

Communicational Skills & Personality Development

Notes

(Remaining topics -minor)

Course No. - EXTN - 123

By

Dr. Shreyas S. Jadhav

Lecture 1 - Writing Skills: Parts of Speech

When we talk or write in English, we use sentences to express ourselves. Sentences are important because if you do not clearly write sentences then, the meaning of the same cannot be understood clearly. A sentence is a group of words that communicates a complete thought

(Example: Raju goes to school).

A group of words, which does not make complete sense, is known as a phrase

(Example: Raju goes).

A sentence always begins with a capital letter, and it always ends with a question mark, full stop or exclamation mark. Read out aloud the examples given below.

- Did you work on your project?
- I completed it yesterday.
- That is good!

Using capitals

We know that all sentences begin with capital letters. Do you know at what other points in a sentence we should use capital letters? It is easy to know what to capitalise if you remember the word 'MINTS'. MINTS is a set of simple rules that help you capitalise words correctly.

Punctuation

It is a set of marks, such as the full stop and the comma, which help us separate parts of a sentence and explain its meaning. Like uppercase letters, punctuation is also a very important part of sentences and has some rules.

Basic parts of speech

There are eight basic parts of speech in the English language. These are noun, pronoun, verb, adjective, adverb, preposition, conjunction and interjection. The part of speech indicates how the word functions in meaning as well as grammatically within the sentence.

A noun is a word for a person, place, thing, or idea. Nouns are often used with an article (the, a, an), but not always. A pronoun is a word used in place of a noun. A verb expresses action or being. An adjective modifies or describes a noun or pronoun. An adverb modifies or describes a verb, an adjective, or another adverb. A

preposition is a word placed before a noun or pronoun to form a phrase modifying another word in the sentence. A conjunction joins words, phrases, or clauses. An interjection is a word used to express emotion. You should be able to use these parts of the speech in making sentences. The different types of words we use in sentences are called parts of speech. Some examples are nouns, pronouns, adjectives, verbs and adverbs.

Writing Skills : Sentences

Parts of a sentence

As you have learnt in English classes, almost all English sentences have a subject and a verb. Some also have an object. A **subject** is the person or thing that does an action.

A **verb** describes the action. **Object** is the person or thing that receives the action. For example, read a loud the simple sentence "Divya reads a book".

Types of objects

The object in a sentence can be either direct or indirect. Direct objects are the ones directly 'acted on' by the action word (verb). If the verb is 'reads' and we ask "What does Divya read?" The answer is 'book' which is the direct object. A **direct object** answers the question 'what?'.
An **indirect object** answers questions, such as 'to whom' and 'for whom'. For example, in the sentence "**Abdul gave a gift to his mother.**" The verb is 'gave'.

What did Abdul give?

The gift.

To whom did Abdul give the gift?

To his mother.

Here, 'gift' is the direct object and 'his mother' is the indirect object. Some sentences only have direct objects while some have both direct and indirect objects.

Types of sentences

Active and passive sentences

What is the difference between the two sentences?

1. Sanjay broke the glass.
2. The glass was broken by Sanjay.

The action (verb) in both the sentences is breaking of the glass. But the 'subject' of both sentences is different. In the first sentence, the subject (Sanjay) does the action. In the second sentence, the subject (the glass) receives the action.

Paragraphs

You have learnt about sentences. A group of sentences forms a paragraph. While writing a paragraph, make sure the sentences have a common idea. When you want to write about a different idea, make a new paragraph.

For example, if you are writing about your school, the first paragraph can be of sentences about the name, location, size and other such details. In the next paragraph you can use sentences to describe what you like about your college.

Practical Exercise for the class :

1. Conversational episodes of Krishi Jagat to study sentences.
2. Assignment in the class for open conversation on Organic farming.

Lecture – 2 Pronunciation Basics

If we do not say (or pronounce) words correctly, others cannot understand what we are saying. In this lesson you will learn about the common ‘sounds’ used while speaking English. You will learn and practice how to say common words correctly.

Pronunciation is the way you say a word, just as spelling is how you write a word. To communicate well when you speak, you need to know how to pronounce words correctly.

Correct pronunciation will help you express yourself in a clear and confident manner. It will also help others to understand your words easily.

Speaking correctly

Say the following words aloud. Ask your teacher and friends if you pronounced them correctly. What did you notice? Sometimes words, which have similar spellings, are pronounced differently. Sometimes words, which have different spellings, may be pronounced in the same way. The best way to learn correct pronunciation of words is to listen carefully.

Phonetics

How do we pronounce words? We use **sounds** to speak. Every word is made up of one or more sounds. We put these sounds together to pronounce words. Phonetics is the study of the sounds that we make when we speak.

For example, the word **dog** is made of three sounds put together: d-o-g.

The word **cat** is made of three other sounds: c-a-t.

The English alphabet has 26 letters, from A to Z. But each of these letters can be pronounced in different ways in different words. We use 26 letters to write in English. But, we use more than 26 sounds when we speak English. This is why a word’s spelling does not always match its pronunciation.

Types of sounds

We have now seen how the letters of the alphabet are not enough to exactly match the many different sounds we make when we speak

Greetings & Introduction

We use certain words called ‘greetings’ before we start talking to friends, people familiar to us, or people whom we are meeting for the first time. Also we use certain sentences to tell about ourselves or others, to people who do not know us. This is called an Introduction.

Greetings

There are many ways to greet a person. The greeting and reply to a greeting at work is different from the greeting and reply given to a friend. Similarly, there are many ways to say goodbye when you depart. The greetings change depending upon who we are talking to and even according to the time of the day.

Types of greetings

Formal greetings are used if you do not know the person. It is used to greet senior, elderly people or people with whom we have formal relations like teachers or customers. This is used more often in schools, colleges and offices.

Informal greetings are used when you talk to friends, family or a known person.

Introducing yourself and others

When you are meeting someone for the first time, or if others want to know about you, you need to 'Introduce' yourself. You can do this by telling your name and some general information like about your hometown, your job or subjects as a student, your interests, etc. When introducing yourself, remember to look at the other person and smile. We can introduce someone to others by telling their name, what they do, how we know them, or even by describing something interesting about them.

Practical Exercise for the class :

1. BBC news broadcasting will be assigned for watching to analyse pronunciation.
2. Students Open reading is suggested.

Lecture - 3 : Asking Questions - 1

Are you sometimes scared of asking too many. What happens if you do not ask questions at the right time? Why do we need to ask questions?

In this session you will learn about the importance of asking questions and how to get information by asking the correct questions.

Need for asking questions

A question is a request for information. It could be any type of information, such as an answer to a question in the textbook, information about a person or a place or about how to do a task.

Asking questions helps us to

- gain new knowledge, get information,
- make sure that what we know is correct,
- avoid doubts, confusion, misunderstanding, and
- start talking to people by asking about them and their ideas.

How to make sure we have complete information?

If you do not have information about how to reach a place, you will not be able to reach it. If you do not know how to do some work, you will not be able to complete it, unless you ask questions and get information. Asking all the correct questions at the right time is also important.

Asking Questions - 2

A question is a sentence, phrase, or word that either asks for information or is used to test someone's knowledge. We always use a question mark (?) at the end of a question. In our day-to-day interactions with others, we often have to ask and answer questions to get information. Asking the correct questions can help us get the information we want.

Types of questions

There are two basic types of questions: close-ended and open-ended.

Questions that can be answered with a "yes" or a "no" are called **close-ended question**. That is because the answer options are limited or closed. For example, when we ask "Do you have a TV at home?", the answer could be either "Yes" or "No".

Framing (or forming) questions

Framing close-ended questions

We can form close-ended questions by adding helping verbs (called auxiliary verbs) like **Be**, **Do** and **Have**. These convey additional information, such as time and mood.

Besides these, there are other auxiliary verbs (called modal verbs), such as **Can, Shall, May, Should, Could** which show possibility or necessity. One method of framing close-ended questions is to take a sentence without the above words and place such words before the subject.

For example, the sentence "I like it" can be changed into a close-ended question by adding the word "do" before the subject "I". This creates the close-ended question: "**Do** I like it?"

Please Note: The helping verb changes based on the subject, but the main verb remains unchanged. For example, in the sentences and the questions below, the main verb (cook) remains unchanged, but the auxiliary verb (do) changes based on the subject.

Framing close-ended questions

In some cases, **we exchange the positions of the subject and the verb** to create a close-ended question. We can follow a similar method for sentences that already have auxiliary verbs.

Framing open-ended questions: Using question words

Some questions are called open-ended because their answers are not limited or closed. They have to be answered with more information than just a "yes" or a "no". We can form open-ended questions by using question words, such as **What, Why, Who, How, When** and **Where**.

Lecture - 4 : Talking about self

You may need to talk about yourself on many occasions especially when you meet new people. You may also need to fill forms with information about yourself. In this session you will learn how to describe (or 'introduce') yourself and write about yourself.

Talking about yourself

When you meet someone for the first time, they may want to know more about you. You will need to 'introduce' yourself by telling them about yourself. You usually start by telling your name. Then you can talk about other things, such as what you do, your age, where you live, or even about the things or activities that you like or dislike. For all these sentences, you will use nouns and verbs.

A **noun** is a 'naming' word that is used for a person, place, thing, or idea.

Some **examples of nouns** are **Ali, Delhi, football** and **music**.

A **verb** is a 'doing' word that tells us what the noun does. Some examples of verbs are **play, like, eat** and **write**. Note that some verbs with an 'ing' ending can also act as nouns.

Swimming is an example. We can talk about likes and dislikes using nouns as well as verbs that end with 'ing'.

For example, cycling and swimming.

Sometimes, instead of talking, you will have to write about yourself in a form. A form is a typed or printed page with blank spaces for information.

Each form is different, so you should read it properly before filling. Write neatly taking care to use the correct spellings. A form usually has the following fields for personal information

Practical Exercise for the class :

1. Students Introduction will be formulated in formal way.