

Technical Communication – Unit 1

Assignment 7

Q.1 Elaborate skills of a language.

Q.2 Explicate various methods of developing a paragraph?

Q.3 What is noise? Explain various types of noises.

Q.1 Elaborate skills of a language.

Skills of a Language – LSRW:

LSRW skills of language are Listening, Speaking, Reading, and Writing. With regards to acquiring the Learning abilities, LSRW way of Learning skills are regularly gained by listening first followed by speaking, reading and writing. Hence, these abilities are frequently called LSRW way of Learning the language. Language learning would include focus on all the four skills. However, it is seen that most of the times the reading and writing skills are given more significance over listening and speaking skills.

In reality, in the process of learning, listening and speaking should take precedence over reading and writing. The advantages of normally learning any subject / topic can be upgraded incredibly when the LSRW method is practiced in the same sequence as listed.

1. Listening
2. Speaking
3. Reading
4. Writing

1. Listening

Listening is the primary learning skill. It is what is known as a responsive ability, or a latent skill, as it expects us to utilize our ears and our minds to understand; as it is being told or addressed to us. It is the first of two normal learning skills.

Listening is critical to very essential and the most useful and powerful skill needed for effectively understanding and correlating the essentials and fundamentals. Without the ability to listen adequately, the understanding is essentially mistaken. Subsequently, correlation separates out and the understanding wades out without much of a stretch and the learner gets baffled.

2. Speaking

Speaking is the communication medium of learning orally. To talk, we make sounds utilizing numerous pieces of our body, including the lungs, vocal tract, vocal lines, tongue, teeth and lips.

Speaking is the second of the four learning skills. Speaking is normally the second expertise that we learn. Speaking or talking means to communicate, or expressing one's thoughts and feelings with a spoken language.

In primary schools elocution and recitation are main sources to master the phonetics, the sounds, the rhythm, and to an extent the intonation, modulation and variation in the way to be effective in conveying ideas and information.

3. Reading

One of the primary things you find out about reading is that there are diverse reading strategies and the students ought to know about which procedure is most fit, as required for the reading effort required by the content or by their educator / teacher.

Preparing the students to know their reading methods and derive when best to apply them is in reality significant, particularly under test conditions when opportunity limitations become possibly the most important factor and choices should be made relying upon time accessibility and the significance of the outcome that needs to be achieved.

The four fundamental kinds of reading practices are the as under:

- a) Skimming
- b) Scanning
- c) Churning
- d) Assimilation

a) Skimming:

Fast browsing of the entire passage.

We get a rough idea about the topic of the passage

Humans have an inborn habit of trying to do things efficiently. They need to save time.

When we are searching for an information, and we have a large number of texts to choose from, we do a fast-browsing to decide which texts to read, and which to reject.

b) Scanning:

While doing a reading comprehension, we take a look at the questions asked on the passage.

We look for more specific information in a text

When we re-read the text to locate those specific information, it is called scanning.

c) Churning:

Churning- means interpretation and inference, interpretation means - getting summary of all the important points on a topic and inference means – reading between the lines and understanding the facts that are not stated openly.

Word meaning and coherence are the two techniques for churning:

Word meaning –

- Understanding different meaning based on contexts
- Guess the unknown words from context
- Guess meaning from root words
- Read not the sentence, but sense-groups
- Try to get an overview beforehand

Coherence/Discourse markers/Indicators:

- Discourse markers are words that come at the beginning of sentences, like 'clearly', 'therefore', 'lastly', 'on the other hand', 'however', etc.
- They indicate whether the sentence is an example, a conclusion, or an opposite opinion.
- They help us understand how an idea is developed in a passage.

d) Assimilation:

Mind mapping of information.

We attempt to make a mental map of the entire passage.

When we say we have understood a concept after reading a chapter, we have actually done assimilation.

Steps of Assimilation:

- Churning has made available the information.
- Convert the information into an idea.

- Look for pictures, videos and other texts related to the topic to get better knowledge
- Discuss with peers to get their view-points as well
- This will help you plant a mental-map of the information you have read.

4. Writing:

Writing is the fourth language expertise we may gain in our learning. Similarly as with speaking, it is a gainful or dynamic expertise, as it expects us to utilize our hands and our minds to deliver the composed message, idea, thought or information that we would have spoken otherwise.

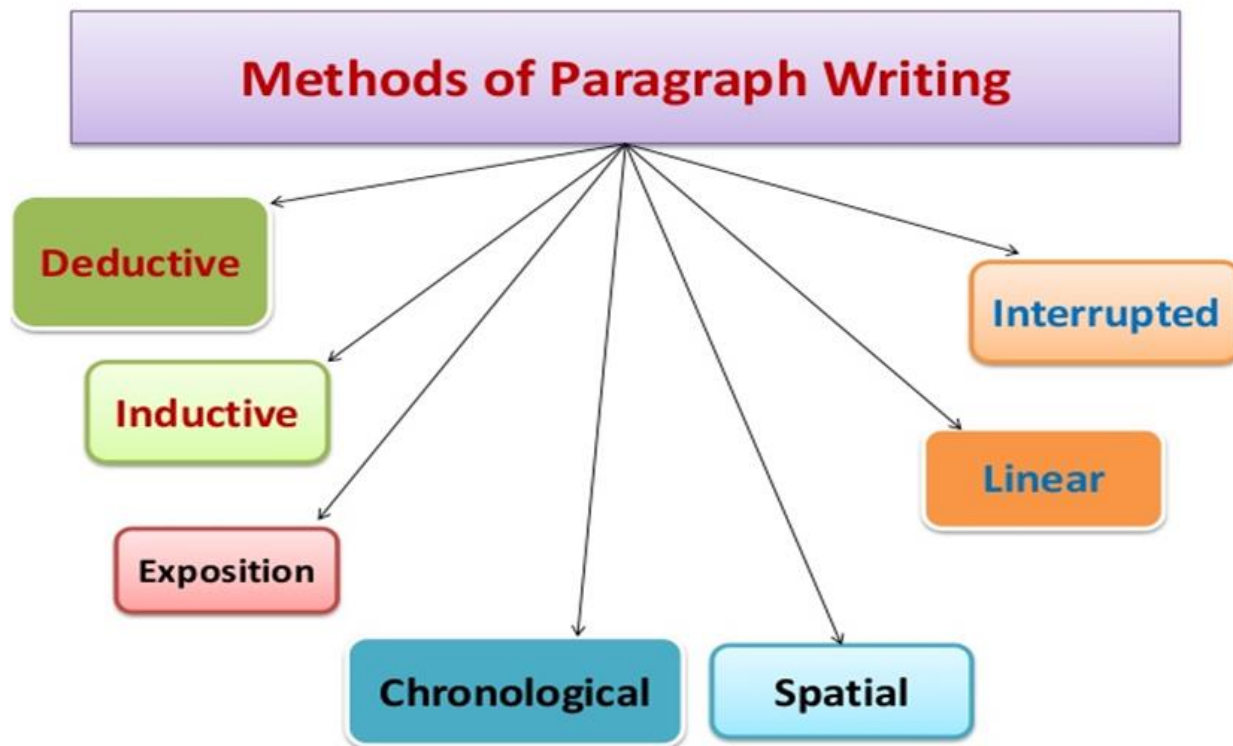
Writing abilities might be improved by giving activities on piece and exploratory writing. Students ought to be taught and urged to compose, arrange and organize their thoughts on a given subject or topic. The significance of sequencing their idea, thought process ought to be appeared so as to acquire cohesiveness, completeness and accurateness in their writing.

Q.2 Explicate various methods of developing a paragraph?

- A paragraph is a collection of sentences, that logically present one single idea.
- One sentence among them is the most important one. It is called the Topic sentence.
- The other sentences give support to the Topic sentence. These sentences are called supporting sentences.

There are following seven ways of developing a paragraph:

1. Inductive Method
2. Deductive Method
3. Spatial Order
4. Linear Order
5. Chronological Order
6. Exposition / Explanatory Method
7. Interrupted Method



1. Inductive Method:

- It is an objective and logical technique in which information is organized in a specific/particular to general organization.
- In this logical organization, specific details, examples and illustrations are given first then a general statement or generalization is made.
- The topic sentence comes at the end of the paragraph

2. Deductive Method:

- It is the most common logical organization which involves the process of moving from a general statement or principle to specific details.
- It is the most popular form amongst the writers.
- The topic sentence is usually the first sentence in this type of order.

3. Spatial Order:

- It is the simplest logical organization which involves the process of dividing a subject or topic based on how they are arranged in space.
- It is the area-wise or three-dimensional description.
- This pattern can make a complex subject easy to understand by categorizing its various elements spatially.

- It is mostly used by technocrats in the description of machines or plot of land.

4. Linear Order:

- Linear means 'consisting of lines' or 'one dimensional'.
- Each sentence leads to the next one in a paragraph with the purpose of maintaining a forward movement; and each paragraph can be a step to take us to a goal.
- It refers to the systematic order as a line which involves presenting ideas in a progressive way where sentences are connected to each other in a logical way.

5. Chronological Order

- This logical sequence refers to the narration of events in the order in which they occur in time, beginning with the first event, and going on to the next and so on.
- It is very useful as it is quite easy and natural to record events in the order of their happening.
- For ex. periodic report, progress report, etc.

6. Expository / Explanatory Order

- It is similar to deductive method.
- The paragraph begins with a topic sentence.
- The writer tries to interpret, to discuss the same idea in several ways with the help of many instances, examples, etc.
- In this method the writer explains the idea to make it clear.

7. Interrupted Order

- In interrupted method the writer may like to pause in order to elaborate on some ideas, people or events.
- Purpose is to narrate an experience in a dramatic way
- It adds more emphasis to the ideas in a sentence.
- We can find such interrupted writing style mostly in narrative works such as fiction, stories, plays etc.

Q.3 What is noise? Explain various types of noises.

All loud, disturbing, unwanted and useless sounds are called Noise.

It means any unwanted sound particularly loud ones that disturb people or make it difficult to hear wanted sounds, are noise.

For example, conversations of other people may be called noise by people not involved in any of them; any unwanted sound such as dogs barking, neighbours playing loud music, road traffic sounds, or a distant aircraft in quiet countryside, are noise.

Noise can be of following three types mainly:

1. Physical Noise
2. Psychological Noise
3. Semantic Noise

1. Physical Noise:

Sometimes the biggest impediment to clear communication is everyday environmental noise.

This can include loud passersby, music (think talking over a band at a concert), traffic or children playing. Even a simple phone ringing can distract a listener so that she cannot fully focus on a conversation.

Other physical conditions that can hinder communication are physical illness, being under the influence of drugs or alcohol, or being tired.

2. Psychological Noise:

Psychological noise consists of distractions to a speaker's message caused by a receiver's internal thoughts. Psychological noise can be more difficult to define in a particular situation, as the mental makeup of every person is different.

For example, if you are preoccupied with personal problems, it is difficult to give your full attention to understanding the meanings of a message.

This type of noise includes concepts like prejudices, narrow-mindedness and personal bias. Communication can also be difficult if a person is emotionally unbalanced -- anger, sadness and even joy can affect how much someone can pay attention to a conversation or lecture.

3. Semantic Noise:

When the sender and receiver interpret the meaning of a word differently, it causes communication failure and falls under the category of semantic noise.

This happens when the sender and receiver have different conditions, different primary languages, dialects or cultural background.

e.g. Crash can mean an auto accident, a drop in the Stock Market, to attend a party without being invited or ocean waves hitting the shore,

The verb move can mean change of place, push, pull or carry or stir emotion.

The word 'create' can mean build, make, construct, erect, compose or imagine.