun	Adjective
Square	square
rectangle	rectangular
triangle	triangular
ellipse	elliptical
semicircle	semicircular
circle	circular
cube	cubic
pyramid	pyramidal
cone	conical
hemisphere	hemispherical
cylinder	cylindrical

Describing a Person:

Height

He is tall. He is short. He is normal height.
 + He is very tall. He is quite short. He is relatively normal height.

Build

She is skinny. (negative) She is fat. (negative)
 She is underweight. (negative) She is overweight. (negative)
 She is thin. (negative) She is plump. (neutral)
 She is slim. (positive) She is stocky. (neutral)
 She is slender. (positive) She is bonny. (positive)
 if a man is fat (especially round the waist) we often say he has a beer belly.

Hair

blonde/fair hair brown hair red hair black hair grey hair
 blonde brunette redhead - -
 Eyes
 grey eyes green eyes blue eyes brown eyes dark eyes

Type of hair

She has long hair. She has short hair. He has no hair. = He is bald. She has medium length hair. She has short hair.
 + She has long, black hair. She has short, black hair. - She has medium length, blonde hair. She has medium length, red hair. She has short, blonde hair.

Type of complexion

He is Asian. He has light-brown skin. She is black. She has dark skin. He is white. He has fair skin.
 She is white. She has lightly tanned skin. She is white. She has very pale skin.

Other features

moustache beard chin forehead nostrils
eyebrows cheeks lips teeth
bald, black, blonde, blue, brown, curly, fat, grey, long , medium,
overweight, pale, plump, red, short, skinny, slim, stocky, straight, tall, tanned,
thin, wavy and white are all adjectives – they describe things
very, quite and slightly are all modifiers – they change (modify) the adjectives

Giving Directions

Giving and receiving directions in English is a great because it is useful, easy, and can be modified to suit different levels and abilities. In addition students practice movement, speaking, listening, and critical thinking skills. Because of this, the students tend to remember this things pretty well. Not everyone knows where they are going and may need help with directions from time to time. Directions may be needed to get to a nearby town, or directions to the newest mall in town or directions to the nearest rest room in a large building. Where ever you are going the expression below can be used when asking for directions.

Objective:

- ☒ To develop effective communication skills
- ☒ To speak fluently
- ☒ For giving accurate instructions
- ☒ To develop critical thinking

Suggestions for giving directions

Giving street directions is really very easy when you remember to follow these points. When giving directions you are actually giving two sets of instructions.

In the first set- "Go To" – you are telling the listener what street to go to or how far to go.

In the second set- "Then", you are telling the listener what to do when they get there. (turn right/left, go straight, on the left, etc.)

Giving even very complicated directions is just a repetition of these two basic steps. Another good idea is to use easily identifiable landmarks; instead of the amount of time to get someplace (time is relative, after all). Easily identifiable landmarks are street lights, stop signs, parks, tall building standing alone, etc.

Prepositions of location most commonly used when giving directions:

go straight	go to	turn right	turn left
cross	on your right	on your left	beside
next to	behind	across from	in front of
caddy corner	on the corner of (to be very specific NE, SE, NW, SW corners)		

Note the expressions used in the dialogue and the progression of the conversation: Wally:

Excuse me, could you tell me how to get to the city hospital?

Sally: Sure, the hospital is on Tenth Street, about 20 minutes away by foot. Go south on this

street two blocks until you come to the stop light.

Wally: Go south two blocks to the stop light.

Sally: Correct, then, turn left and go three more blocks, until you come to the end of the road. A park will be in front of you.

Wally: Turn left and go for three blocks to the park.

Sally: Right, then turn right again and go seven blocks, to Lipton Avenue.

Wally: Turn right and go seven blocks to Lipton Avenue.

Sally: Next, turn left on Lipton Avenue and go two blocks. The hospital is on your left, across from the baseball stadium.

Wally: OK, let me see if I've got this straight. Go south on this street for two blocks to the stop light.

Turn left at the light and go three blocks to the park. Turn right at the park and go seven blocks to Lipton Avenue. At Lipton Avenue turn right and...

Sally: No, turn left on Lipton Avenue.

Wally: OK, turn left on Lipton Avenue, the hospital is two blocks down, on my left.

Sally: You got it.

Wally: Thanks.

When Giving Directions in English, Giving directions usually consists of two sets of instructions.

In the first set: Say "Go to" and tell the listener what street, building, office number, etc – or – how far they need to go.

In the second set: Say "Then" and tell the listener what to do when they get there. (turn left, turn right, it's on the left, etc.)

* Don't forget to say "Thank you" after someone has given you assistance

Giving Directions for Locations:

The jewelry store (on First Avenue at the corner of Hill Avenue/next to the women's wear/behind the Italian restaurant)

The bar (on Main Street, at the corner of Pine/across from the furniture store/across from the men's store)

The police station (on Main/Memorial/First Avenue/next to the Fire Department/across from the book store)

The toy store (on Forest Street/Main Street/across from the Chinese restaurant) The movie theater (on Oak Street across from the Book store)

The sporting goods store (on First Avenue/next to women's wear)

One Word Substitutions:

1.	One who is out to subvert a government	Anarchist
2.	One who is recovering from illness	Convalescent
3.	One who is all powerful	Omnipotent
4.	One who is present everywhere	Omnipresent

5.	One who knows everything	Omniscient
6.	One who is easily deceived	Gullible
7.	One who does not make mistakes	Infallible
8.	One who can do anything for money	Mercenary
9.	One who has no money	Pauper
10.	One who changes sides	Turncoat
11.	One who works for free	Volunteer
12.	One who loves books	Bibliophile
13.	One who can speak two languages	Bilingual
14.	One who loves mankind	Philanthropist
15.	One who hates mankind	Misanthrope
16.	One who looks on the bright side of things	Optimist
17.	One who looks on the dark side of things	Pessimist
18.	One who doubts the existence of god	Agnostic
19.	One who pretends to be what he is not	Hypocrite

20.	One incapable of being tired	Indefatigable
21.	One who helps others Good	Samaritan
22.	One who copies from other writers	Plagiarist
23.	One who hates women	Misogynist
24.	One who knows many languages	Polyglot
25.	One who is fond of sensuous pleasures	Epicure
26.	One who thinks only of himself	Egoist
27.	One who thinks only of welfare of women	Feminist.
28.	One who is indifferent to pleasure or pain	Stoic
29.	One who is quite like a woman	Effeminate
30.	One who has strange habits	Eccentric
31.	One who speaks less	Reticent
32.	One who goes on foot	Pedestrian
33.	One who believes in fate	Fatalist

34.	One who dies without a Will	Intestate
35.	One who always thinks himself to be ill	Valetudinarian
36.	A Government by the people	Democracy
37.	A Government by a king or queen	Monarchy
38.	A Government by the officials	Bureaucracy
39.	A Government by the rich	Plutocracy
40.	A Government by the few	Oligarchy
41.	A Government by the Nobles	Aristocracy
42.	A Government by one	Autocracy
43.	Rule by the mob	Mobocracy
44.	That through which light can pass	Transparent
45.	That through which light cannot pass	Opaque
46.	That through which light can partly pass	Translucent
47.	A sentence whose meaning is unclear	Ambiguous
48.	A place where orphans live	Orphanage
49.	That which cannot be described	Indescribable

Question tags:

Question Tags are often used to solicit input or confirmation to what we are saying. Using question tags well also promotes a understanding of the use of various auxiliary verbs. There are **five ways in which we normally use question tags** and they are easily explained here.

1. Positive/negative

If the main part of the sentence is positive, the question tag is negative.

Example: "He's a doctor, **isn't he?**"

Example: "You work in a bank, **don't you?**" (Note that if there is not an auxiliary use do, does, or didn't at the end of the sentence)

If the main part of the sentence is negative, the question tag is positive.

Example: "You haven't met him, **have you?**"

Example: "She isn't coming, **is she?**"

2. With auxiliary verbs

The question tag uses the same verb as the main part of the sentence. If this is an auxiliary verb ('have', 'be') then the question tag is made with the auxiliary verb.

Example: "They've gone away for a few days, **haven't they?**"

Example: "They weren't here, **were they?**"

Example: "He had met him before, **hadn't he?**"

Example: "This isn't working, **is it?**"

3. Without auxiliary verbs

If the main part of the sentence doesn't have an auxiliary verb, the question tag uses an appropriate form of 'do'.

Example: "I said that, **didn't I?**"

Example: "You don't recognise me, **do you?**"

Example: "She eats meat, **doesn't she?**"

4. With modal verbs

If there is a modal verb in the main part of the sentence the question tag uses the same modal verb.

Example: "They couldn't hear me, **could they?**"

Example: "You won't tell anyone, **will you?**"

5. With 'I am'

Be careful with question tags with sentences that start 'I am'. The question tag for 'I am' is 'aren't I?'

Example: "I'm the fastest, **aren't I?**"

or in a negative form we use the same "am" form at the end as in the positive form of the sentence.

Example: "I'm not fat, **am I?**"

Special verbs

[The following verbs are called special verbs because they can be used with 'NOT']

**am, is, are, was, were, has, have, had, shall, should,
will, would, may, might, can, could,
do, does, did, ought to, must, dare, need.**

Auxiliary verbs

S. no	Subject	Present		Past	
		Singular	Plural	Singular	Plural
1	1 st person I (singular) We (plural)	Am, Have, Do, Shall, Will, Can, May	Are, Have, Do, Shall, Will, Can, May	Was, Had, Did, Should, Would, Could, Might	Were, Had, Did, Should, Would, Could, Might
2	2 nd person You (singular & plural)	Are, Have, Do, Shall, Will, Can, May	Are, Have, Do, Shall, Will, Can, May	Were, Had, Did, Should, Would, Could, Might	Were, Had, Did, Should, Would, Could, Might
3	3 rd person He, she, it (singular) They (plural)	Is, has, Does, shall, will Can, may	Are, Have, Do, Shall, Will, Can, May	Was, had, Did, should, Would, could, might	Were, Had, Did, Should, Would, Could, Might

A Bird's eye view of tenses and voices

Model sentence : Nandini writes a novel

Tense	Voice	Simple	Continuous	Perfect	Perfect Continuous
Present	Active	Nandini writes a novel	Nandini is writing a novel	Nandini has written a novel	Nandini has been writing a novel
	Passive	A novel is written by Nandini	A novel is being written by Nandini	A novel has been written by Nandini	[No passive voice]
Past	Active	Nandini wrote a novel	Nandini was writing a novel	Nandini had written a novel	Nandini had been writing a novel
	Passive	A novel was written by Nandini	A novel was being written by Nandini	A novel had been written by Nandini	[No passive voice]
Future	Active	Nandini will/shall write a novel	Nandini will/shall be writing a novel	Nandini will/shall have written a novel	Nandini will/shall have been writing a novel
	Passive	A novel will/shall be written by Nandini	[No passive voice]	A novel will/shall have been written by Nandini	[No passive voice]

IV UNIT: ACTIVE AND PASSIVE VOICE –COMMON ERRORS IN ENGLISH (Idioms and Phrases)

ACTIVE AND PASSIVE VOICE

A verb is in the Active Voice when its form shows that the person or thing denoted by the Subject does something ; or, in other words, is the doer of the action.

Objectives:

- ✓ To master active voice and passive voice.
- ✓ Avoid errors in spoken English.
- ✓ Practice idioms and phrases.

Compare:-

- ✓ 1. Rama helps Hari.
- ✓ 2. Hari is helped by Rama.

It will be seen that these two sentences express the same meaning.

But in sentence 1, the form of the Verb shows that the person denoted by the subject does something.

Rama (the person denoted by the subject) does something. The Verb helps is said to be in the Active Voice.

In sentence 2, the form of the Verb shows that something is done to the person denoted by the Subject.

Something is done to Hari (the person denoted by the Subject.) The Verb helped is said to be in the Passive Voice.

The Active Voice is so called because the person denoted by the Subject acts.

☐ A Verb is in the Passive Voice when its form shows (as in sentence 2) that something is done to the person or thing denoted by the Subject.

☐ The Passive Voice is so called because the person or thing denoted by the Subject is not active but passive, that is, suffers or receives some action.

☐ Voice is that form of a Verb which shows whether what is denoted by the Subject

does something or has something done to it.

Note the change from the Active Voice to the Passive Voice in the following sentences:-

Active Voice

1. Sita loves Savitri.
2. The mason is building the wall.
3. The peon opened the gate.
4. Some boys were helping the wounded man.

Passive Voice

1. Savitri is loved by Sita.
2. The wall is being built by the mason.
3. The gate was opened by the peon.
4. The wounded man was being helped by some boys.

Active Voice

5. He will finish the work in a fortnight.
6. Who did this?
7. Why did your brother write such a letter?

Passive Voice

5. The work will be finished by him in a fortnight.
6. By whom was this done?
7. Why was such a letter written by your brother?

Common Errors in English

Incorrect	I have a good news for you.
Correct	I have good news for you

Incorrect	The men are national beings.
Correct	Men are national beings.

Incorrect	The boys leave the school at four o'clock.
Correct	The boys leave school at four o'clock.
Incorrect	He sent a word that he would come soon.
Correct	He sent word that he would come soon.
Incorrect	I have read the Shakespeare's <i>Macbeth</i> .
Correct	I have read Shakespeare's <i>Macbeth</i>
Incorrect	You cannot set a foot in this house.
Correct	You cannot set foot in this house.
Incorrect	The envy is an evil passion.
Correct	Envy is an evil passion.
Incorrect	He has not yet gone to the bed .
Correct	He has not yet gone to bed .
Incorrect	He is Daniel in judgment.
Correct	He is a Daniel in judgment.
Incorrect	He made very wise decision.
Correct	He made a very wise decision.
Incorrect	Fire broke out in our village.
Correct	A fire broke out in our village.
Incorrect	Andamans are a group of islands.
Correct	The Andamans are a group of islands.

Idioms & Phrases:

An idiom is a form of expression peculiar to a particular language and often having a meaning other than the one that it appears to have.

Smell a Rat: How come the front door is open? Frankly, *I smell a rat*. I'm convinced that something *is definitely wrong here*.

Go to the Dogs: Have you seen their house lately? It's really gone to the dogs. It's true that it has become run-down and *in serious need of repair*.

Fishy: When the security guard saw a light in the store after closing hours, it seemed to him that there was something *fishy* (something strange) going on.

Take the Bull by the Horns: She finally *took the bull by the horns* (acted decisively to correct the situation) and went to a professional dance school for help.

Let the cat out of the Bag: He wasn't supposed to know about it, but someone *let the cat out of the bag* (reveal secret).

For the Birds: As far as they were concerned, *it was for the birds!* They left during an intermission because they found the reading totally *uninteresting and meaningless*.

Straight From the Horse's Mouth: That's right. I got it straight from the horse's mouth! **Pay**

Through the Nose: Since many other stamp collectors would also be bidding for it, he realized that he would have to *pay through the nose* in order to have it.

Tongue-in-Cheek: I didn't mean to offend her. I was simply making a *tongue-in-cheek remark*.

Pull Someone's Leg: Oh, really? Come on, you're pulling my leg! Do you really think that I'm trying to *fool you with a ridiculous story?*

V. ORAL PRESENTATION SKILLS & INFORMATION TRANSFER (READING COMPREHENSION - RESUME)

Oral Presentation Skills:

Successful presentations are designed to meet the needs and expectations of the audience. The information and delivery should be relevant and presented in a way so that the audience will listen and keep listening. Many presenters get caught up in the details of the topic and what they want to say, and lose sight of the audience and what they need to gain. The emphasis should be on the listener, not the presenter. You will have determined what information will appeal to them and this will increase your persuasiveness. There is no question about the importance of content. A presentation without good content will always fall flat. However there are many skills that must be applied to bring good content to life.

Objectives:

- To analyzing audience
- Help to decide what to include in the presentation
- To develop enthusiastic delivery style
- To develop skills are comprised of effective eye contact, volume, pacing, tone, body language, word choice, and appearance

For the Best Presentation:

Even with solid research, subject expertise, good planning and excellent facilities, some presentations fail. If a presenter does not have a confident, enthusiastic delivery style, the audience quickly loses interest and becomes bored. Research has shown that an audience's opinion of a presentation is based

- 7% from the presentation content,
- 38% from voice
- 55% from facial expressions and gestures.

Presentation Style:

Presenters need to use their own personality while focusing on their delivery skills to project the professional and confident style needed to create a successful presentation.

Utilizing an interactive and lively presentation style uses nervous energy in a positive way instead of as an inhibitor. Delivery skills are comprised of effective eye contact, volume, pacing, tone, body language, word choice, and appearance.

Presentation Content:

- ¬Focus their attention
- ¬Start with a clear, relevant purpose statement that shows the benefit to them
- ¬Use language that is clear and easily understood
- ¬Start with the familiar
- ¬Use examples and analogies
- ¬Stay focused on your main objective(s)
- ¬Use concrete examples
- ¬Make it memorable

Physical Environment:

- ¬Keep room temperature on the cooler side
- ¬Give them a break if they have been sitting more than 1 hour
- ¬If a break isn't possible, ask them to stand up and stretch
- ¬Eliminate unnecessary noise distractions
- ¬Lighting should be bright
- ¬Visuals should be easily viewed by all audience members

The Presenter:

- ¬Create an attention-getting introduction
- ¬Make a positive first impression
- ¬Use your voice, gestures, and facial expressions for emphasis to increase retention

Right Body Language in Presentations:

- Using your body language properly will help your presentation become interesting and engaging.
- Keep your weight balanced equally over both feet.
- Stand facing the audience.
- Gestures add visual emphasis to your words and help your listeners remember the content. When possible, check your physical appearance in a full-length mirror prior to your presentation.
- Your appearance affects the audience's perception of you.
- Everyone experiences nervousness before presentations.
- The trick is to make your excess energy work for you by fueling it into your presentation. Good visuals help support and organize a presentation.
- The best way to come across as sincere and interested is to be yourself.

- How do you let your own personality shine through without compromising the structure and content of the presentation?
- Share personal experiences
- Use humor (appropriately), tell stories not jokes
- Relax
- Speak in a natural, conversational style – Avoid reading from a script
- Use your visual aids as your notes rather than reading from them or a script
- Become involved and committed to your topic.

Use of Visual Aids:

People depend on what they see visually as their primary source of information. Adding visual aids to your presentation has a dramatic impact on how much your audience takes away. Research shows that information seen and heard has a much better chance of being remembered than information just heard. Good visuals help support and organize a presentation. They focus the audience's attention and clarify and augment ideas. Visuals enable you to get more content across in a shorter period of time, simplify complex information, and eliminate misunderstanding.

INFORMATION TRANSFER

Information transfer or presenting verbal accounts of facts and processes in pictorial form body of material in different ways. It is an important skill in your professional and personal lives, both to explain a map, graph or table in speech or writing and to represent a verbal text in graphic form. Information transfer is used specifically in the contexts of narration, physical and process description, listing and classifying, comparison and contrast, showing cause and effect relationship, and generalizing from numerical data. Transferring information from verbal to graphic form, and vice versa is thus a very useful skill that will help you in study and at work.

Different Graphical Presentations:

Technology in every field of information means the macro information is being transferred as much as micro is being, which we have on our finger tips. The information can be shown through texts, tables, maps tree diagrams bar graphs, pie charts, flow charts and so on.

Information in verbal form can be made clearer and easier to understand by presenting it in graphic or pictorial form.

RESUME' WRITING

A resume (or curriculum vitae) is a brief summary of your abilities, education, experience, and skills. A successful résumé will review, summarize, and present your training, experience, and achievements clearly and concisely. Its main task is to convince

prospective employers to contact you for an interview. Resumes are used for most jobs and are generally 1-2 pages. Curriculum vitae are used in academics and can be longer.

Aims :

- *To help getting a personal interview;*
- *Creating both the look and content of resume with unique skills.*
- *To provide the employer with reference material during the interview;*
- *To serve as a reminder to the employer after the interview.*

Types of Resumes:

- 1. Chronological Resume**
- 2. Functional Resume**
- 3. Combination Resume**
- 4. Targeted resume**

A resume is divided in three sections:

- 1. Introduction*
- 2. Primary Section*
- 3. Secondary Section*

1. Introduction:

As the name suggests this section introduces the document to the employer. It includes only two sub sections namely header and objectives.

Header: This includes name and contact details of the applicants. The document opens up with these details. Highlight your name in bold form in an eye catching way. Do not use numbering or bullets to write information like address, email id or telephone number.

Objectives: The objective holds the ambitions and career plans of the applicant. The employer tries to figure out the candidate's potentials, his expectations from the job and how he plans to shape up his own career with this job. The objective should be so well written that it interests the employer in knowing more about your credentials.

2. Primary Section:

This is the most important part of the resume. The employer spends maximum time reading this section and thus the contents, the look and the flow of this section has to be perfect. Adopt the reverse chronology for all the subsections. Ideally, the experience section should get more prominence and therefore should come first. Nevertheless applicants can put forth educational qualification section prior if they wish to stress on it more.

Experience: This section includes your work history with details like your designation, where you worked, the total work duration and the responsibilities you handled during your working period. Using bullet format and action words is a good way of emphasizing

the work done by you within the responsibilities section. Elaborate this section wisely to bring out the best of your capacities.

Educational Qualifications: This includes the qualifications gained by you. This section should also include the name of the awarding body, year of passing and the grades scored so that the employer has better understanding of your qualifications.

Certifications: This section includes the skills and abilities acquired by attending courses, internships, workshops or training sessions etc. Certifications help you understand your area of work better by teaching you more whereas the licenses give you the authority to perform that particular work.

Achievements: This includes the awards and the accolades won by the applicant during his course of work or studies. Include a maximum of 4 achievements to avoid making it look immodest.

3. Secondary Section

Personal Details: These details help the employer in knowing you better beyond your professional status. It includes family background, marital status, age, hobbies etc. In reality, these details do not matter to the employer.

References: This includes the name and contact details of people you have worked with or studied under the guidance of. However, the practice of writing references is slowly thinning down and concluded in only one sentence, 'available upon request.' The references should always come last in the resume.

Cover Letter

The cover letter will give splendid look to your resume. The letter basically consists of a request or you can say self-recommendation on the basis of what work experience you have garnered and how and why do you think the recruiter or employer should give you preference over other candidates applying for the same post. Cover letters are short and should have the post applied for, written clearly and also from where you have come to know of the vacant position in that particular organization.

Reading Comprehension:

We can become an active, effective reader through comprehension regulation. This is a method for consciously controlling the reading process. Comprehension regulation involves the use of preplanned strategies to understand text. It is a plan for getting the most out of reading. It allows you to have an idea of what to expect from the text. Most importantly, it gives you techniques to use when you are experiencing difficulties.

As an active reader, you can get an idea of what the writer is trying to communicate by:

- ✓ *Setting goals based on your purpose for reading*
- ✓ *Previewing the text to make predictions*
- ✓ *Self-questioning*
- ✓ *Scanning*
- ✓ *Relating new information to old*

Skills for being an effective reader and for increasing comprehension are:

- ✓ *Finding main ideas and supporting details/evidence*
- ✓ *Making inferences and drawing conclusions*
- ✓ *Recognizing a text's patterns of organization*
- ✓ *Perceiving conceptual relationships*
- ✓ *Testing your knowledge and understanding of the material through application*

When comprehension fails, we can use a plan that includes:

- ✓ Using structural analysis and contextual clues to identify unknown vocabulary words (e.g., look at roots, prefixes, suffixes). If this fails, keep a dictionary close by and look up words you don't understand
- ✓ Reading more critically - ask questions while you read
- ✓ Summarizing or outlining main points and supporting details
- ✓ Rereading the material
- ✓ Try to explain what you've read to someone else