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SPOKEN ENGLISH PRELIMINARIES

Prof. SHREESH CHAUDHARY

Why Spoken English?

Global Language



VIDEO CLIP

Video link: <https://www.youtube.com/watch?v=I36Nistc9wE>

Please watch the section 00.00- 5.21

Source: Josh Sterling (YouTube)

Video description: Mother Teresa's Nobel Prize acceptance speech. We are using 5.21 minutes of this video for academic purposes.

VIDEO CLIP

Video link: <https://www.youtube.com/watch?v=63J0hITppjk>

Please watch the section 00.00-7.27

Source: Asia Society (YouTube)

Video description: Indira Nooyi in conversation with Asia Society Vice President wherein she discusses about her work and life. We are using 7.27 minutes of this video for academic purposes.

INTRODUCTION

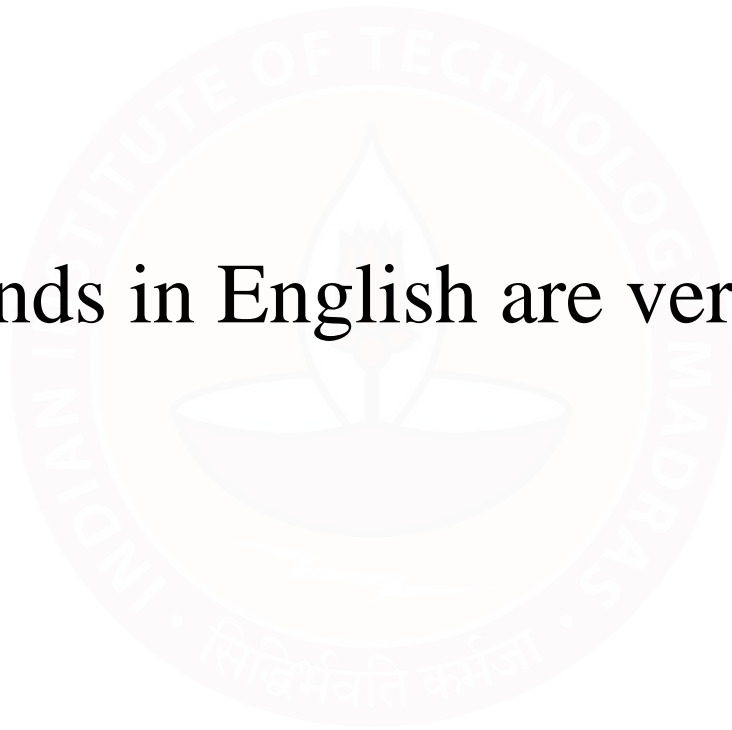
In learning to speak, remember the following:

1. Have something to say.
2. Politeness is more important than even pronunciation and grammar.

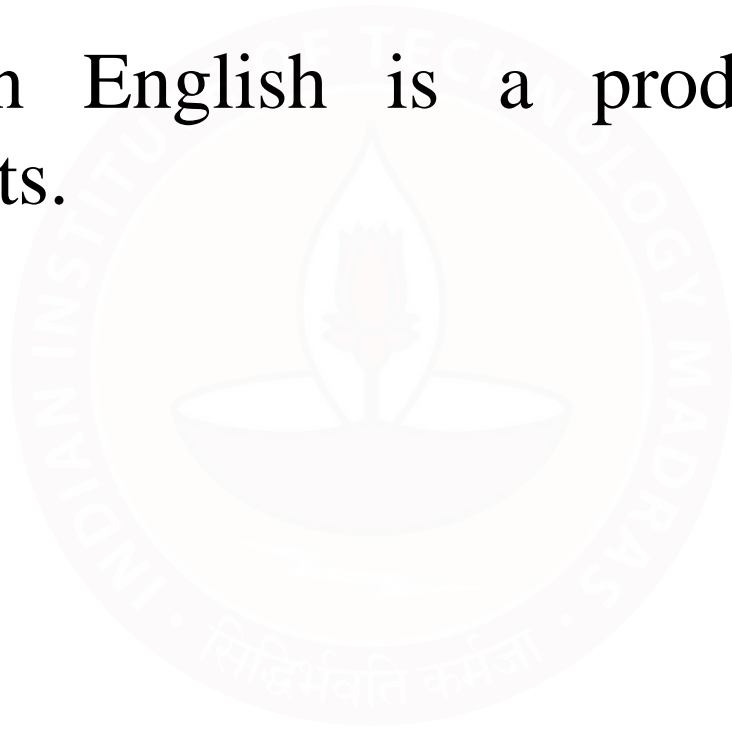
3. SLOW TEMPO IS A MARKER OF POLITENESS.

- Slow tempo helps both, speakers and listeners.
- English is a slow tempo language.
- English speakers pause after phrase, clause & sentence.

- In English, different words are stressed differently.
- Vowels sounds in English are very long or very short.



- Good spoken English is a product of good listening habits.



VIDEO CLIP

Video link: https://www.youtube.com/watch?v=e3zyVW_SMbA

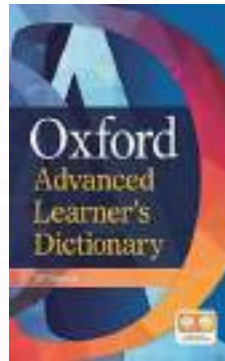
Please watch the section 00.00-4.09

Source: Eros Now Music(YouTube)

Video description: Manhattan song from the movie *English Vinglish*. We are using 4.09 minutes of this video for academic purposes.

10. See the following books and sites for more . .

a. *Better Spoken English* by Shreesh Chaudhary, Vikas Publishing Co., New Delhi



b. *Advanced Learner's Dictionary of English*, any edition

c. <<https://www.youtube.com/watch?v=3w71Hj7i4eg>>

d. <<https://www.youtube.com/watch?v=jNuC0BIffRs>>

e. <<https://www.youtube.com/watch?v=ARvrvJV4th4>>



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SPEAK SLOWLY

SHREESH CHAUDHARY

Speak Slowly

- English is a slow tempo language.
- English speakers pause after groups of words, after each clause, after each sentence. Click on the link given below and listen to the audio sample.

VIDEO CLIP

Video link: <https://www.youtube.com/watch?v=6dKimoybmEo>

Please watch the section 00:00 – 3.55

Source: English Speeches (YouTube)

Video description: Speech delivered by Martin Luther King Jr.
We are using 3.55 minutes of this video for academic purposes.

VIDEO CLIP

Video link: <https://www.youtube.com/watch?v=9aO5R6ezqio>

Please watch the section 4.03-4.57

Source: Oscars (YouTube)

Video description: Speech delivered by Colin Firth after winning Best Actor at the 83rd Academy Awards.

We are using 54 seconds of this video for academic purposes.

- Pause is like the punctuation mark of spoken language.
- “A woman without her man is nothing.” This sentence can have different meanings depending upon how you pause. Find other examples.

A woman, without her man, is nothing.

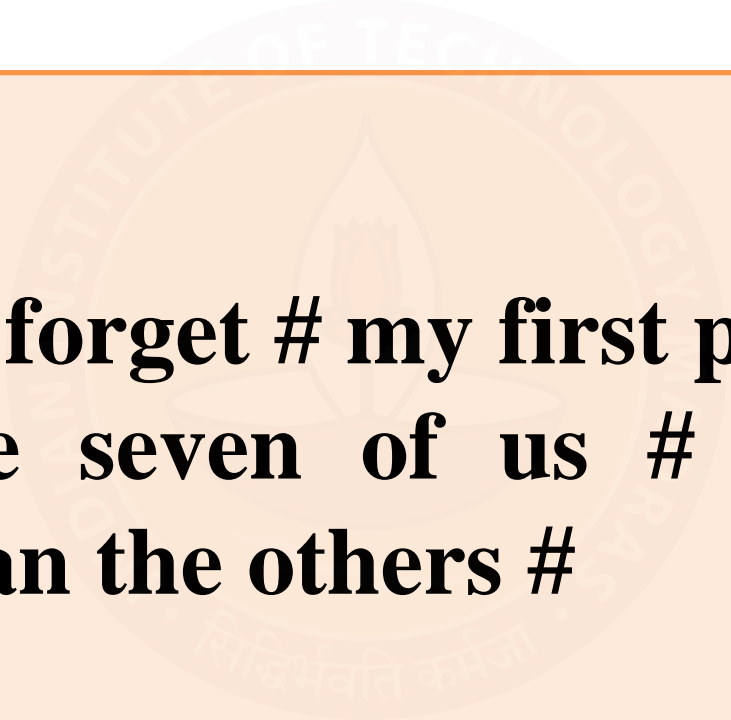
A woman, without her, man is nothing.

- Rapid speech causes distortions in sounds; they merge into one another, some sounds are dropped, some sounds change form and shape, and become difficult to understand.

Icanneverforgetmyfirstparajump



I can never forget my first para jump.



**I can never forget # my first para jump #
There were seven of us # each more
scared # than the others #**

- Slow speech is easy for the listener to understand.
- It is a mark of politeness.
- Slow speech gives the speaker time to think and use correct words in a correct manner.

- It may not be easy to learn to speak slowly; changing habit of a life time can be difficult. But it is not impossible.
- If we learn one thing about Spoken English, we must learn to speak slowly, comfortably. All else will follow.

Activity

1. Record a minute long speech on your favourite topic.
2. Count the number of words.
3. Now take another minute, and record your speech again. On the same topic. But this time speak slowly. Count the number of words. You may have fewer words. Check with a listener What is understood better?
4. Listen to some “good” speakers on television. Are they slow or fast?



Thank you



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PHRASAL PAUSE

Prof. Shreesh Chaudhary

Phrasal Pause

- Two or more words behaving in a sentence like one word make phrase. For example, an apple, a big basket, a committee of experts, etc. all behave in a sentence just like a single noun will. You can say “fish swims”, you can also say “an apple sells”, “ a big basket has been kept at the temple.”, and “ A committee of experts has been formed.”

- Speakers of standard English pause also after a phrase, just as they pause after a clause and a sentence. Listen to the following for example:

<https://drive.google.com/file/d/1i-9Kw8lFU2mF6KF23b5k7X7vPkwnExJI/view?usp=sharing>

Good evening# this is All India Radio# and I am Anuja Kumar # with the news at nine## Prime Minister Narendra Modi today stated# that India is one of the safest habitats in the world # with almost three thousand tigers....



- This pause is not long, but it is noticeable. It is the punctuation of speech. Speaker pauses every few seconds.
- Pause in this manner follows a simple rule: pause after every phrase, or every group of words within a phrase, if the phrase is a big group of words.

- Pause after a word of address is essential. For instance,

May I borrow this book # professor#

Do you #doctor # know why I got fever?##

- Pause after a pair of numbers, or three numbers, is helpful. For example, you should say

94#43#02#84#34 #or# 944#302#84#34##

The postal code of the area I live in is# 600#113##

my employee id is# 19#95##

- Similarly, when you tell your address, pause after every new level, e. g. door no., street, area, city, state. So, for instance,

My address is# D4/12# 2nd Link Road#
IIT Campus# Chennai 600#036

- After words like “so”, “therefore”, “but”, “thus”, “of course”, “indeed”, “by all means”, etc. also you should take a pause. For instance, you should say,

Without good health# there is no happiness##
so# invest in your health##

Ruth was tired# but# not bored## Many students
rise late # therefore # they come to class without
breakfast##

- After every word in a series, you should pause.
So for instance, you can say,

For breakfast# I take some corns # milk # eggs #
bread # butter # fruits # and tea ##

I am doing honours in Economics # but# I am
also interested in History # Philosophy #
Malayalam Literature # and Raja Ravi Varma's
paintings ##

- Ordinarily, the rule is : after every Noun Phrase, Verb Phrase, Adjectival Phrase and Adverbial Phrase.
- See, for instance, the following:

Rose # is a lovely flower##

The black rose #is the loveliest of flowers##

All the beautiful #black roses# that came from
Bangalore yesterday #are# many say# extra-
ordinarily lovely flowers##

- Noun phrase, adjectival phrase, verb phrase and adverb phrase or clauses are all followed by a pause in speech. This shows which words go together as a group. See the following, for example:

- He# that is down # needs fear no fall##
- Strike the iron# while it is hot##
- Only the wearer knows # where shoe pinches##
- Rabindranath Tagore# the Nobel laureate# was also a freedom fighter##
- All# that glitters# is not gold##

ACTIVITY

For practice, mark and speak the following sentences:

1. May I come in sir?
2. Stars twinkle planets do not.
3. Fault dear Brutus is not in our stars.
4. Long years ago we made a tryst with destiny.
5. I have a dream that one day sons of slaves and sons of slave owners would sit together on the table of fraternity.

6. Given a chance everyone would like to go to school.
7. More girls than boys drop out of school before completing secondary education.
8. Ask not what the nation can do for you ask what you can do for the nation.

For more practice and self-test, see page nos. 51-62 in the book, *Better Spoken English* .

ANSWERS

1. May I come in# sir?
2. Stars twinkle # planets do not.
3. Fault # dear Brutus # is not in our stars.
4. Long years ago# we made a tryst with destiny.
5. I have a dream # that one day # sons of slaves # and sons of slave owners# would sit together # on the table of fraternity.

6. Given a chance # everyone would like to go to school.
7. More girls than boys # drop out of school # before completing secondary education.
8. Ask not # what the nation can do for you # ask # what you can do for the nation.

Thank you



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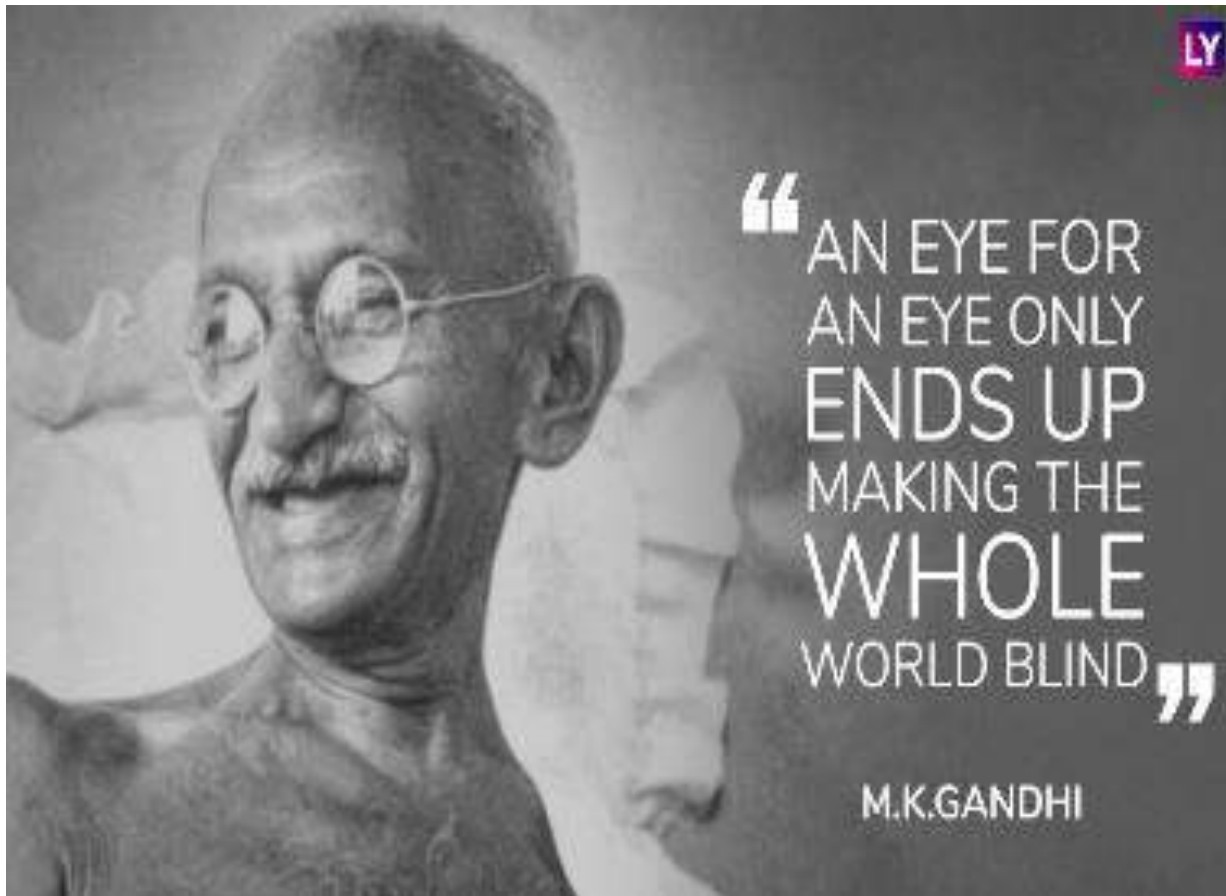
SPEAKING SKILLS

Prof. Shreesh Chaudhary

DO YOU HAVE SOMETHING TO SAY?

- We speak to give or get information, answer, news, knowledge, joy, to hurt, heal, entertain, encourage, discourage, persuade, convince, dissuade...

- All the great speakers whom we know because of what they had to say.



"Do not judge me by
my successes, judge
me by how many times
I fell down and got
back up again."

Nelson Mandela (1918-2013)
Former President of South Africa





colorization © todayinsci

Nature and
Nature's laws
lay hid in Night:
God said,
Let Newton be!
and all was light.



Alexander Pope

More science quotes at Today in Science History todayinsci.com

- If you have to give a two-minute talk on **”A Civic Problem in Your Area”**, what can you say? You can say some of the following:

- Where?
- What ?
- How much? Quantification.
- Its effects

- In all of the points above, lots can be said. But we must not exceed time. How much can be said in two minutes? You must mention at least the following:

- name of the problem
- name of the place
- extent of the problem, quantity
- its harmful impact

Suppose you mention “Water logged road” in your area.

Problem: Water logged road

- **Place:** On 3rd Cross Road, Nehru Nagar
- **Extent:** Knee-deep water even after an hour long rain
- **Data:** Support it with a photograph in a slide
- **Impact:** Spreads disease, smell, and stops free flow of traffic

- If you do not have enough to say, you may find out.

- Consult search engines on the Net” Google, Wikipedia, other sites;
- Consult local sources, Libraries, Archives, etc.
- Consult local folk-lore, songs, etc
- Consult elders, knowledgeable local senior people, etc.

- Whatever you say must be “**interesting**” to the listener. What makes anything interesting to the listener:

- **Good News**
- **Good Word**
- **Entertainment**

While talking about a civic problem, you can also present data in a different manner as well. You can say the slippery road, or the submerged stretch of the road has caused so many vehicles to collide, to turn upside down, or so many people, including women, old men & women and children to slip and fall down.

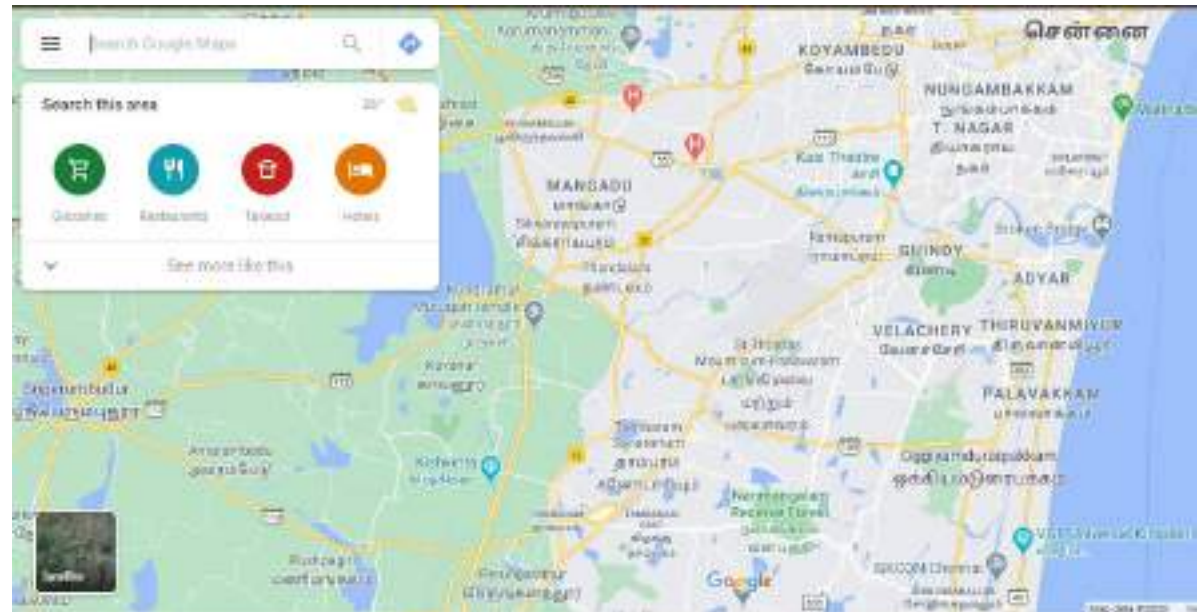
You can also back it up with a photograph.



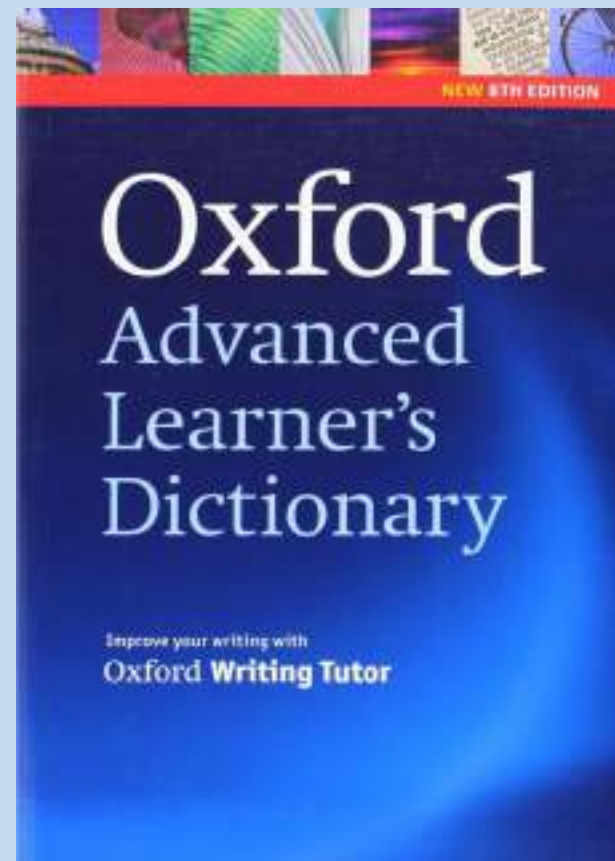
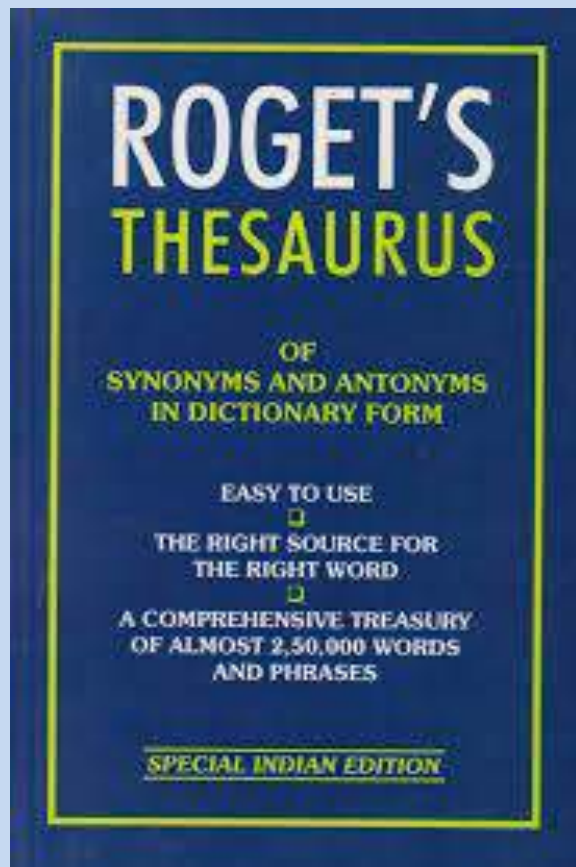
Whatever you say must be **“relevant”** to the listener. There is no point talking about **“flying to fish”**, or **“swimming to bird”**, etc.

- It helps to research or re-check your facts.

- See Google map of your area.



- See Dictionary, Roget's Thesaurus for the appropriate word for “water-logging”.



- Check the kinds of harmful effects possible from such spots.
- Check how engineers measure quantity of water in such places, and decide how you will convey this information.

- There are sites that tell you about driving through flooded roads, escaping harmful effects of water-logged stretches of roads, etc.
- If you have limited time for presentation, you should check your facts and how much to say much more carefully.

Once you have done all this checking with sources of local and non-local knowledge, you may have enough data to speak on the given subject. Then you should preferably by rehearsing decide what and how much of what you are going to say.

ACTIVITY

1. Gather information about a civic problem, i.e. a man-made problem, in your area.
2. Talk about it to a member of your family or a friend, with a timer in your hand. You should not exceed time even by a second.
3. Record yourself and see if you can collect, and, using some more sources of information on the same subject, talk again. Compare the two recordings to see what interests you and your readers/ listeners more.
4. Do a similar thing with another listener once again!

Thank you



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EFFECTIVE PRESENTATIONS

Prof. Shreesh Chaudhary

STAGE MANNERS

- All conversations are presentations.
- All presentations are stage performances.
- All presenters are performers.

- Whether talking to a friend or a crowd, you perform an act.
- So like all “actors”, you have to follow some stage manners.
- We must be **well-turned out: washed, groomed and dressed.**

- You need not be over-dressed, you must not be under-dressed, you should be appropriately dressed.

Inappropriate Dress
for the Presentation



Appropriate Dress for
the Presentation



- What is an “**effective presentation**”?

- You make an effective presentation when listeners listen to you with attention.
- Then you can persuade, or entertain, or inspire, or convince, etc.
- Listeners may or may not always agree with you, but they see your position, your point of view, and they can listen to you.

To achieve this, you must also do the following:

- Relax, make yourself comfortable.
- If you are tense, nervous, sleepy, drowsy, distracted, you may not make an effective presentation.
- People see more than they listen.

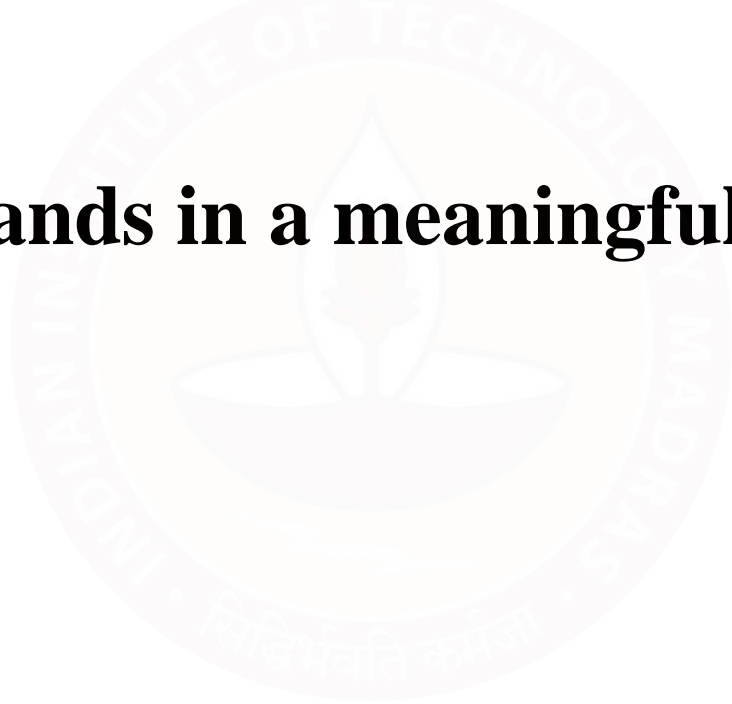
SITTING POSTURES



STANDING POSTURES



- **Greet your audience** with a friendly manner.
- **Use your hands in a meaningful manner. .**



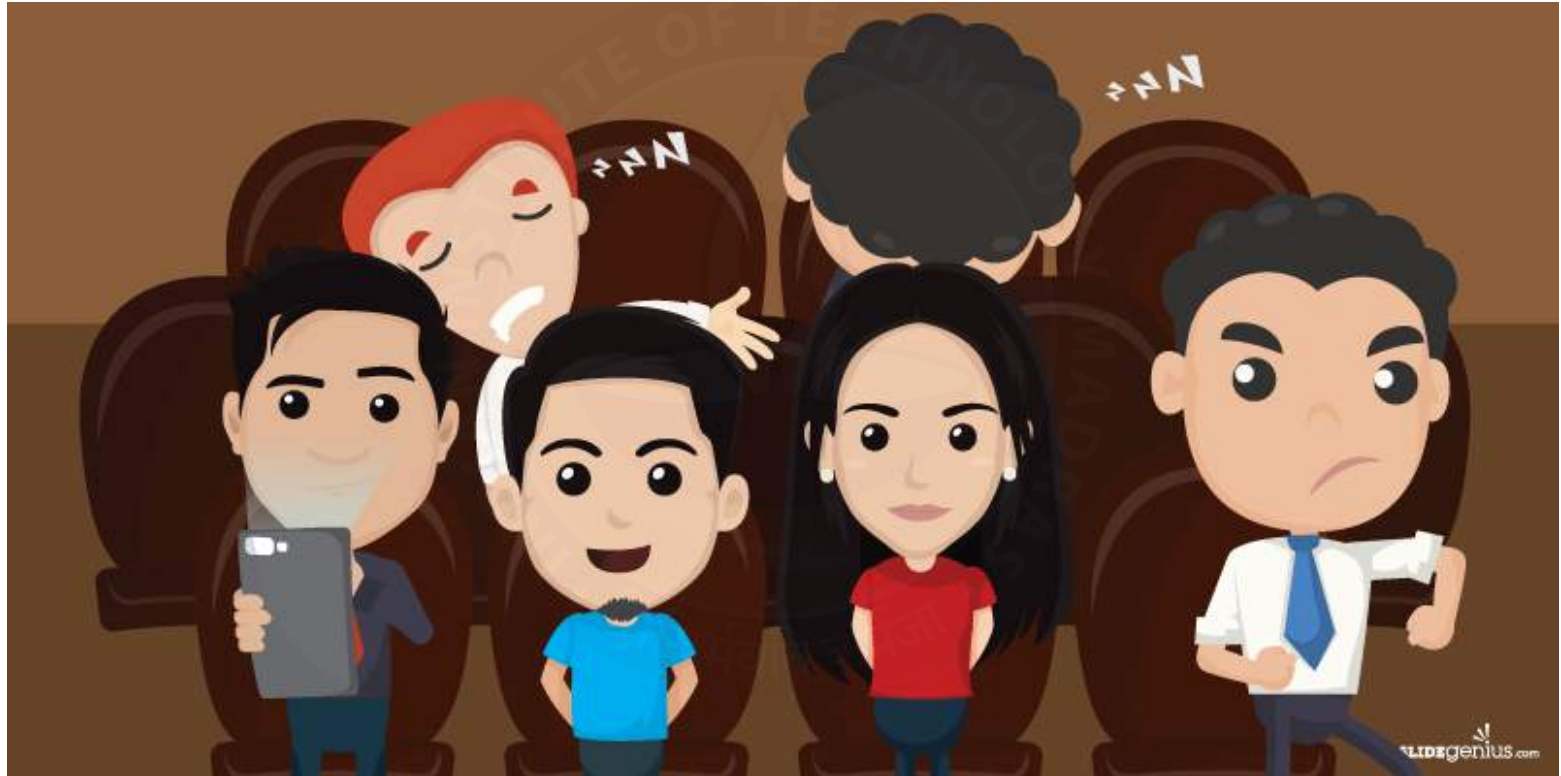
HAND GESTURES



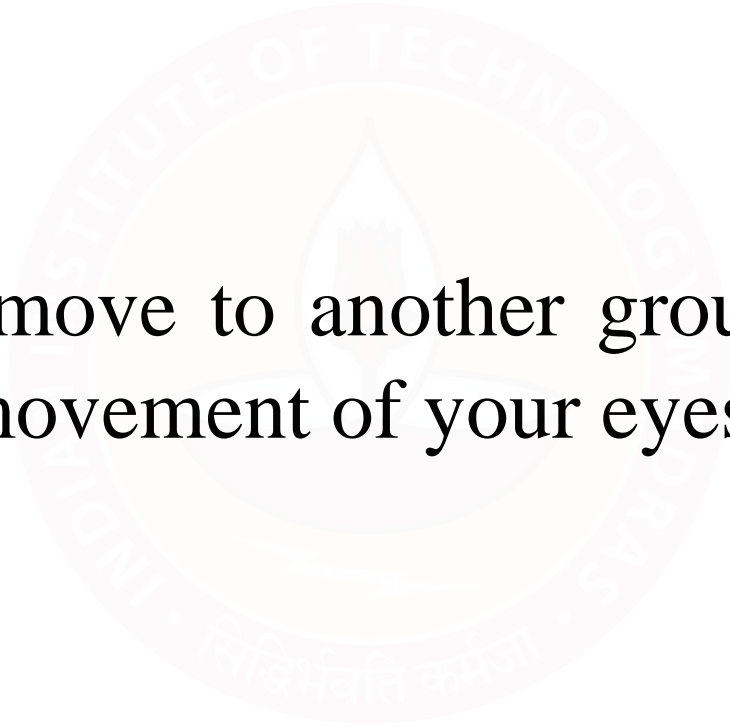
- **Eye-contact keeps the listener with the speaker.**



- You lose eye contact, and you lose your audience.



- Look at all your listeners with a friendly and unhurried attention.
- And then move to another group, repeat this triangular movement of your eyes.



- **Voice** is an important tool for presentations.
- You can have loud and soft voice, rapid and slow voice, confident and doubtful or confused voice, giving a variety of signals to the listener.
- You must learn to modulate your voice.

VIDEO CLIP

Video link: <https://www.youtube.com/watch?v=c2DHZlkUI6s>

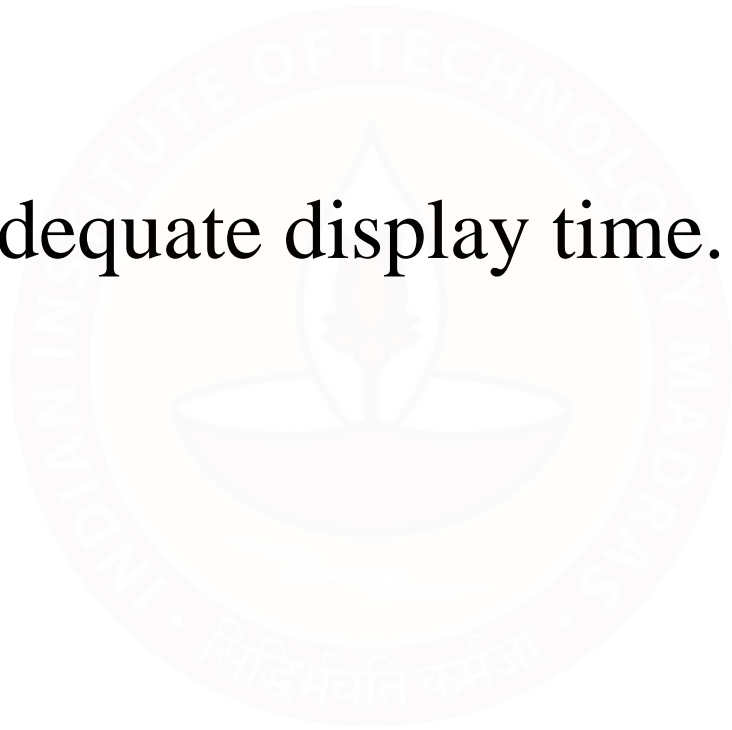
Please watch the section 2.53-3.49

Source: Nobel Prize (YouTube)

Video description: Nobel Prize acceptance speech delivered by Malala Yousafzai.

We are using 96 seconds of this video for academic purposes.

- Do not overload your **PPT slides**.
- They lack adequate display time.

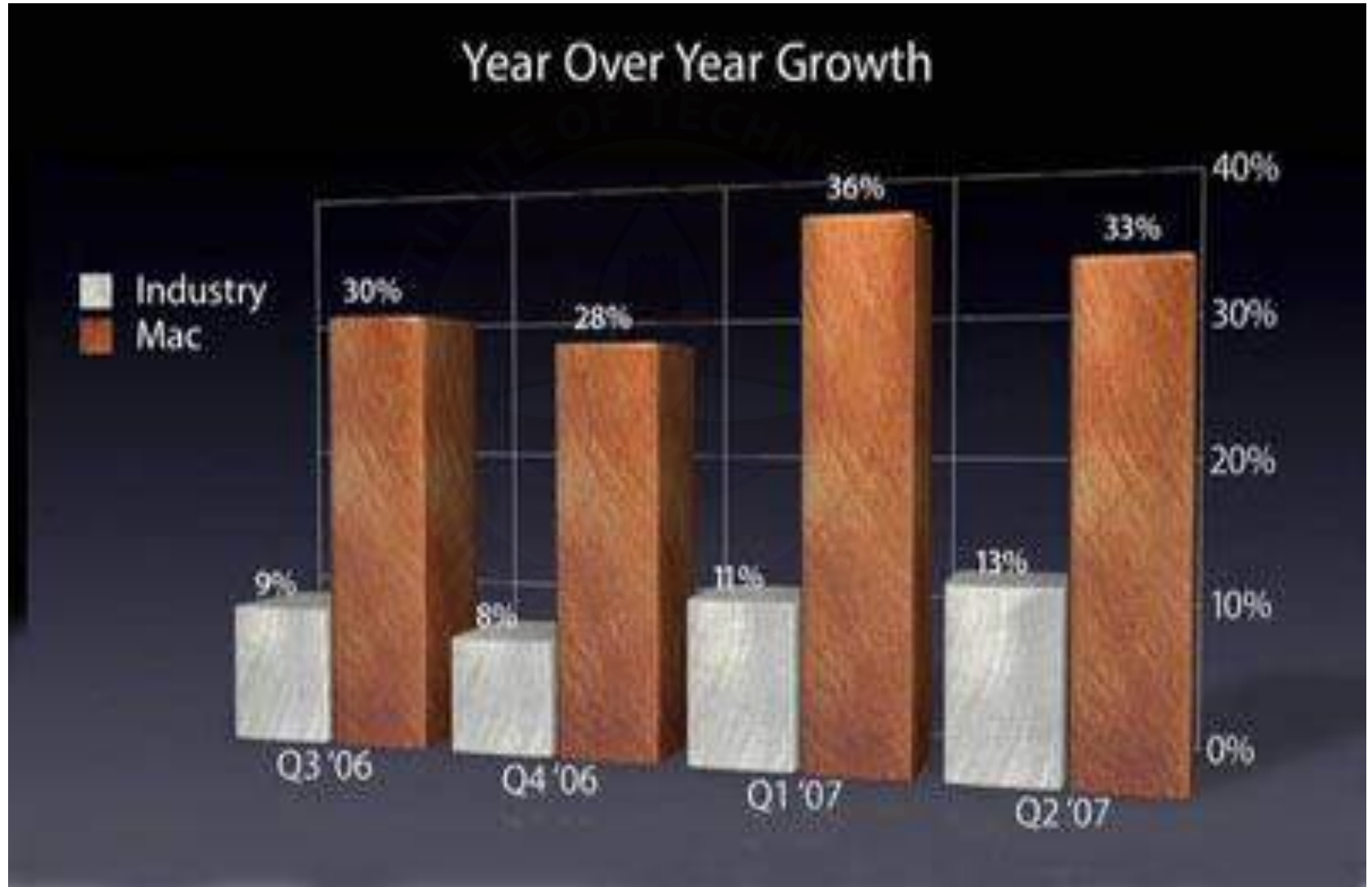


Unstructured PPt slide

How Rivers Are Formed

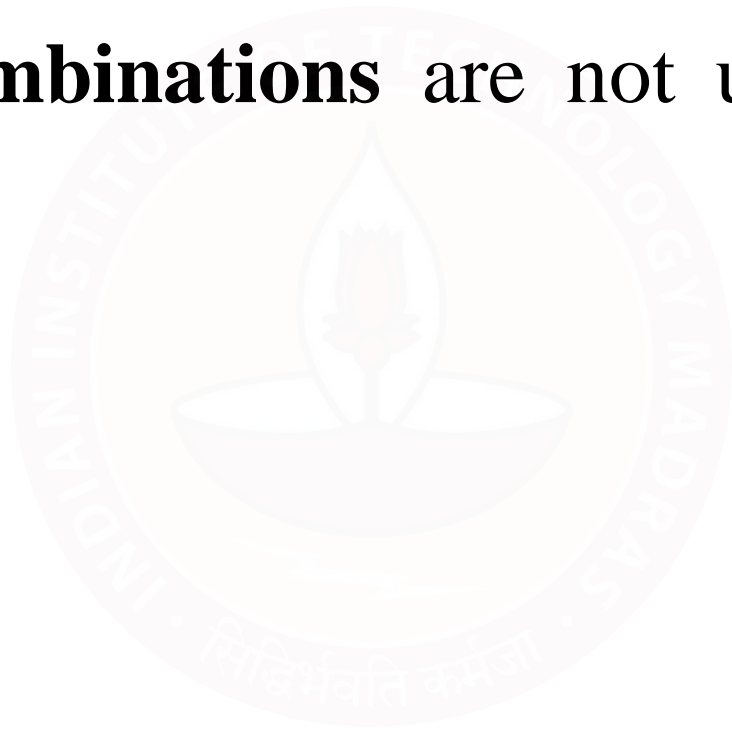
- Rivers start as very small streams and gradually get bigger as more and more water is added. Heavy rains and spring meltwater add so much water to some rivers that they overflow their banks and flood the surrounding landscape.
- The water in rivers comes from many different sources. Rivers can begin in lakes or as springs that bubble up from underground. Other rivers start as rain or melting snow and ice high up in the mountains.
- Most rivers flow quickly in the steeply sloping sections near their source. Fast moving water washes away gravel, sand and mud leaving a rocky bottom.
- Rivers flowing over gently sloping ground begin to curve back and forth across the landscape. These are called meandering rivers.
- Some rivers have lots of small channels that continually split and join. These are called braided rivers. Braided rivers are usually wide but shallow. They form on fairly steep slopes and where the river bank is easily eroded.
- Many rivers have an estuary where they enter the ocean. An estuary is a section of river where fresh water and sea-water mix together. Tides cause water levels in estuaries to rise and fall.

Structured PPt Slide



- Don't put too much in one slide. Ordinarily, it is good to mention only a few bullet points in one slide, and only a **few words in each line**.
- Read each slide silently and give as much time for each slide as at least you take to read one.

- **Colour combinations** are not unwelcome in PPt slides .





Effective presentation requires an intelligent combination of creativity, language and data.



Thank You!



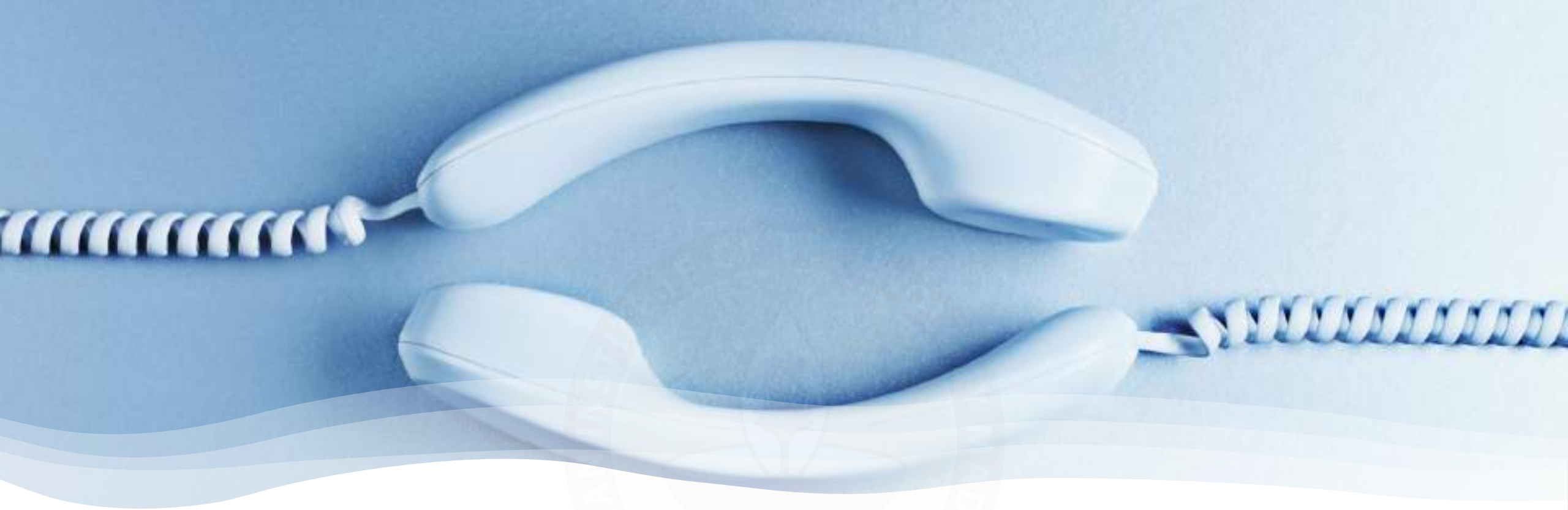
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Useful sentences you can use on the phone

Telephone English

Making a call

- Hi/ Hello.
- This is Megha from Airvoice services.
- My name is Megha. I am calling from Airvoice services.
- How is it going? Good, thanks. What about you?
- How are you? Great, thanks. What about you?
- What's up? Not much. The usual.

Asking for someone

- May I speak to Padmini ?
- Could I speak with Padmini?
- I'd like to speak to Padmini, please.
- Is Padmini there?
- Is Padmini around?
- Can I talk to Padmini?

Purpose of the call



I'm calling to ask about...



Ex: I'm calling to ask about your software consulting services.



Could you tell me...?



Ex: Could you tell me how much it costs?



I just wanted to ask...



Ex: I just wanted to ask if you're free to meet sometime this week.

Availability

- When would be a good time to call?
- When will he/ she be back?
- Please let me know your best convenient time.
- Do you know when she'll be back?

Leaving a message

- Could you take a message for him?
- I'd like to leave her a message.
- Please tell Padmini that Meera called.
- Please ask her to call me back.
- She can reach me at 7708645321.
- Could you ask him to call me back?
- Please tell him that I'm in town.
- Please let her know that I would like to meet her.

(Listen to the conversation)

Taking a call

- Good morning/Good afternoon. (Company name), (your name) speaking.
- Thank you for calling (company name). This is (your name).
- How may I help you? What can I do for you ?

- Ex: Good afternoon. Air voice services. Megha speaking.
- How may I help you?
- Ex: Thank you for calling Airvoice Services. This is Megha. What can I do for you today?
- (Listen to the conversation)

Asking who is calling

- Hello...Is that?
- Could I ask who's calling?
- May I ask who's calling?
- Who's calling, please?
- Who am I speaking to, please?
- Where are you calling from, please?

Asking to wait

(Listen to the conversation)

- Could you hang on?
 - Could you hold on?
 - Would you mind holding, please?
 - Hold on, let me grab a pen and a paper.
 - Sorry, to keep you waiting.
 - Sorry, he is on the other line.
 - Could I take a message?
 - Could I leave a message?
 - I am tied up at the moment. Can I call you back/in an hours time?
-
- If it is not urgent, can I buzz you later in the evening?
 - You just have two minutes, be quick in what you have to say.
 - I won't be able to have a long chat as I am driving now.
 - This conversation will take longer, can I call you later?

On receiving a second call

- I am receiving a second call. Could you hold for a second/minute?
- I am speaking to someone on the other side. If it is not urgent, can I call you in sometime?
- I am getting a call from my professor. I will have to answer. I will call you back soon.
- Please hold on a sec. My boss is pinging me.

Conference call

- Can I get Sita with us?
- Wait a second, let me rope in Sita into this call.
- I am having Geetha with me on the other side, I am patching you in.
- Geetha and Sita, am I audible to both of you?
- Geetha, please stay on the line, Sita you could disconnect. I will call you later.

Situation 1: Geeta cannot hear the other person. She is not sure if the other person is on the line.

1. Hello, are you there?
2. Hello. Can you hear me?
3. Hello. Am I audible?
4. Hello. Is my voice clear enough?
5. Can you hear me loud and clear?
6. Is my voice too low?

Situation 2: Lenna is on a phone conversation with Anjali. Anjali realises that she is running out of charge.

- 1. Please be quick. My battery is about to die.
- 2. I might lose you soon, as I am on 1% battery.
- 3. My battery is about to drain. Please text me.
- 4. Can I call you after charging my phone?
- 5. Let me grab a charger and call you back.

Situation 3 : Geeta cannot hear the other person.

- Hello, I can hear you on and off.
- Hello, your voice is breaking.
- Hello, your voice is jarring.
- Hello, I can hear you, but in bits and pieces
- Hello, your voice is echoing.
- Hello, I think you got cut off.

Phone problems / Wrong number



I can't get through.



The line is
busy/engaged/unobtainable.



Sorry, I think you have got
the wrong number.



There is none of that name
here.

Before ending a call

- No problem. I will try again later.
- Okay, I will pass on the message.
- It was a great conversation. Let us connect regularly.
- Take care. Let us be in touch.
- Take care. Goodbye.
- I might lose you soon. There is some connectivity issue here.
- I need to hang up now. Let us continue the conversation tomorrow.
- It is been an hour we are talking. I need to get back to work.
- Listen. My class is about to start. I will talk to you later.