

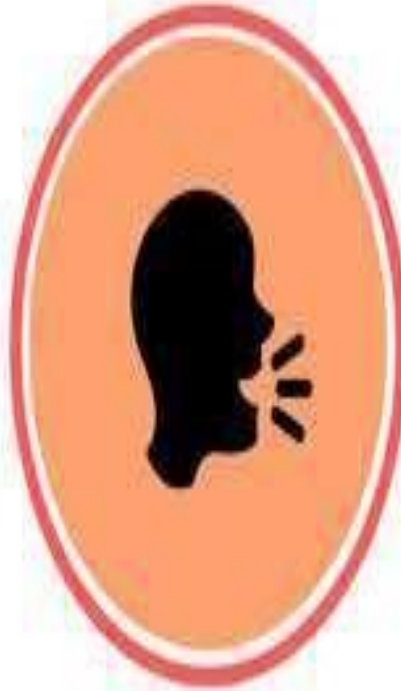
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# Topic - LSRW



# “Language is never learnt. It is acquired”

1. First stage as a baby listens the language spoken around for 3 years.
2. The second stage speaks broken words and sentences for a couple of years.
3. At the third stage reads some picture books. Even alphabets are remembered as pictures.

4. The fourth stage learns to 'write'.

## Listening

45% of communication is listening it's hard to

listening continue on any particular topic

It's needed a big practice

# Listening and Hearing

Listening is an active process. Listener concentrate and retain the information during listening

Hearing is a passive process and no need to retain any information

# Listening





# Hearing



# Barriers in listening

1. External noise
2. Personal distraction / disturbance
3. Inappropriate place and time
4. Overload information
5. Selective listening

**Keep away barriers**

1. Do listening practice
2. Active listening
3. Nonstop listening
4. Concentration
5. Observation of non verbal indications
6. The capability to restate the message
7. Asking questions

## Speaking

Rules for valuable speaker:

- Use simple and suitable vocabulary
- Check the stress and rhythm accordingly
- Use simple language, short sentences and avoid self-importance
- Avoid hanging thoughts, relate whatever you say
- Know your listeners / audience.
- Avoid slang words.
- Synchronize (match) the body language and words.

- Be slow, if you doubt your pronunciation.

## Reading

Reading is the process of decoding the symbols and words whether print or electronic.

It's an interaction between the text and the reader.

Reading is normally an individual activity but occasionally read loudly for the benefit of listeners.

It's not always necessary to understand every word that we read.

## **Types of Reading**

1. Skimming
2. Scanning
3. Reading for thorough comprehension
4. Critical reading

# Skimming

To collect the most important information by running the eyes over the text

Skimmers have tendency to read only the title, sub titles and topic sentences

Skimmers do not look for details

Pictures, graphs and charts help him to understand the text

# Skimming Reading - 1



# Skimming Reading - 2





# Scanning

To find any particular information in text

The scanner scans the text until he finds what he is  
looking for

# Scanning Reading



## Example

Fans of any cricket player would scan the sports column to know how many runs he scored

Finding the phone number of any well known person from the directory

The expiry date also scan when any product is purchased

# Reading for thorough comprehension

To gain the full information given in the text

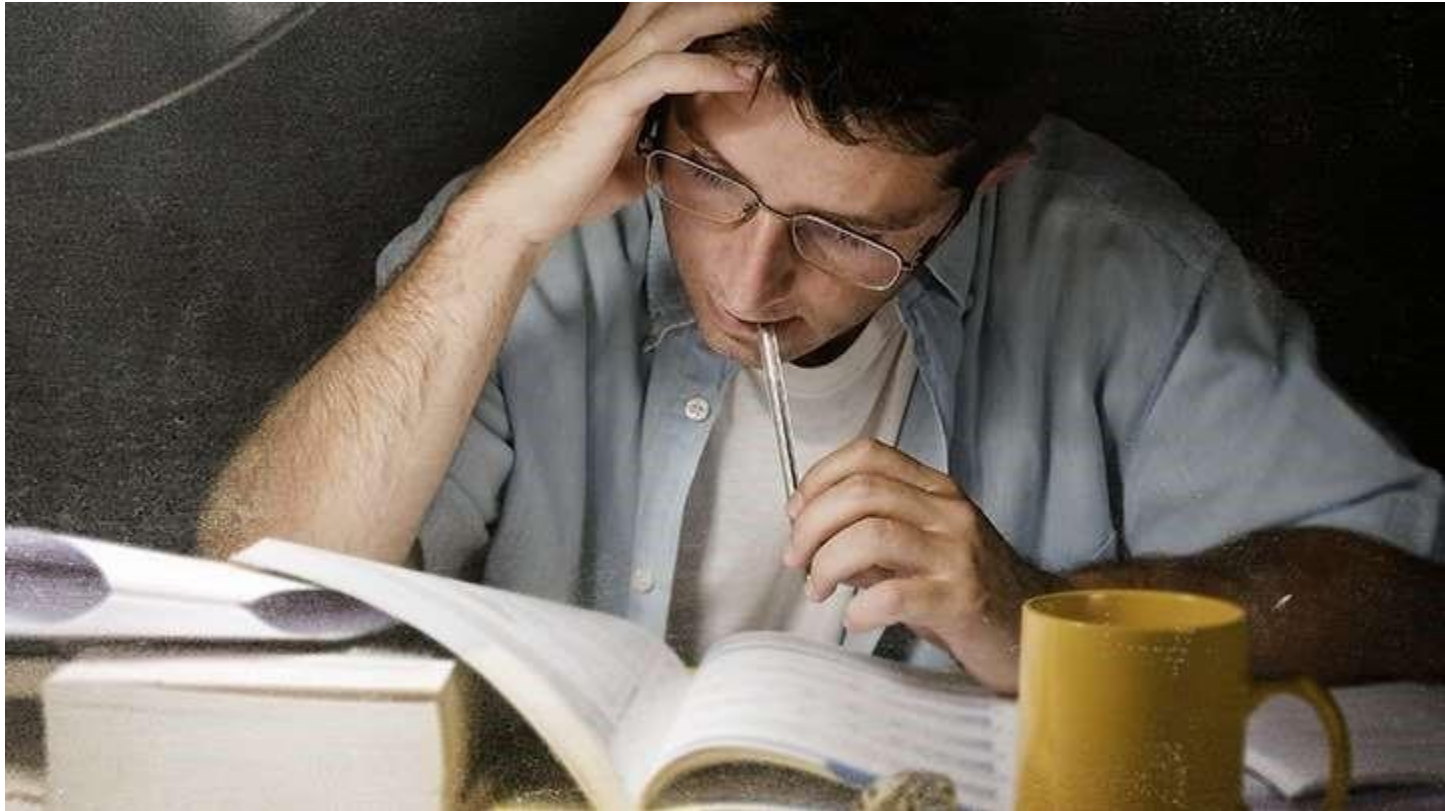
The reader tries to understand the relationship between the ideas and the purpose of the author

Vocabulary becomes extensive in this type of reading

# Reading for thorough comprehension



# Reading for thorough comprehension



## Critical reading



Reader tends to make judgment on any written work

Reader creates different questions and arguments  
whether in favor or against

It's done to understand the author's purpose of writing  
and language of the book

## **Critical reading**





**Critical reading**



**Writing**

**Anyone** can place thoughts or feelings on a paper or computer screen by writing

It's considered one of the most difficult skills and therefore is less preferred.

The grammatical rules are properly used in writing because it's more formal.

*Thanks*