

Communication

- Imparting or exchange of information / ideas / feelings.
- Happens via speaking, writing, gestures, or some other media
- Usually involves 2 or more parties

Language as a tool of communication

- Provides a method or system for communication
- Provides words
- Provides a structure for using the words
- Also involves gestures or symbols

Verbal and non-verbal communication

Verbal communication is the use of words to convey a message. Some forms of verbal communication are written and oral communication. Examples of Written Communication: Letters. Texting.

Nonverbal communication (NVC) is the transmission of messages or signals through a nonverbal platform such as eye contact, facial expressions, gestures, posture, and body language.

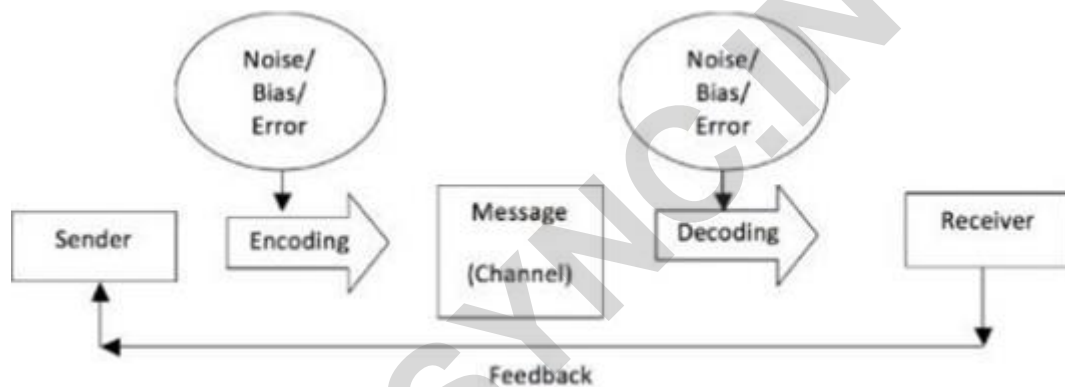


Fig.: The Process of Communication

Barriers to communication

Semantic barriers (language barriers): Eg. Lack of clarity, communicating in a complex way, using too technical words.

Psychological Barriers: Eg. Inadequate attention to the message received, premature evaluation of the information received.

Organisational barriers: Eg. Complexity of organizational structure.

Cultural barriers: lack of similarity or compatibility among different cultures.

Physical barriers: faulty equipment, noise, closed doors and cabins

Physiological barriers: like dyslexia, or nerve disorders that interfere with speech or hearing.

Dealing with the barrier to communication

- Know your subject
- Focus on the purpose of your communication
- Know your audience
- Be organized
- checking whether it is a good time and place to communicate with the person
- being clear and using language that the person understands
- communicating one thing at a time
- respecting a person's desire to not communicate
- checking that the person has understood you correctly
- communicating in a location that is free of distractions

- Acknowledging any emotional responses the person has to what you have said.
- Don't make any judgements / assumptions about what someone may be experiencing, always ask!

Types/Directions of communication

Upward Communication: Problems, reports, clarifications, attitudes, ideas, accomplishments, etc.

Downward Communication: Procedures, policies, directives, goals, assignments, etc.

Horizontal Communication: Coordinated efforts, problem-solving conferences, etc.

Diagonal Communication: Line problems, staff advice, etc.

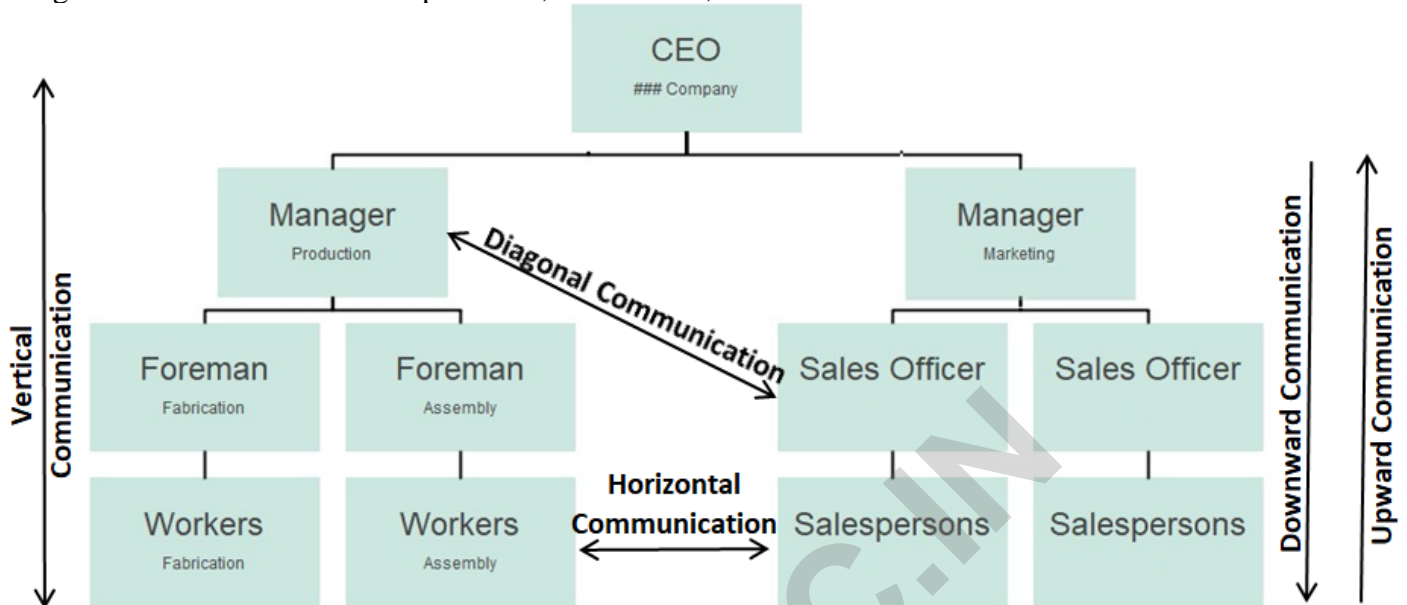


Fig. Directions of Communication

Communicative English

- It is an approach to English teaching/ learning
- The student learns from real life interaction.
- It helps to reinforce the values of their studies
- Learns how to speak fluently with another English speaker.
- It involves the activities like roleplay, picture description, story narration, debate, etc.

Styles in Communication

- 1) **Passive** - Yielding to others
 - "It really doesn't matter that much."
 - "I just want to keep the peace"
- 2) **Aggressive** - issue commands, ask questions rudely and fail to listen to others
 - "I'm right and you're wrong."
 - "I'll get my way no matter what."
 - "It's all your fault."
- 3) **Passive-Aggressive** - users appear passive on the surface, but building up a resentment and turns aggressive later
- 4) **Assertive** - express their own needs, desires, ideas and feelings, while at the same time considering the needs of others

How to become an Assertive Communicator

- Speak with respect to others
- Maintain eye contact
- Learn to say "no" politely
- Voice your needs and desires confidently

Difference between Interpersonal and Intrapersonal Communication

	Interpersonal Communication	Intrapersonal Communication
Definition	Referring to something that occurs between people	Referring to something that occurs within oneself
Who is involved	Two or more people	Just you
When does it happen	When you want to communicate with others	When you want to plan, reflect, get closer to yourself.
Media used	Phone, Computer, TV, In-person, Letters	Mind, Diaries, Audio Recordings
Concerned With	Exchange of ideas	Thought and analysis

Question Bank for module 1

- The direction in which the formal communication flows is always _____.
A. Upward B. Downward C. Horizontal D. All the above.
- Communication in an organization should ideally flow _____.
A. From top to bottom B. From bottom to top C. Both ways D. All of the above
- Which one of the following cannot become a type of written communication _____
A. Pictures and visual aids B. Meetings and conferences C. Letters and suggestions D. Rules and instructions
- Every day writing diary is an example for _____ communication.
A. interpersonal B. intuitive C. intrapersonal D. extrapersonal
- Which of the following is/are not included in the tools of verbal communication?
A. listening B. Reading C. writing D. Graphics
- Which of the following statements explain interpersonal skills?
A. the skills that a person uses to interact with other people
B. People skills or communication skills
C. It explains how people relate to one another D. All the above
- Which of the following is not a way to improve interpersonal skills?
A. Think positively, and enter the mind-set to work well with others and maintain good relationships
B. Criticise others or yourself C. Do not criticize others or yourself D. Be patient
- Which are the important ways to improve communication skills at workplace?
A. give positive feedback B. disagree without being disagreeable
C. always give negative feedback D. write better emails
- In communication, when people do not talk much, question even less, and actually do very little it is called,
A. assertive style B. passive style C. passive-aggressive style D. aggressive style
- Which of the following are the key elements of communication?
A. communication is a two way process B. There has to be a message
C. commonness of understanding D. All the above
- Interpersonal communication is the process by which people exchange information, feelings, and meaning through verbal and non-verbal messages.
A. true B. false C. possible D. may be
- Communicating the right way is not equally important in every walk of life, be it personal, professional or social life.
A. true B. false C. possible D. may be
- The success of any business lies as much in networking and building sound professional relationships as it does in individual tact and business acumen. Communication is a crucial decisive factor in business relations.
A. true B. false C. possible D. may be

14. Maintaining professional etiquette in oral and written business communication is of utmost importance and must not be taken lightly.
A. true B. false C. possible D. may be
15. Communication is not indeed the very lubricant that makes the machinery of human relations function smoothly.
A. true B. false C. possible D. may be
16. Proposals prepared for submission to the boss is _____ communication.
A. upward B. downward C. Horizontal D. Vertical
17. Letter from the CEO is _____ communication.
A. upward B. downward C. horizontal D. vertical
18. Counselling and training is _____ communication.
A. vertical B. horizontal C. Downward D. Upward
19. Chats, conversions, informal talks and the like are _____ communication.
A. grapevine B. horizontal C. upward D. vertical
20. No communication is complete without _____.
A. nose B. Semantic barrier C. Interpersonal D. Feedback
21. General communication may be _____.
A. Formal B. Informal C. Both of these D. None of these
22. Gesture is an example for _____.
A. body language B. grammar C. speeches d. writing
23. Horizontal communication flows through _____.
A. superior to superior B. subordinate to subordinate C. Both (A) & (B) D. None of the above
24. Posters fall under _____ communication.
A. interpersonal B. Mass C. Intrapersonal D. Oral
25. Communication is the _____ of business.
A. Backbone B. Blood C. Nerve D. Leg
26. Listening helps to make _____ effective.
A. Communication B. Report C. Look D. Expression
27. A written message which is conveyed over an electronic network is _____.
A. notice B. circular C. post D. email
28. Communication is a _____.
A. one way process B. Two way process C. Multi way process D. None of the above
29. Our dress code is an example of _____ communication.
A. verbal B. non-verbal C. written D. spoken
30. Interpersonal skills include _____.
A. problem solving B. Emotional intelligence C. Team work D. All of these
31. In an organization, when a colleague shares official information with the other of an equal hierarchical level, this kind of communication is _____.
A. Horizontal B. Vertical C. Radical D. Informal
32. In communication, the observation of a receiver's response is called _____.
A. Survey B. Feedback C. Channel D. Message
33. This type of communication takes place within an individual:
A. Extra personal B. Intrapersonal C. Organizational D. Interpersonal
34. Which of the following is an oral communication?
A. Dictation B. Brochures C. Notice D. Letters
35. Who encodes a message in communication?
A. Sender B. Receiver C. transmitting medium D. Both (A) and (B)
36. Announcement of the changes of internal date is _____ communication.
A. radical B. vertical C. diagonal D. horizontal
37. Communication takes place between managers and workers located in different functional units, it is _____.
A. horizontal B. downward C. upward D. diagonal

38. This kind of communication moves in all direction _____
A. Spiral B. Vertical C. Diagonal D. Horizontal
39. Feedback given to a student by a teacher about his/her performance in an assignment
A. Upward B. Downward C. Horizontal D. Spiral
40. Which of these is a communication skill?
A. Swimming B. Running C. Sleeping D. Asking question
41. Which of these is an intrapersonal communication barrier?
A. lack of knowledge B. reading C. listening D. writing
42. Which of the following skills has the largest share in communication time in school/colleges?
A. reading B. listening C. writing D. speaking
43. In general, the oral communication is the interchange of _____ between the sender and the receiver
A. cues and clues B. written message C. written messages D. verbal message
44. Comparatively, oral communication is better than written communication in
A. conveying feelings and emotions B. conveying facts C. saving time D. conveying opinions
45. In business, oral communication is face to face
A. in all situations B. in no situations C. in all but one situation D. in all situations
46. Which of the following is required for effective communication?
A. redundancy B. clarity C. clichés D. circumlocution
47. The most important aspect of communication – listening can be improved by
A. making the attention fully paid
B. making the communicated material novel, interesting and need-based
C. making voice effective and impressive
D. all of these
48. If you don't agree with someone else, what would you say?
A. you are wrong B. I agree C. I don't agree D. stop talking rubbish
49. Which of these is a communication skill?
A. checking the weather report B. checking the weather forecast
C. checking the report/time D. checking that you have understood someone
50. What body language shows you are listening?
A. turning away from the speaker B. nodding and making eye contact
C. looking out of the window D. not looking / no observation
51. Consider the following statements about communication.
i. It is a process of interaction with people and environment.
ii. Two or more individuals interact and influence the ideas , beliefs and attitudes of each other.
iii. They can exchange information through words, gestures, signs and symbols, expressions etc.
Answer using the following codes:
A. i and ii B. ii and iii C. i and iii D. i, ii and iii
52. Consider the following:
i. Common frame of reference ii. Mutual interest
iii. Common language iv. Common environment
Which of the above is/are features of effective communication? Answer using codes:
A. i, ii, iii and iv B. i, ii and iii C. i and ii D. i and iii
53. Body language is also known as
A. Leakage B. physical communication C. overflow D. Noise
54. Someone is telling you about an accident they have had. How would you react?
A. look tensed B. look pleased C. look behind you D. look concerned
55. Which of these is not a communication skill?
A. running B. texting C. chatting to people D. speaking with people
56. Which of the following is not desired for effective communication?
A. clarity B. simplicity C. Redundancy D. clear and direct

57. Functions of communication – (which of the following is not).
 A. to share B. to agree or disagree C. to inform D. to argue only
58. Oral communication is different from written communication as it is
 A. spoken and structured B. spoken and transitory
 C. transmitting medium D. spoken and consuming

Course: Communicative English

Notes – Module 2

Code: 22EGH16

single vowels				diphthongs			
ɪ	i:	ʊ	u:	eɪ	ɔɪ	aɪ	
ship	sheep	book	shoot	wait	coin	like	
e	ɜ:	ə	ɔ:	eə	ɪə	ʊə	
left	her	teacher	door	hair	here	tourist	
æ	ʌ	ɒ	ɑ:	əʊ	aʊ	/	
hat	up	on	far	show	mouth		
unvoiced consonants							
p	f	θ	t	s	ʃ	tʃ	k
pea	free	thing	tree	see	sheep	cheese	coin
voiced consonants							
b	v	ð	d	z	ʒ	dʒ	g
boat	video	this	dog	zoo	television	joke	go
m	n	ŋ	h	w	l	r	j
mouse	now	thing	hope	we	love	run	you

Phonetics: The study of actual sounds that make up the words of a language.

- There are 44 sounds in English language.
- A phonemic chart gives different sounds shown with different symbols.
- The sounds are classified as vowels and consonants.
- vowels are classified as monothongs and diphthongs.
- consonants are classified as voiced and unvoiced sounds.

Vowels – The are speech sounds produced by humans when the breath flows out of the mouth without being blocked by teeth, tongue or lips.

Voiced sounds – They make a vibration in the vocal cords.

Accent: A distinct emphasis given to a syllable or word in speech by stress or pitch.

A distinct way of pronouncing a language, especially one associated with a particular country or area.

1 Pronunciation

Sounds like: pruh-nun-see-AYE-shun

2 Cupboard

Sounds like: cuh-bud

3 Epitome

Sounds like: eh-PIT-oh-mee

4 Salmon/almond
Sounds like: SAM-un, ARM-und

5 Library/February
Sounds like: lye-bruh-ree, feb-roo-air-ree

6 Definitely
Sounds like: DEF-in-ut-lee

7 Ask
Sounds like: arrsk

8 Wednesday
Sounds like: WENZ-day

9 Stomach
Sounds like: STU-muk

10 Clothes
Sounds like: clohthz

11 Especially/escape/espresso
Sounds like : es-PESH-ul-lee/es-CAYP/es-PRES-so

12 Probably
Sounds like: PROB-ub-blee

13 Yolk
Sounds like: yohk

14 Desert/ dessert
• desert (to leave someone or something and no longer help them) dizz-URT
• dessert (a sweet dish at the end of a meal) dizz-URT

15 Women
Sounds like: WI-min

16 Southern
Sounds like: SUTH-un

17 Iron
Sounds like: EYE-un

18 Specific
Sounds like: speh-SI-fik

19 Sixth
Sounds like: siksth

20 Crowd/cloud
Sounds like: k-Rowd/k-Lowd
Rules for pronouncing vowels

- 1) A Vowel is followed by a Consonant at the end of a word is pronounced as a short vowel. It means when a word or syllable ends with a consonant and there is only one vowel, the sound made is of a short vowel.
Examples: bed, mat, lot, cat, fish
- 2) When a word ends with the vowel "e", then it remains silent while pronouncing the word (do not read out loud), and the vowel that comes before it, is a long vowel.
Examples: fake, bake, file, make, rope
- 3) When two vowels appear next to each other in a Syllable, the second vowel is generally short and the first vowel is pronounced as a long vowel.
Examples: boat, beat, leaf, pain, grow, true, beat, train, load
- 4) If a Vowel is followed by two Consonants at the end of a word, it is pronounced as a short vowel.
Examples – bark, want, hand, wish
- 5) When a Vowel is a final letter in a Word (comes last), it is pronounced as a Long Vowel.
Examples – pi, go, be, he

Rules for pronouncing consonants

The letter "g" comes close to following a phonics rule similar to the one for the letter "c." For example, it is always pronounced /g/ unless it is followed by an "e," "i" or "y." Thus, we have game, got, and gum, as well as glad, grand, and rugby. And, as with the "Rule of c," it's true that the letter "g" makes the /j/ sound only when followed by "e," "i" or "y,." Unfortunately, however, you can't be certain that it will be pronounced /j/. In some such cases "g" still makes the /g/ sound.

The letter c represents /s/ before the letters e, i or y; otherwise it represents /c/.

At the beginning of words, 'th' is nearly always unvoiced: thick, theory. Exceptions the very common 'function words': the, this/that, these/those, then, there (and therefore), they/them/their and the older thou/thee/thy/thine, thence, thenceforth.

At the end of words, 'th' is also unvoiced, except when it's followed by a silent -e. Bath (unvoiced); bathe (voiced).

Between two vowels, 'th' is normally voiced: feather, rather. Exceptions: inflected forms of words ending in unvoiced 'th'. So bathing < bath has unvoiced 'th'; bathing < bathe has voiced 'th'.

Spelling Rules

1. "i before e except after c" rule
believe - receive

2. Changing -y to -ies or -s
When the word ends in a vowel + y just add 's'
key → keys
delay → delays
trolley → trolleys

If the word has a consonant before the 'y':
take off the 'y' and add 'ies'
baby → babies

company → companies
difficulty → difficulties

3. Adding -es to words ending in -s, -ss, -z -ch -sh -x

This was added centuries ago to stop the plural 's' clashing with these letters and it softens the 's' sound to a 'z' sound

bus → buses

business →
businesses

watch → watches

box → boxes

quiz → quizzes

4. 1:1:1 doubling up rule

put - putting, big-bigger, quiz - quizzes, swim - swimming...

When a word has one syllable + 1 vowel next to 1 consonant we double up the final consonant with a vowel suffix:

sit - sitter, big - biggest, tap - tapping, shop - shopper/shopping, fat - fatten, fattening, fatter, fattest...

This happens in longer words when the stress is on the final syllable:

begin (beGIN) - beginner, beginning

refer (reFER) - referring, referred

occur (ocCUR) - occurring, occurred, occurrence

5. Drop the 'e' rule

We usually drop the final silent "e" when we add vowel suffix endings, for example:

write + ing → writing

We keep the 'e' if the word ends in -CE or -GE to keep a soft sound, with able/ous

courage + ous = courageous

notice + able = noticeable

6. Changing the -y to -i when adding suffix endings.

beauty + ful → beauti+ful = beautiful, beautify, beautician

happy + ness = - happiness, happily, happier, happiest

7. -f to -ves or -s

Most words ending in "-f" or "-fe" change their plurals to "-ves"

calf - calves

leaf - leaves

wife - wives

yourself - yourselves

half - halves

loaf - loaves

shelf - shelves

knife - knives

life - lives

thief - thieves

Words ending in -ff you just add -s to make the plural.

cliff - cliffs

toff - toffs

scuff - scuffs

sniff - sniffs

Some words ending in -f add -s:

Nouns which end in two vowels plus -f usually form plurals in the normal way, with just an -s

chief - chiefs

roof - roofs

oaf - oafs

spooof - spoofs

chief - chiefs

EXCEPTIONS: thief - thieves, leaf - leaves

8. Words ending in -ful

The suffix –ful is always spelt with one L, for example:

grate + ful = grateful

faith + ful = faithful

beautiful (notice the -y becomes -i)

9. Adding -ly

When we add -ly to words ending in -ful then we have double letters

gratefully

faithfully

hopefully

10. When we add "all" to the beginning of words we drop the l

all + so = also

although

almighty

all + most = almost

always

already

Stress Shift

While pronunciation is important, sometimes it's just as important to get the word stress correct. English words always have one part (syllable) that is stressed more strongly than others, this is called the primary stress. Correct primary stress helps the listener to understand your speech.

If you slightly mispronounce a word, but the primary stress is correct, you can often communicate it's meaning. So, stress is important, especially for words you use often.

Intonation

Intonation is primarily a matter of variation in the pitch of the voice. In such languages as English, it is often accompanied by stress and rhythm to produce meaning.

Purpose of intonation

It allows the speaker to convey emotions and attitudes in speech, such as finality, joy, sadness, etc.

Intonation also allows the speaker to stress certain words. In addition, intonation can help the speaker convey the grammar of the spoken words by pausing at certain points, for example, or by raising the voice to ask a question. In addition, intonation can help the speaker convey what he or she expects of the listener(s) in discourse by, for example, seeming to ask a question or by conveying when something is new information in contrast to information the listener already knows.

Patterns of intonation

1) Falling intonation is the most common intonation pattern in English.

It is commonly found in statements, commands, wh-questions (information questions), confirmatory question tags and exclamations.

Statements

Nice to meet ↘ you.

I'll be back in a ↘ minute.

Commands

Write your name ↘ here.

Show me what you've ↘ written.

Wh- questions (requesting information.)

What country do you come ↘ from?

Which of them do you ↘ prefer?

Exclamations

How nice of ↘ you!

That's just what I ↘ need!

2) Rising Intonation (↗)

(The pitch of the voice rises at the end of a sentence.)

Rising intonation invites the speaker to continue talking.

It is normally used with yes/no questions, and question tags that are real questions.

Yes/no Questions

Have you finished ↗ already?

May I borrow your ↗ dictionary?

Questions tags that show uncertainty and require an answer (real questions).

We've met already, ↗ haven't we?

You like fish, ↗ don't you?

3) Rise-Fall Intonation (↗↘)

(The intonation rises and then falls.)

We use rise-fall intonation for choices, lists, unfinished thoughts and conditional sentences.

Choices (alternative questions.)

Are you having ↗ soup or ↘ salad?

Is John leaving on ↗ Thursday or ↘ Friday?

Lists (rising, rising, rising, falling)

Intonation falls on the last item to show that the list is finished.

We've got ↗ apples, pears, bananas and ↘ oranges

The speaker hesitates to fully express his/her thoughts.

Do you like my new handbag? Well the ↗ leather is ↘ nice... (but I don't like it.)

Question Bank for module 2

1. Transcription of the word "knight"
A. /nait/ B. /naith/ C. /knight/ D. /nat/
2. There are 12 _____ sounds in English.
A. vowels B. pure vowels C. consonants D. sounds
3. How many sounds are there in English?
A. 26 B. 12 C. 44 D. 21
4. Chest and cheese - "ch" is pronounced as _____
A. /k/ B. /ch/ C. /che/ D. /tʃ/
5. Silent letter in "Fasten" is
A. s B. t C. a D. n
6. Division of the syllable of "sudden".
A. sudden B. sudde-n C. su-dden D. sud-den
7. How many Diphthong sounds are there in English?
A. 5 B. 8 C. 21 D. 24
8. Transcription of the word "Tomb".
A. /tom/ B. /tob/ C. /tum/ D. /tu:m/
9. Silent letter in the word "Plumber"
A. r B. m C. b D. e
10. How many consonant sounds are there in English?
A. 21 B. 5 C. 24 D. 26
11. Which of the following is called an aspiration?
A. actual song B. forceful release of air C. writing D. speaking

12. According to phonetics method, the unit of a word is _____.
A. sentence B. word C. sound D. letters
13. Which of the following has /i/ sound _____.
A. car B. seat C. fit D. books
14. The word "Doctor" has _____ syllable.
A. two syllable with one stress B. two syllable with stress on both
C. two syllable with stress on first D. two syllable with stress on second
15. I _____ now London very well. (Find out the missing letter)
A. now B. know C. knew D. known
16. People read _____salms and sing hymns in church.
A. phsalms B. psalms C. sslams D. pisalms
17. Which of the following spellings is correct?
A. acknowlegment B. acknowledgement C. acknowlegment D. acknowledgement
Find the correctly spelt word:
A. schedule B. skhedule C. schedeule D. schdule
Find the correctly spelt word:
A. Accommodetion B. Accommodation C. Acommodation D. Akcomodation
Find the correctly spelt word:
A. vetarinary B. veterniarry C. vetranary D. veterinary
Find the correctly spelt word:
A. Occasion B. Occassion C. Ocasion D. Ocassion
18. Diphthong is a
A. pure vowel sound B. pure consonant sound
C. vowel glides or mixes vowel sound D. none of the above
19. Phonetics deals with the study of _____.
A. grammar B. literature C. speech sounds D. writing skills
20. How many speech sounds do we have in English language?
A. 26 B. 36 C. 24 D. 44
21. Which of the following has a / θ / sound?
A. The B. This C. Think D. That
22. The word "eye" has how many speech sounds?
A. one B. two C. three D. four
23. The word "Mingle" has _____ syllables.
A. one B. two C. three D. four
24. Select the silent letter in "yatch"
A. t B. ch C. a D. ht
25. Select the silent letter in "thought"
A. ou B. gh C. t D. ugh
26. Select the silent letter in "fasten"
A. t B. s C. te D. st
27. Select the silent letter in "Honest"
A. o B. H C. on D. e
28. Select the silent letter in "parliament"
A. ia B. i C. nt D. lia
29. Which of the following has /ei/ sound?
A. about B. date C. boy D. cow
30. Which of the following has /dʒ/ sound?
A. choose B. horse C. just D. bush
31. Which of the following has / tʃ / sound?
A. choose B. chemistry C. character D. cat
32. Select the correctly spelt / stressed word: Computer
A. compuT'er B. comP'uter C. 'Computer D. com'PUter
33. Select the correctly spelt / stressed word: Behave

- A. beha'Ve B. 'Behave C. Be'HAVe D. be'HAVe
34. Select the correctly spelt / stressed word: Address
A. 'Address B. Ad'Dress C. Add'Ress D. Addre'ss
35. Select the correctly spelt / stressed word: Electrician
A. 'Electrician B. Ele'Ctrician C. Elec'Trician D. 'Electri'cian
36. Select the correct or preferred spelling:
A. acknowledgment B. acknowledgmnt C. acknowledgement D. aknowledgement
37. Select the correct spelling.
A. Surveillance B. Sarveillance C. Servellance D. Survaillance
38. Select the correct spelling.
A. athenticity B. authensity C. authentisity D. authenticity
39. Select the correct spelling
A. soldjar B. soldier C. soldger D. soldear
40. IPA stands for _____.
A. International Phoneme Association B. International Phonetic Alphabet
C. International Phonemic Assembly D. International Phonetical Association
41. RP is called _____.
A. Received Pronunciation B. Retotaled Pronunciation
C. Received Pages D. Received Products
42. Which of the following has / eɪ/ sound?
A. nice B. spoil C. mail D. chair
43. Select the missing letter: Reading is easier than _____riting.
A. ing B. r C. w D. ng
44. Select the missing letter: I always ____rap up warm in winter.
A. a B. s C. g D. w
45. Select the missing letter: Did you see the mangled _____reck?
A. wr B. ek C. s D. n
46. Which of the following has / ə / sound?
A. but B. am C. about D. aunt
47. Select the correctly spelt / stressed word: I want to be a photographer.
A. PHO-to-grAPH-er B. PHO-to-graph-er C. pho-TO-graph-er D. pho-TO-Graph-er
48. How do you pronounce this word?
A. PRO-nOUNce B. pro-NOUnce C. pro-NOUNCE D. PRO-nounce
49. Select the correctly spelt / stressed word: We had a really interesting conversation.
A. con-ver-SA-tion B. con-VER-SA-tion C. con-VER-sa-tion D. con-VeR-sa-tion
50. Select the correctly spelt / stressed word: It is easy to understand.
A. un-der-STAND B. UN-der-stand C. un-DER-stand D. UN-der-STAND
51. Select the correctly spelt / stressed word: It is very important.
A. IM-por-tant B. im-POR-tant C. im-por-TANT D. im-POR-tant
52. Select the correctly spelt / stressed word: Send a photograph to the company.
A. pho-TO-graph B. pho-to-GRAPH C. PHO-to-graph D. PHO-to-GRAPH
53. Select the correctly spelt / stressed word: Say 'no' to plastic.
A. PLAS-tic B. plAS-tic C. plas-TIC D. none of the above
54. Select the correctly spelt / stressed word: Sometimes we need to decide carefully.
A. DE-cide B. DE-CIDE C. de-CIDE D. de-cide
55. The silent letter in the word COM____.
A. D B. F C. E D. B
56. The silent letter in the word ____NEUMONIA.
A. P B. CH C. GH D. PH
57. The federal government sometime doesn't investigate the conduct of the ____histle blower.
A. whistle B. haste C. castle D. dazzle
58. Tagore returned the ____nighhood which was conferred on him.

- A. blighthood B. righthood C. knighthood D. head gear
59. He had hurt his __nee.
A. knelt B. belt C. knee C. cnee
60. The COVID 19 pandemic has led to hospitalized patients with viral __neumonia.
A. kneemonia B. pneumonia C. Tsneumonia D. none of these

Subject: Communicative English

Notes - Module 3
PARTS OF SPEECH

Subject Code: 22ENG16

part of speech	function or "job"	example words	example sentences
<u>Verb</u>	action or state	be, have, do, go, work, think, can, will	Cheetah is an animal. Cheetah runs fast.
<u>Noun</u>	thing or person or place	table, dog, thought, music, city, Bangalore, professor, Ravi, Usha	This is my table . I have some work in Bangalore .
<u>Adjective</u>	describes a noun	good, big, red, well, interesting, British	The sky is blue .
<u>Adverb</u>	describes a verb, adjective or another adverb	fast, silently, well, badly, very, really	I work fast . The work is going on smoothly .
<u>Pronoun</u>	replaces a noun	I, you, he, she, they, someone	Arvind is a manager. He works for an MNC.
<u>Preposition</u>	relates a noun to another word	from, to, at, after, on, but, above, below	We went to Mysore on Wednesday.
<u>Conjunction</u>	joins clauses or sentences or words	and, but, when, so, because	I like coffee and snacks. I like coffee, but I don't like soft drinks.
<u>Interjection</u>	short exclamation, sometimes inserted into a sentence	oh!, ouch!, hi!, wow!	Ouch! That hurts! Wow! The art work is superb.

Types of Nouns

Common noun- indicates the generalized names of people, places, things, and animals.

Boy, girl, mountain, tree, dog, pen, gate, city, park, crow, etc.

Proper noun- indicates the name of a particular person, place, thing, or an animal.

The Himalayas, The Ganges, India, The Taj Mahal, John, Rita, The USA, etc.

Material noun- indicates substances and materials that we can see and touch.

Gold, Silver, coal, rock, water, sunlight, leather, wood, sand, air, etc.

Abstract noun- indicates feelings, qualities, ideas, and concepts that we cannot identify with the help of our senses.

Beauty, goodness, old-age, childhood, honesty, truth, wisdom, bravery, sadness, happiness, etc.

Collective noun- indicates the group or collection of people, things and animals as a whole.

Class of students, a bar of chocolate, pile of leaves, bouquet of roses, bunch of keys, team of players, band of musicians, pride of lions, herd of elephants, gaggle of geese etc.

Cases of a noun

The nominative case: marks the subject of a verb. Ex. The table bears the load.

The objective case: serving as the object of a transitive verb or a preposition. Ex. They clean the table.

The possessive case: denotes owner ship. Ex. It is Usha's car.

The Vocative Case: used for the sake of address. Ex. Hasan, you must do your duty!

Types of Pronouns

Demonstrative Pronoun: points to specific objects

Eg. That is a good idea.

Relative pronoun: introduces relative clauses

Eg. He went to the school that my father went to.

We don't know the person who donated this money.

Reflexive pronoun: when the subject and the object refer to the same person.

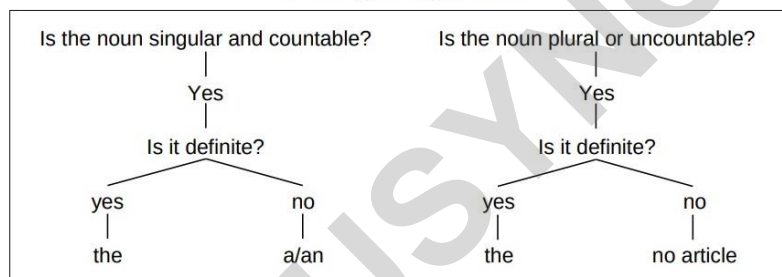
Eg. She blamed herself.

Emphatic pronoun: puts an emphasis on the subject.

Ex. She will do the work herself.

Articles:

Choosing the right article



Each student was given a book.

A book can be our good friend.

Write it in the book given to you.

Take away the books lying on the table.

He said that X books can be our good friends.

The sugar in the box is good.

We should avoid X sugar after certain age.

General Rules for using articles:

Use "a" or "an" with a singular count noun when you mean "one of many," "any," "in general."

- Bob is a student (one of many students).
- I like a good movie (any good movie).

Use "the" with any noun when the meaning is specific; for example, when the noun names the only one (or one) of a kind.

- Adam was the first man (the only 'first man').
- New York is the largest city in the United States (only one city can be 'the largest').
- We live on the earth (the only Earth we know).
- Have you heard the news (specific news)?

Do use 'the' before:

- names of rivers, oceans and seas: the Nile, the Pacific
- points on the globe: the Equator, the North Pole
- geographical areas: the Middle East, the West
- deserts, forests, gulfs, and peninsulas: the Sahara, the Persian Gulf, the Black Forest, the Iberian Peninsula

Don't Use "a," "an," or "the" with a non-count noun when you mean "any," "in general."

- We believe in love (in general).
- He gave me information (not specific).

Some common types of nouns that don't take an article are:

- Names of languages and nationalities: Chinese, English, Spanish, Russian (unless you are referring to the population of the nation: "The Spanish are known for their warm hospitality.")
- Names of sports: volleyball, hockey, baseball
- Names of academic subjects: mathematics, biology, history, computer science

Question Tags

Question tags turn a statement into a question. They are often used for checking information that we think we know is true. Tag questions are made using an auxiliary verb and a subject pronoun (such as: I, you, she). Negative question tags are usually contracted.

As a general rule, if the main clause is positive, the question tag is negative, and if the main clause is negative, it's positive.

Examples:

He can finish it fast, can't he?

They have not been at the hall yet, have they?

Rita must attend the function, mustn't she?

I am experienced, aren't I?

Let's go out for dinner today, shall we?

There is a shoe post office nearby, isn't there?

Ravi knows it, doesn't he?

She attended the meeting, didn't she?

Come on in, won't you?

Help me arrange the books, can you?

Wait for a minute, would you?

Don't be very fast, will you?

Don't get upset, will you?

Question Bank for module 3

1. Identify the part of speech of the underlined word: I always go to the park on the weekends.
A. noun B. adjective C. verb D. adverb
2. Identify the part of speech of the underlined word: On cold winter days, I love to have a cup of hot chocolate.
A. adverb B. adjective C. verb D. pronoun
3. Dinosaurs were very large, and they lived millions of years ago.
A. noun B. verb C. adjective D. preposition
4. Those flowers are very beautiful. How much do they cost?
A. adjective B. verb C. conjunction D. preposition
5. Stewart can speak Arabic very well because he lived in Egypt for a year.
A. verb B. adjective C. adverb D. conjunction
6. Majority of staff members were not satisfied with the new director. (Which word is a compound noun?)
A. director B. staff members C. new D. majority

7. I want to see justice served. (Which word is an abstract noun?)
A. I B. seen C. want D. justice
8. Alice's father is a surgeon; he mostly does not have time to spend with his family. (Which word is a singular possessive noun?)
A. surgeon B. time C. family D. Alice's
9. Australian government will bring together anti-terror laws. (Which word is a nominative noun?)
A. bring B. Australian C. anti-terror D. government
10. They discussed the problems, but could not find the solution. (Which word is a uncountable noun?)
A. could not B. find C. solution D. discussed

Choose whether the underlined nouns are common, proper, collective or abstract:

11. Honesty is the best policy. A. common B. proper C. collective D. abstract
12. Solomon was famous for his wisdom. A. common B. proper C. collective D. abstract
13. James is a bright student. A. common B. proper C. collective D. abstract
14. My family lives in that house. A. common B. proper C. collective D. abstract
15. A committee of five was appointed. A. common B. proper C. collective D. abstract
16. "Our blessings come from above." The underlined word is
A. noun B. pronoun C. verb D. adverb
17. Which of the following noun is generally used as plural form?
A. Economics B. Furniture C. public d. news
18. "None but the brave deserve the best." The underlined word is
A. preposition B. noun C. conjunction D. verb
19. The abstract noun of the verb "Go" is
A. Goit B. Glutton C. gone D. go
20. A _____ of birds flew high in the sky.
A. group B. pack C. flock D. none of these
21. They saw a _____ of lions in the zoo.
A. school B. herd C. troop D. none of these
22. The farmer has a _____ of cattle on his farm.
A. troop B. school C. herd D. none of these
23. He ate a _____ of grapes today.
A. chunk B. bar C. bunch D. none of these
24. The big _____ of fish would be arriving soon.
A. troop B. group C. school D. None of these
25. Identify the part of speech of the underlined word: Against all odds, she won.
A. verb B. pronoun C. preposition D. conjunction
26. Identify the part of speech of the underlined word: I will do it myself.
A. Demonstrative pronoun B. Relative pronoun
c. Reflexive pronoun D. Emphatic pronoun
27. Which is your book?
A. adjective B. pronoun C. adverb D. preposition
28. He looks as stupid as _____ owl.
A. a B. an C. the D. zero article
29. Honest men speak _____ truth.
A. a B. an C. the D. zero article
30. I first met him _____ year ago.
A. a B. an C. the D. zero article
31. He returned after _____ hour.
A. a B. an C. the D. zero article
32. This is _____ best book of elementary chemistry.
A. a B. an C. the D. zero article
33. I need _____ milk for this recipe.
A. a B. an C. the D. zero article

34. Ravi is _____ honourable man.
A. a B. an C. the D. zero article
35. _____ sun rises in _____ east and sets in _____ west.
A. a, a, a B. an, an, an C. the, the, the D. a, an, the
36. _____ woman was seen pushing the car along the street.
A. a B. an C. the D. zero article
37. I go to _____ school every morning.
A. no article B. the C. a D. an

Choose the suitable prepositions.

38. My parents live _____ New Zealand now.
A. in B. to C. live D. now
39. We sleep _____ the open sky.
A. under B. below C. in D. on
40. Our friends in the apartment _____ us are really noisy.
A. over B. below C. above D. inside
41. I am planning to meet all my friends _____ these holidays.
A. on B. within C. during D. over
42. I was waiting _____ the bus stop.
A. on B. at C. in D. for
43. There are two students _____ the class.
A. next B. in C. on D. front
44. The oranges are not in the basket. They are _____ the table.
A. in B. between C. on D. next
45. My pencil is _____ the books and the notebooks.
A. between B. inside C. outside D. above
46. He rushed _____ my room, panting for breath.
A. onto B. into C. with D. by
47. My son is afraid _____ the drak.
A. for B. from C. of D. off
48. The girl almost fell _____ the river.
A. on B. in C. across D. by
49. Maria is married _____ my cousin.
A. for B. with C. to D. by
50. I haven't smoked _____ ages.
A. to B. from C. for D. by
51. This is a matter _____ little importance.
A. in B. for C. of D. by
52. He has not recovered _____ his illness.
A. by B. with C. in D. from
53. The burglar jumped _____ the compound wall.
A. over B. by C. in D. to
54. He died _____ his country.
A. from B. with C. by D. for
55. The river flows _____ the bridge.
A. in B. with C. under D. above
56. They live _____ their means.
A. over B. above C. across D. through
57. The child ran _____ the road.
A. over B. above C. across D. through
58. I prefer tea _____ coffee.
A. than B. then C. to D. for
59. Government should deal _____ the issue intelligently.

- A. for B. to C. by D. with
60. He ate apple _____ mango.
A. beside B. besides C. to D. for
61. As I approached _____ him, he turned and walked away.
A. to B. by C. beside D. no preposition needed
62. Woman is looking _____ her diamond ring.
A. to B. at C. in D. inside.

Choose the correct question tag.

63. I'm right, _____
A. amn't I? B. am not I? C. aren't I? D. don't I?
64. We shouldn't be late, _____
A. shouldn't we? B. will we? C. should we? D. won't we?
65. Nobody called, _____
A. do they? B. didn't they? C. did they? D. do not they?
66. We must lock the door, _____
A. mustn't they? B. shouldn't we? C. mustn't we? D. do they?
67. So you bought a car, _____
A. did you? B. haven't you? C. weren't you? D. don't I?
68. You wouldn't like to invite my Dad, _____
A. did you? B. would you? C. won't you? D. don't you?
69. We won't be late, _____
A. won't we? B. will we? C. are we? D. don't we?
70. Let us go to the confectionary shop to buy the eateries, _____?
A. shall we B. shan't we C. should we D. shouldn't we
71. He painted the wall, _____
A. does he B. doesn't he C. did he D. didn't he

Select a single word from the options which can be substituted for the given sentence.

72. A woman who never gets married.
A. Bachelor B. Celibate C. Spinster D. Monk
73. Killing one's father is called
A. Matricide B. Genocide C. Patricide D. Sororicide
74. Someone who is interested in the welfare of women
A. Effeminate B. Feminist C. Misogyny C. Feminine
75. An animal story with a moral is called
A. Anecdote B. Tale C. Fable D. Yarn
76. Someone who compiles a dictionary
A. Lexicographer B. Calligrapher C. Lithographer D. Demographer
77. One who fully depends on others _____
A. Parasite B. Novice C. Precipice D. Mastyr
78. Doing harm secretly
A. Insidious B. Insipid C. Intractable D. Inviolable
79. Incapable of being read
A. eligible B. illegible C. obsolete D. obsolescent
80. A lady's purse
A. parasol B. pantomime C. reticule D. vestibule
81. A lover of mankind
A. philanthropist B. misanthropist C. philogynist D. Misogynist
- One who believes in the power of fate is _____
A. fatalist B. optimist C. pessimist D. passimonious
82. One who knows many languages
A. linguist B. emigrant C. omnipotent D. fatalist
83. A person walking and not using vehicle

- A. pedestrian B. patriot C. pessimist D. usurer
84. Synonym of Sterile
A. Dry B. Barren C. Childress D. Arid
85. Synonym of Prohibit
A. prescribe B. forfeit C. forbid D. provide
86. Synonym of synopsis
A. index B. mixture C. summary D. puzzle
87. Synonym of annihilate
A. destroy B. entrain C. forward D. testify
88. Antonym of rarely
A. hardly B. definitely C. frequently D. absolutely
89. Antonym of severe
A. soft B. mild C. weak D. strong
90. Antonym of rigid
A. hard B. toxic C. flexible D. strong
91. Antonym of authentic
A. fake B. unfaithful C. harmful D. improper
92. Synonym of the word effluent
A. abundant B. waste C. costly D. full
93. Synonym of the word massive
A. lump sum B. strong C. little D. huge
94. Antonym of the word hostile
A. innocent B. friendly C. lazy D. crazy
95. Antonym of the word fresh
A. stale B. stole C. steal D. steel
96. Select the right word which means "something huge"
A. collusion B. behemoth C. trivial D. piety
97. Antonym of the word "Intrepid"
A. cowardly B. courageous C. fearful D. timid
98. Find the word which has the same meaning as "cleave"
A. big B. cut C. little D. green
99. What is another word for "precarious"?
A. secure B. exalted C. uncertain D. important

Subject: **Communicative English**

Notes - Module 4

Subject Code: 22ENG16

Suffix: added at the end of a word to form a new word or change the meaning.

Eg.: In the word "greatly", "-ly" is the suffix. In the word "creation", "-tion" is the suffix.

Prefix: added to the beginning of a word to change the meaning or make a new word:

Eg. :In the words "unknown" and "unusual," "un-" is a prefix.

Common Prefixes		
Prefix	Definition	Examples
anti-	against	antinational
de-	down, reverse	devalue, decode
dis-	not; opposite of	disregard
fore-	first in place, toward the front	foreshadow, forearm
inter-	between	intercity

mid-	middle	midfield, midway
mis-	wrongly	misspell
non-	not	nonlinear
over-	too much	overheat
pre-	prior to, in advance	prepaid
re-	again	retry
semi-	not complete	semiautomatic
sub-	under	subway
super-	beyond	superhuman
trans-	extending across	transnational
un-	not; opposite of	unrelated
under-	less	underestimate

Common Suffixes		
Suffix	Definition	Examples
-able, -ible	can be	affordable, sensible
-al, -ial	having the characteristic of, or related to	universal, facial
-en	made of	earthen
-er, -or	person connected with	teacher, professor
-ful	full of	helpful
-ic	having the characteristic of	poetic
-less	without	hopeless
-ly	the manner of something	lovely

WORD FORMS

VERB	NOUN	ADJECTIVE	ADVERB
Act	Action	Active	Actively
Care	Care	Careful	Carefully
Comfort	comfort	comfortable	Comfortably
Consider	Consideration	Considerable	Considerably
Craze	Craze	Crazy	Crazily
Differ	Difference	Different	Differently
Hate	Hatred	Hateful	Hatefully
Hope	Hope	Hopeful	Hopefully
Include	Inclusion	Inclusive	Inclusively
Protect	Protection	Protected/protective	Protectively
Quicken	Quickness	Quick	Quickly
Rely	Reliance	Reliable	Reliably
Sadden	Sadness	Sad	Sadly
Secure	Security	Secured	Securely
Strengthen	Strength	Strong	Strongly
Succeed	Success	Successful	successfully

Contraction:

a word made by shortening and combining two words

Eg.			
are not --> aren't	I have --> I've	we are --> we're	he will --> he'll
I am --> I'm	there is --> there's	do not --> don't	she will --> she'll
that is --> that's	did not --> didn't	let us --> let's	you will --> you'll
cannot --> can't	is not --> isn't	what is --> what's	

TENSE CHART

Tense	Present	Past	Future
Simple	He drives a car	He drove a car	He will drive a car
Continuous	He is driving a car	He was driving a car	He will be driving a car
Perfect	He has driven a car	He had driven a car	He will have driven a car
Perfect Continuous	He has been driving a car.	He had been driving a car.	He will have been driving a car.

Sequence of Tenses

Rule 1: If the verb in the principal clause is in the present, the verb in the subordinate clause may be in any tense, depending upon the context.

He knows that he cooks.

He knows that he cooked.

He knows that he will cook.

Rule 2: If the verb in the principal clause is in the past tense, the verb in the subordinate clause will be in the corresponding past tense.

He said that he would come.

She told me that she had been working.

When we went to the platform, the train had left.

Exception to Rule 2: When the subordinate clause expresses some universal truth or all time facts or the things that usually happen, it should be in simple present.

The officer told us that integrity matters.

Rule 3: If the main clause is in the present or future, use may in the subordinate class. If the main clause is in the past, use might in the subordinate clause.

I work hard that I may succeed.

I will work hard that I may succeed.

I worked hard that I might succeed.

Rule 4: If the main clause is in future tense and the subordinate clause starts with “when”, “until”, “before”, “after”, etc., the subordinate clause should be in simple present.

I will inform you when the report is ready.

I shall wait until they come.

Rule 5: Expressions such as “as if”, “if only”, “it is time” and “wish that” are usually followed by past tenses.

I wish I was a bit easier.

It is time we started focusing.

He boasts as if he did everything.

Question Bank for module 4

Choose the appropriate verb form

- I am _____ a letter.
A. write B. writes C. writing D. written
- Ulysses was _____ by the music of the sirens.
A. enchant B. enchants C. enchanting D. enchanted
- I shall have _____ my job by evening.
A. finish B. finishes C. finished D. finishing
- He has been _____ through a bleak period.
A. pass B. passes C. passing D. passed.
- No sooner did he arrive than he started _____ orders to everyone around.
A. issue B. issues C. issuing D. issued
- Some of the luggage _____ not yet arrived.
A. has B. have C. is D. are
- One of the _____ injured.

- A. player was B. players were C. players was D. players are
8. Do not look _____ the poor.
A. down B. up C. upon D. down upon
9. The dog has been _____ by the car.
A. run out B. run over C. run into D. run for
10. _____ you apologize I shall punish you.
A. until B. unless C. till D. none of these
11. Modesty _____ a woman.
A. becomes B. tells C. call D. rules
12. The doctor _____ him to task for his misbehaviour.
A. made B. forced C. took D. put
13. He failed to _____ to his potential.
A. keep up B. shine up C. rise up D. live up
14. I _____ the piano since the age of five.
A. played B. am playing C. play D. have been playing

Fill in the blanks with the correct word from the given options:

15. How _____ books do you have on your shelf?
A. any B. many C. much D. none of these
16. How _____ money do you have?
A. many B. some C. much D. none of these
17. I don't have _____ to do today.
A. anything B. nothing C. something D. none of these
18. I need _____ money to go shopping.
A. any B. a few C. some D. none of these
19. Despite their marketing efforts, I only managed to sell a _____ CDs.
A. any B. a little C. a few D. none of these.
20. Dinesh began to relax when he sat _____.
A. uncomfortably B. comfortably C. worriedly D. happily
21. Man is a _____ of circumstances.
A. master B. companion C. creature D. slave
22. I have been ill _____ last Monday.
A. since B. from C. for D. by
23. He is being accused _____ theft.
A. which B. for C. of D. about
24. She smiled _____ my words.
A. over B. at C. on D. upon
25. Please take care _____ your health.
A. for B. of C. at D. with
26. The accused _____ to the judge for mercy.
A. appealed B. requested C. applied D. asked
27. We have _____ pleasure in presenting this book to you.
A. high B. very C. great D. deep
28. We haven't had _____ news from our agent.
A. some B. any C. no D. none
29. He wants to get a better _____ and earn more money.
A. employ B. job C. work D. employment
30. Obviously, objectives occasionally _____ be modified or changed.
A. have to B. must to C. shouldn't D. ought
31. Warning! No authorised personnel _____ this point.
A. about B. from C. beyond D. on

Select the correct prefix:

32. _____grateful
A. en B. dis C. in D. un

33. ____minister
A. over B. ex C. on D. bi
34. ____vegetarian
A. en B. an C. non D. un
35. ____editor
A. joint B. bi C. bye C. sub
36. ____post
A. age B. ne C. on D. out

Select the linkers and discourse makers from the given options to make meaningful sentences.

37. Women at the club kept gossiping, ____their husbands played cards.
A. while B. when C. where D. which
38. He talks to me ____ he were my boss.
A. as if B. as though C. though D. also
39. The application cannot be submitted now ____ the last date was 30th April 2022.
A. because B. so C. therefore D. thereafter
40. ____ when is your flight?
A. By the way B. By the bye C. By and large D. Bye and Bye
41. ____ you talk sense, ____ you keep your mouth shut!
A. Either...or B. Neither....nor C. Whether...or D. Both....and

Choose the correct suffixes to form words that can complete the sentences.

42. Happi____ is a state of mind.
A. ness B. able C. ible D. ent
43. People speak loudly. You are barely aud____
A. able B. ible C. ity D. ful
44. She met his expect____ gaze with a gentle smile.
A. ant B. able C. ful D. ible
45. The author submitted his final manu____ after a long delay.
A. script B. scribe C. sophic D. scopy
46. This is a hope____ situation. I don't know to get out of it.
A. est B. ily C. less D. able

Choose the appropriate adverbs from the given options:

47. They found it ____ to fill the vacant positions.
A. hard B. hardly C. appropriately D. scarcely
48. She was quite ____ dressed for the party.
A. nicely B. disastrously C. nice D. harmoniously
49. Before signing, the manger looked through the document quite ____.
A. confidently B. careful C. carefully D. care
50. Saina Nehwal played the last test ____ well and won the match.
A. rather B. gingerly C. quite D. appropriately
51. ____ that is the reason for his absence from office.
A. Magically B. possibly C. posthumously D. fastly
52. Which of the following spellings is correct?
A. argument B. argumete C. arguemint D. arguemintes
53. Choose the correct verb/tense form: Our holy books tell us that man ____ mortal.
A. is B. was C. will be D. are
54. Choose the correct verb/tense form: The teacher asked the boys whether they ____ the problems.
A. solve B. have solved C. had solved D. solves

There are four main kinds of speech delivery:

Impromptu speaking involves delivering a message on the spur of the moment, as when someone is asked to “say a few words.”

Extemporaneous speaking is c. This is the style most speeches call for.

Manuscript speaking consists of reading a fully scripted speech. It is useful when a message needs to be delivered in precise words.

Memorized speaking consists of reciting a scripted speech from memory. Memorization allows the speaker to be free of notes.

Effective Public Speaking:

1. Know your audience.
2. Rehearse, rehearse, rehearse.
3. Practice with distractions.
4. Find a style that works for you.
5. Know the environment.
6. Test all equipment.
7. Practice in front of a mirror.
8. Take every opportunity to speak.
9. Practice body language and movement.
10. Slow down.
11. Make eye contact.
12. Know your material.
13. Take long pauses.
14. Practice tone and projection.
15. Use humour and emotion.
16. Mentally prepare.
17. Exercise before you go on.
18. Project confidence.
19. Don't go over the allotted time.
20. Ask for feedback.

MTI – Mother Tongue Influence: While speaking English, some people's pronunciation and accent is highly influenced by their mother tongue with interference of sounds from the mother tongue.

Avoiding MTI

- Refer Oxford dictionary to know how words are pronounced phonetically.
- Practice language tongue twisters.
- Watch English news and English documentaries on the TV.
- Use artificial intelligence like google assistance
- Practise reading aloud.

Question Bank for module 5**Public Speaking: Select the appropriate from the given options.**

01. Which of these should be avoided for an effective speech?
A. planning of speech B. preparation of speech
C. long sentences D. organisation
2. Which of these should be avoided during the delivery of a speech?
A. confidence B. clarity C. pauses D. rudeness
3. Which of these is not a type of public speech?
A. Short speech B. Informal speech C. Written speech D. Professional speech
4. Which is not important for effective communication with your audience?
A. Motivation B. Memorization C. Attention D. Retention

5. Which of these is an appropriate way to prepare before giving a speech?
A. make eye-contact with your audience
B. make sure everyone hears you
C. use your hand when speaking
D. Practise in front of the mirror and in front of friends or family
6. Public speaking is addressing a gathering.
a) True b) False
7. Public speaking is only verbal activity.
a) True b) False
8. Which of these should be avoided for an effective speech?
a) Determination of the purpose b) Selection of message
c) Lack of interest d) Selection of theme
9. Which of these is not a type of public speech?
a) Short speech b) Informal speech c) Written speech d) Professional speech
10. What is the maximum time for a short speech?
a) Ten minutes b) Thirty minutes c) Forty- five minutes d) One hour
11. Which of these does not come under short speech?
a) Introducing dignitaries b) Presenting reports
c) Giving a briefing d) Presenting an award
12. Which of these is not a type of means of speech delivery?
a) Reading b) Memorization c) Scolding d) Impromptu
13. Which of these factors is not required to determine the purpose of speech?
a) Providing information b) Discouragement
c) Accepting ideas d) Entertainment
14. Which of these ingredients is not required for selection of theme?
a) Planning b) Disorganisation c) Preparation d) Organisation

Reading Comprehension: Read the passage carefully and select the suitable answers from the given options. Q15 to Q19

I was seven year old. I had lived at the same place for all my life, but we were moving. We were moving from the farm with all of its animals, with its memories of searching for chicken eggs, and with the black and white cows that had to be milked each day. We were going from the place of scrub pines, of pastures, of irrigation ditches to an unknown, unknowable place, far, far away. We had worked hard to get ready. Finally, dad piled all of us into the car. As we began to drive away, I looked out of the rear window of the car. As I looked back, I saw my dog and my cats. I could not see my horse. I asked my father what would happen to these pets. All that dad could tell me was that they had to remain there, that they could not come with us. There was no explanation, merely the declaration that we must go. I was bitterly disappointed, so disappointed that this memory is still scarred into me. Forty-three years later, why could my father not change this? I could not understand then, but I do now. But still don't understand why there was no explanation.

15. The narrator remembering an episode of his childhood is now:
A. thirty year old B. forty year old C. sixty year old D. fifty year old
16. His regret, at that time, was that:
A. he would miss his books B. he would miss his pets
C. he would miss his games D. he would miss his friends
17. He asked his father as to
A. what would happen to his pets B. what would happen to his friends
C. what would happen to his books D. what would happen to his games
18. Leaving the farm, the child was very disappointed because he could not understand
A. why his father could not stop him B. why his mother unpack the luggage
C. why his father could not change the situation D. why his brother could not oppose his father
19. The verb form of 'explanation' is
A. explanatory B. explainable C. explainible D. explain

Reading Comprehension: Read the passage carefully and select the suitable answers from the

given options. Q20 to Q24

If you have ever exercised in a gymnasium you have probably used dumbbells to do strength training. You may have a dumbbells set laying around your home.

Dumbbells are smaller hand held weights resembling single-piece mini barbells. Dumbbells are available in various weights, beginning with those less than 2 kilos. These are best used throughout aerobic exercises or when using an exercise bike or treadmill. Heavy dumbbells allow you to bodybuild. Dumbbells are versatile, affordable and easy-to-use weights that allow you to do a range of exercises to enhance your fitness. Based on the weight amount you use, the number of reps you do and the pace at which you work out, they can help you enhance cardiovascular health, build muscles, burn fat or improve muscle endurance for sporting activities.

Regardless of the level you are in your fitness journey, you should keep dumbbells a part of it. Not just they are easy to store and use, dumbbells are comparatively cheap and because they are versatile they can be used for a wide range of exercises. Considering all these dumbbells can be a wise investment for your fitness goals.

20. What is a gymnasium?
(a) A place where we take a walk (b) A place where we exercise
(c) A place where we dance (d) A place where we buy
21. 2. What are the small hand-held weights called as?
(a) A hermit (b) A gymnasium (c) dumbbells (d) fitness
22. How do dumbbells help us?
(a) to learn faster (b) to talk well (c) to walk fast (d) to bodybuild
23. Which of the following is not a benefit of exercising with dumbbells?
(a) save food (b) enhance cardiovascular health
(c) build muscles (d) burn fat
24. What is the meaning of the word 'versatile' in the passage?
(a) dumbbells are cheap (b) dumbbells can be used to do many exercises
(c) dumbbells are good investment (d) dumbbells are outdated

Choose the pairs of words /phrases from the options given that best expresses a similar relationship to that of the given pair.

25. Patient: Hospital
A. Teacher: School B. Pilot: Aeroplane C. Litigant: Court D. Priest: Church
26. Truck: Cargo
A. Ship: Water B. Bus: Passenger C. Aircraft: Fuel D. Theatre: Movie
27. Entomology: Insects
A. Oncology: Cancer B. Gerontology: Germs
C. Tontology: Tortoises D. Phonology: Telephones
28. See: Invisible
A. Sell: Insoluble B. Alien: Inalienable
C. Satisfy: Insatiable D. Differ: Indifference
29. Odometer is to mileage as compass is to
A. speed B. hiking C. needle D. direction
30. Marathon is to race as hibernation is to
A. winter B. bear C. dream D. sleep
31. BINDING : BOOK : : _____
A. criminal : gang B. display : museum
C. nail : hammer D. frame : picture
32. EXPLORE : DISCOVER
A. read : skim B. research : learn C. write : print D. think : relate
33. FINCH : BIRD
A. frog :toad B. elephant : reptile C. Dalmatian : dog D. collie : marsupial
34. MONK : DEVOTION
A. maniac : pacifism B. explorer : contentment
C. visionary : complacency D. rover : wanderlust

35. SLAPSTICK : LAUGHTER
 A. fallacy : dismay B. genre : mystery C. horror : fear D. mimicry : tears
36. SPY : CLANDESTINE
 A. accountant : meticulous B. furrier : rambunctious
 C. lawyer : ironic D. shepherd : garrulous
37. COBBLER : SHOE
 A. jockey : horse B. contractor : building C. mason : stone D. cowboy : boot
38. DOMINANCE : HEGEMONY
 A. romance : sympathy B. furtherance : melancholy
 C. independence : autonomy D. tolerance : philanthropy
39. INTEREST : OBSESSION : : _____
 A. mood : feeling B. weeping : sadness C. dream : fantasy D. plan : negation
40. Candid is to indirect as honest is to
 A. frank B. wicked C. truthful D. untruthful
41. Oar is to rowboat as foot is to
 A. running B. sneaker C. skateboard D. jumping
42. The presentation of a carefully planned and rehearsed speech, spoken in a conversational manner using brief notes is called
 A. impromptu speaking B. extemporaneous speaking
 C. memorized speaking D. manuscript speaking
43. The rote recitation of a written message that the speaker has committed to memory is
 A. impromptu speaking B. extemporaneous speaking
 C. memorized speaking D. manuscript speaking
44. An Extemporaneous Speech is where you have upto _____ to research, write, and memorize a 7 minute speech based on current affairs.
 A. 5 minutes B. 10 minutes C. 20 minutes D. 30 minutes
45. Interference of sounds from the mother tongue while speaking English is
 A. UTI B. FBI C. MTI D. CBI
46. Full form of MTI
 A. motherland influence B. Michigan influence
 C. material influence D. mother tongue influence
47. Which of the following can reduce MTI?
 A. Watching mother-tongue programmes on TV B. Speaking in mother tongue
 C. Watching English news D. Reading mother-tongue newspaper