

TOPIC

LSRW

**Listening**

**Speaking**

**Reading**

**Writing**

“Language is never learnt. It is  
acquired”

At first stage as a baby, we listen the language spoken around us for 3 years.

At the second stage, we speak in broken words and sentences for a couple of years.

At the third stage, we read some picture books. Even alphabets are remembered as pictures.

At the fourth stage we learn to 'write'.

- ? Listening
- ? Speaking
- ? Reading
- ? Writing

# Listening

45% of our communication is listening.

Receptive	Productive
Listening	Speaking
Reading	Writing



# Listening

45% of our communication is listening.

it's hard to listen continuously on any particular topic.

It's needed a big practice.

## **Difference Between Listening and Hearing**

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

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



# Barriers in listening

External noise

Personal distraction

Inappropriate place and time

Overload information

Selective listening

## **Keep away barriers**

Do listening practice

Active listening

Nonstop listening

Concentration

Observation of non verbal indications

The capability to restate the message

Asking questions

# Speaking

**Rules for valuable speaker:**

- Use simple and suitable vocabulary
- Check the stress, rhythm and intonation accordingly
- Use simple language, short sentences and avoid ostentation. (Pretension, display, self-importance)
- Avoid hanging thoughts, relate whatever you say

Speaking is the productive skill.

There are three kinds of speaking

- interactive, ( discussion, dialogue)
- partially interactive ( Lecture )
- non-interactive (Sermons and Speeches)

- Know your listeners / audience.
- Avoid slang and unparliamentary 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 we read loudly for the benefit of listeners.

It's not always necessary that we 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

# Scanning

To find any particular information in text

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

# 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 is also scanned when any product is purchased

# **Reading through 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

# 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.

# Writing

We can put our 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 should be properly used in writing because it's more formal.



If the writing is comprehensible and creative then the writer has achieved the purpose.

One should use proper punctuation so that the reader can arrive at what the author is trying to convey.

All four skills facilitate language learning. Language learning is like learning swimming. You cannot teach swimming to someone by sitting at the bank of the river and giving lecture. For this purpose you will have to jump in the river. In the same way, language cannot be learned by just cramming the rules of grammar or lecture. It can be learnt through conversation and discussion.