FAST-NU

Karachi Campus |

LAB MANUAL

Communication and Presentation skills



Dear Student,

You are to read this yourself!

**SOME HANDY TIPS FOR IMPROVING YOUR SPEAKING SKILLS:**

* Speak more slowly.
* Take time to say some of the long and difficult words.
* Pronoun the ending of each word.
* Find out the word class of different words.
* Take a breath between word classes.
* Stress on keywords.
* Stress on the right syllable.
* Elongate vowel sounds. Practice saying “trek and track”, “dock and dog”.
* Once you develop confidence, increase your speaking rate.
* Use a dictionary to study the pronunciation of words.
* When you listen to a native speaker, study mouth movements to understand how a word is pronounced.
* In listening, try to absorb the music (intonation and rhythm) of English.
* Daily read aloud in English.
* Record your voice and listen to check how you sound.
* Talk with friends in English to develop spontaneity.
* Teach English to a friend. Teaching something is the best way to remember it for life time.
* Write a diary. Then read it out loud.
* Don’t underestimate yourself. Be confident.
* Don’t feel inferior because of a better speaker. In fact, with the guidelines above, focus your attention on how much you have improved and achieved. The idea is to be positive.
* Without input, there is no output. Remember that it is impossible to learn a language without exposure.
* Use massive reading to learn English.
* Use massive listening to learn English as well as English accent and pronunciation.

**HOW TO BE AN INTERESTING SPEAKER:**

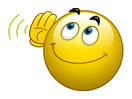
* Speak with enthusiasm.
* Listen carefully for clues.
* Be curious.
* Find out what excites people.
* Look pleasant and be friendly.
* Use non-verbal communication well.
* Be provocative.
* Think out of the box.

**EXERCISE ROUTINE TO FOLLOW**

In the beginning, focus more on becoming fluent and confident. To develop fluency, do the following:

1. Decide for a practice time. Speak for at least one hour daily (if not daily, then at least 5 days a week).
2. During the practice time, you can do the following activities:

* Read a text (begin with a simple one), and then summarize the main points orally by using the vocabulary of the writer.
* Read something difficult. Then simplify it and speak the main ideas. To simplify, break very long sentences into shorter ones and use simpler vocabulary. Follow the organization of the writer. This can also help you learn how to organize thoughts when you speak.
* Speak out your thoughts and feelings.
* Select any topic and do an oral brainstorming.
* Watch movies, shows, news, etc, and jot down some phrases and sentences. Then use your notes to give an oral summary of what you saw and how you felt about it.
* Download a video. Listen to it. Then try to mimic and imitate the speaker to learn pronunciation and accent.

Once you become fluent, you can start focusing on accuracy.

**HOW TO HANDLE CLASSROOM SPEAKING TASKS:**

1. **PLAN YOUR TALK:**

When you are given a topic, do the following:

*Think--Generate Ideas--Organize them--Do a mental rehearsal--Speak*

1. **DO NOT USE THE WRITTEN STYLE IN SPEAKING:**

Spoken language is much simpler that the written variety. The differences between speech and writing are:

|  |  |  |
| --- | --- | --- |
| **POINT OF DIFFERENCE** | **SPEECH**  conversation.gif | **WRITING**  education_clipart_boy_writing.gif |
| **CONTEXT** | Occurs in a context which often makes references clear. | Creates its own context, and so has to be fully explicit. |
| **FEEDBACK** | Immediate feedback is possible as the listeners are present right before the speaker. Feedback can be both verbal (questions, comments, grunts, etc) as well as non-verbal (facial expressions, body language, etc) | No immediate feedback is possible. The writer may have to anticipate the reader’s feedback and incorporate it into the text. |
| **GRAMMAR** | Grammar is simpler. Sentences may be shorter. Sometimes sentences used may be incomplete or ungrammatical. | Grammar is complex. Grammatical rules are followed strictly. Sentences may be longer with many clauses. Passive forms may be common. |
| **VOCABULARY** | Depends on the context | Depends on the context |
| **ORGANIZATION** | Loosely organized with many repetitions, re-starts, jumps to different topics, pauses, and hesitations. | Extremely well-organized and properly structured. Information and ideas are divided into well-formed sentences and paragraphs. |
| **PERMANENCE** | Speech is temporary or transitory. | Writing is durable and permanent. It can last for centuries. |
| **NON-VERBAL COMMUNICATION TOOLS** | Speech gets support from body language, facial expressions, tone, etc. In many cases, non-verbal communication tools alone are enough to convey messages. | Such non-verbal communication tools are absent. Punctuation marks, underlining, capitals, connectors, and many more things can be used to represent things like pauses, emphasis, tone, etc. |
| **LEARNING FACTOR** | Speech is spontaneous and natural. However, public speaking has to be learnt. | It is a learnt skill. |

So, when you are asked to share ideas or thoughts about a really complex topic, use very simple style in speech as it is spontaneous. On the other hand, use correct grammar in writing as it is not a spontaneous activity.

Following is the note on the definition of terrorism from Wikipedia:

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| --- |
| There is no universally agreed, legally binding, criminal law [definition of terrorism](http://en.wikipedia.org/wiki/Definition_of_terrorism#In_international_law).Common definitions of **terrorism** refer only to those violent acts which are intended to create fear (terror), are perpetrated for a religious, political or ideological goal, and deliberately target or disregard the safety of [non-combatants](http://en.wikipedia.org/wiki/Non-combatant) (civilians). The word "terrorism" is politically and emotionally charged, and this greatly compounds the difficulty of providing a precise definition. Studies have found over 100 definitions of “terrorism”. The concept of terrorism may itself be controversial as it is often used by state authorities (and individuals with access to state support) to delegitimize political or other opponents, and potentially legitimize the state's own use of armed force against opponents (such use of force may itself be described as "terror" by opponents of the state). |

If the same information is given via speech, the style, sentence structures, organization, and vocabulary will become very simple so that the human ear can grasp the messages easily. Just have a look at the spoken version:

|  |
| --- |
| Well, terrorism has many definitions. There is no universal definition available. Terrorism is any act that is very violent and bad. It is done to create fear in people for some political, religious, or other goal. It is difficult to define the word. Studies have found 100s of definitions. Sometimes the authority may use it unjustly to discredit opponents or enemies for right action |

Keep this difference of speech and writing in mind. So, don’t panic if you are given a difficult topic to speak. Use short and simple sentences with familiar and easier words.

1. **USE SIGN POSTING OR LINK WORDS IN SPEAKING:**

Always use link words (connectors) when you speak. Link words will help you guide your listeners smoothly along your ideas. They will also show connection between your thoughts and make your talk more coherent. Here is a useful list of connectors to be used in speaking:

|  |  |
| --- | --- |
| **To Begin Introducing your Point, you might consider starting with...** | I'd like to begin by...  Let's start by...  First of all, I'll...  Starting with...  To start with...  I'll begin by... |
| **For Finishing a Topic, try...** | Well, I've finished talking about... Well, that's all I have to say about... We've considered... So much for this subject... |
| **Moving from one point to another, why not use...** | Now, let us move on to.  Next, let us consider... Turning to... Moving on to... I would like now to discuss... |
| **Applying Signposting Techniques in a discussion...** | So, where does that lead us? Let us consider this in more detail... What does this all mean?  Translated this into real terms... |
| **Giving an example**... | Here’s an example. I was... For example,... A good example of this is... To illustrate,... To give you an example,... To illustrate this point... |
| **To Summarize and conclude...** | In conclusion,... To conclude,... So, let's sum up, shall we? I would like now to recap... Let’s summarize what we’ve covered briefly... Finally, let me remind you of some of the issues we've covered... To sum up the main points... |
| **To rephrase:** | Let me rephrase that,  In other words  Another way of saying the same thing is  That is to say |
| **To emphasize** | What is very significant is...  What is important to remember...  I'd like to emphasize the fact that...  I’d like to stress the importance of...  What I tried to bring out...  What we need to focus on... |
| **To refer to what you have said**  **previously:** | As I have already said earlier...  As we saw in part one...  To repeat what I've said already… |
| **To refer to what an**  **expert says:** | I quote the words of ...  In the words of…  According to...  Here I'd like to quote…  As Mr. X says in his book...  There is a famous quotation that goes... |
| **To refer to common knowledge:** | As you all may well know...  It is generally accepted that...  As you are probably aware (of)... |

**CONVERSATIONAL ENGLISH**

Conversational English has the following features:

* It uses contractions.
* It is very brief and to the point.
* It uses idiomatic expressions, especially phrasal verbs, more often.

To learn conversational English:

* Watch movies, cartoon films, and jot down important expressions.
* Read comics.
* Study the dialogues in novels.
* Practice talking about simpler topics, like, likes and dislikes, hobbies, friends, favorite recreational spots, etc.

An example of conversational English:

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| Peter: Bob, I hate to break the news, but our sales were down again last month.  Bob: Down again, Peter?  Peter: Yeah. These days, everybody’s shopping at our competition, Honest Abe’s Furniture Store.  Bob: Ah…That’s bad, but everything in there costs an arm and a leg!  Peter: That’s true. They do charge… Well, forget it. We are about to go bankrupt. That’s what’s important.  Bob: I’m sorry to hear that. I thought my new advertising campaign would save the day.  Peter: Let’s face it. Your advertising campaign was a real flop. So, you’re fired. We need a real professional here. |

**SOME USEFUL EXPRESSIONS:**

**Giving your opinion neutrally**

"I think…"

"I feel that…"

"In my opinion…"

"As far as I'm concerned…"

"As I see it…"

"In my view…"

"I tend to think that…"

**Giving a strong opinion**

"I'm absolutely convinced that…"

"I'm sure that…"

"I strongly believe that…"

"I have no doubt that…"

**English expressions for asking someone's opinion**

"What do you think?"

"What's your view?"

"How do you see the situation?"

### **Agreeing in English**

"I think you're right."

"I agree with you."

### **Strong agreement**

"I couldn't agree with you more."

"You're absolutely right."

"I agree entirely."

"I totally agree."

### **Partly agreeing**

"I agree with you up to a point, but…"

"That's quite true, but…"

"I agree with you in principle, but…"

### **Disagreeing**

"I'm not sure I agree with you."

"(I'm afraid) I don't agree."

"(I'm afraid) I disagree."

"(I'm afraid) I can't agree with you."

"(I'm afraid) I don't share your opinion."

### Note

When you disagree with someone in English, you can often sound more polite by using a phrase such as "I'm afraid…"

### **Disagreeing strongly**

"I don't agree at all."

"I totally disagree."

"I couldn't agree with you less."

**What’s important (priorities):**

The most important thing for me is that…………………………

What’s really important to me is……………………………………….

The most crucial thing for me is…………………………………………..

The most vital thing for me is……………………………………………

What really motivates me is…………………………………………

I’m extremely interested in…………………………………………

In terms of priorities……………………………………………………

As far as my priorities go……………………………………………..

The least important thing for me is…………………………………..

At the top of my list of priorities is………………………………….

|  |
| --- |
| **For more expressions, vocabulary, and listening lessons refer to sites:**  [www.english-at-home.com](http://www.english-at-home.com)  [www.esl-lab.com](http://www.esl-lab.com)  [www.free-english-study.com](http://www.free-english-study.com) |

**LAB 2**

**Conversation Skills**

Conversation skills can be divided into the following:

* Greetings
* Small talk
* Expanding and maintaining your conversation
* Seeing off

**Small Talk**

Small talk is how many conversations begin. It's just short conversations about every day topics, but those short conversations can lead to longer and more important ones. In the working world being able to make small talk, feeling comfortable making small talk, often leads to greater professional success. Small talk is where conversations begin, but how do you start? And how do you keep the conversation going? Take a minute and think about how you begin conversations in your own language. What kind of greetings do you use? What do you talk about? While every conversation is different, you can probably think of many ways they are the same. Opening lines, ways you introduce yourself and things you talk about.

Hello, I'm Jody. What's your name? >> Hello, I'm Ben. >> Nice to meet you, Ben. >> What's next? Make a connection and ask some questions. This is a great event, isn't it? What brings you here? >> I'm here for work and you? >> Me too. What kind of work do you do? >> Now that you've made a connection,

listen, listen and listen. Here's a chance to learn a little bit more about the person. Find out what you have in common and keep the conversation going. Smile and keep your eyes on the person you're talking to.

So, you're in technology? What do you think about my new phone? >> Wow, it's really great. I haven't seen one of those yet. >> You're right, it is great. Once you're comfortable with someone, it's easy to keep the conversation going. What are some other popular small talk topics? Hobbies, family, news, sports, just to name a few. And remember, the more detail you add to a conversation, the easier it is to keep it going. Don't just answer yes or no. And as you find yourself coming to the end of a conversation, keep it going with a plan to see that person again.

Have you tried that new restaurant across the street? >> No, but I've heard a lot about it. The chef is famous and the food is delicious. >> I'd really like to try it. Want to join me?

So, what do you need to do to make your small talk meaningful? Introduce yourself. Ask questions. Be a good listener. Show your interest and find out what you, and the other person have in common. Think of ways to extend the conversation. Small talk could be the start of a new friendship, a new job and an interesting connection. Making small talk confidently is a key skill and one I hope you'll practice and enjoy more and more.

# Small Talk: Who, What, Where, When, Why

## WHO makes small talk?

People with many different relationships use small talk. The most common type of people to use small talk are those who do not know each other at all. Though we often teach children not to talk to strangers, adults are expected to say at least a few words in certain situations (see where). It is also common for people who are only acquaintances, often called a "friend of a friend", to use small talk. Other people who have short casual conversations are office employees who may not be good friends but work in the same department. Customer service representatives, waitresses, hairdressers and receptionists often make small talk with customers. If you happen to be outside when the mailman comes to your door you might make small talk with him too.

## WHAT do people make small talk about?

There are certain "safe" topics that people usually make small talk about. The weather is probably the number one thing that people who do not know each other well discuss. Sometimes even friends and family members discuss the weather when they meet or start a conversation. Another topic that is generally safe is current events. As long as you are not discussing a controversial issue, such as a recent law concerning equal rights, it is usually safe to discuss the news. Sports news is a very common topic, especially if a local team or player is in a tournament or play-off or doing extremely well or badly. Entertainment news, such as a celebrity who is in town, is another good topic. If there is something that you and the other speaker has in common, that may also be acceptable to talk about. For example, if the bus is extremely full and there are no seats available you might talk about reasons why. Similarly, people in an office might casually discuss the new paint or furniture. There are also some subjects that are **not** considered acceptable when making small talk. Discussing personal information such as salaries or a recent divorce is not done between people who do not know each other well. Compliments on clothing or hair are acceptable; however, you should never say something (good or bad) about a person's body. Negative comments about another person not involved in the conversation are also not acceptable: when you do not know a person well you cannot be sure who their friends are. You do not talk about private issues either, because you do not know if you can trust the other person with your secrets or personal information. Also, it is not safe to discuss subjects that society deems controversial such as religion or politics. Lastly, it is not wise to continue talking about an issue that the other person does not seem comfortable with or interested in.

## WHERE do people make small talk?

People make small talk just about anywhere, but there are certain places where it is very common. Most often, small talk occurs in places where people are waiting for something. For example, you might chat with another person who is waiting for the bus to arrive, or to the person beside you waiting to get on an aeroplane. People also make small talk in a doctor's or dentist's waiting room, or in queues at the grocery store. At the office, people make small talk in elevators or lunchrooms and even in restrooms, especially if there is a line-up. Some social events (such as a party) require small talk among guests who do not know each other very well. For example, you might talk to someone you do not know at the punch bowl, or at the poolside. It is called "mingling" when people walk around in a social setting and talk to a variety of people.

## WHEN do people make small talk?

The most common time for small talk to occur is the first time you see or meet someone on a given day. For example, if you see a co-worker in the lounge you might say hello and discuss the sports or weather. However, the next time you see each other you might just smile and say nothing. If there is very little noise, that might be an indication that it is the right time to initiate a casual conversation. You should only spark up a conversation after someone smiles and acknowledges you. Do not interrupt two people in order to discuss something unimportant such as the weather. If someone is reading a book or writing a letter at the bus stop it is not appropriate to initiate a conversation either. Another good time to make small talk is during a break in a meeting or presentation when there is nothing important going on. Finally, it is important to recognize the cue when the other person wants the conversation to stop.

## WHY do people make small talk?

There are a few different reasons why people use small talk. The first, and most obvious, is to break an uncomfortable silence. Another reason, however, is simply to fill time. That is why it is so common to make small talk when you are waiting for something. Some people make small talk in order to be polite. You may not feel like chatting with anyone at a party, but it is rude to just sit in a corner by yourself. After someone introduces you to another person, you do not know anything about them, so in order to show a polite interest in getting to know them better, you have to start with some small talk.

**Small Talk and Professional Communication**

The ability to make small talk is a vital skill for business people. In many cultures — for example, China — people put great emphasis on getting to know their business partners, and feeling comfortable with them, before making deals with them. In English-speaking countries, such as Britain and America, it is also common to “oil the wheels” of business with small talk. Following are some tips on making small talk.

**Be open**

One of the most important skills during small talk is the ability to keep the conversation going. One way to do this is to ask open questions, which require your partner to answer with more than “yes” or “no”.

Practise using open questions in English — those that start with “when”, “where”, “how”, “how long” etc. For example: “When did you arrive in Germany?” or “What do you think of Berlin so far?”

**Give feedback, add information**

As the listener in a conversation, you can encourage the speaker by giving feedback. This can either be verbal — with expressions such as “I see”, “oh, that’s interesting” or “right” — or non-verbal noises, such as “uh-huh”. In small talk, silence is definitely not golden.

Another way that listeners can help to make conversation flow involves adding extra information. For example, if you are asked a closed question such as “Is your hotel alright?”, then, rather than simply replying “yes”, you could say, “Yes, thank you, it’s very comfortable, and the service has been excellent.”

You can help further by adding a question of your own: “Have you seen the swimming pool there? It has a very unusual design.”

**Classic small talk topics…**

There are a number of classic topics for business small talk, and you should make sure you know the English vocabulary and phrases to talk about them. These include: health (for example, “How have you been recently?”), travel (“How was your flight?”), accommodation (“How is your hotel?”), family (“How old are your children now?”), holidays (“Where did you go on holiday this year?), and, of course, the weather (“How’s the weather been here recently?”).

This area of English vocabulary is often underestimated by business people, who regard it as not being part of “business English”. In practice, however, these are often the areas where business people have most difficulties; they know the English jargon to talk about their jobs, but don’t know how to describe the thunderstorm last night.

**Keep small talk small**

It is sometimes said that, in light conversation, “the British talk about the weather, the Germans talk about their health”. But remember that your business partners do not want to hear a detailed report of your medical troubles.

I once greeted a young German student of business English in Munich with the innocent question, “Hi Maria, how are you?” and received the answer, “Not so very well, actually. I spent the whole night on the toilet.” This is more information than any business partner needs. Instead, she could either have pretended she was “fine” or, if she really wanted to let me know she wasn’t well, she could have said “actually I’m not feeling too good today, but I’ll be fine.”

…and less common small talk topics

Religion, sex and politics are usually thought of as conversation topics to be avoided during business small talk. However, while it is essential to be sensitive to your business partner’s culture and personality, it would be absurd to rule out three of life’s most interesting conversation topics. More important is how you talk about these matters. For example, a question such as “I believe you have elections coming up soon, don’t you?” could lead to an interesting discussion.

There is no clear line between small talk and getting down to business.

**Getting down to business**

The transition from small talk to business can often be difficult. First, you need to be aware of how long you should spend on small talk. For this purpose, you need to be sensitive to the individual(s) to whom you are talking and not simply have fixed ideas such as “in Italy, people always make small talk for four and a half minutes before starting work”.

To make the transition to business, you can use phrases such as “Shall we get started” or “Maybe, we should get down to business now.”

**And more small talk…**

Many business people make the mistake of believing that small talk comes only at the start, before the “real business”. However, although you should not waste time in meetings or negotiations, look out for signals from your business partners that they, too, are ready for a short break from business talk. Often, short interludes of small talk during the business section can help to improve relations and make it easier to reach the deal you want.

**Small Talk: Conversation Starters**

**Talking about the weather**

* Beautiful day, isn't it?
* Can you believe all of this rain we've been having?
* It looks like it's going to snow.
* It sure would be nice to be in Hawaii right about now.
* I hear they're calling for thunderstorms all weekend.
* We couldn't ask for a nicer day, could we?
* How about this weather?
* Did you order this sunshine?

**Talking about current events**

* Did you catch the news today?
* Did you hear about that fire on Fourth St?
* What do you think about this transit strike?
* I read in the paper today that the Sears Mall is closing.
* I heard on the radio today that they are finally going to start building the new bridge.
* How about those Reds? Do you think they're going to win tonight?

**At the office**

* Looking forward to the weekend?
* Have you worked here long?
* I can't believe how busy/quiet we are today, can you?
* Has it been a long week?
* You look like you could use a cup of coffee.
* What do you think of the new computers?

**At a social event**

* So, how do you know Justin?
* Have you tried the cabbage rolls that Sandy made?
* Are you enjoying yourself?
* It looks like you could use another drink.
* Pretty nice place, huh?
* I love your dress. Can I ask where you got it?

**Out for a walk**

* How old's your baby?
* What's your puppy's name?
* The tulips are sure beautiful at this time of year, aren't they.
* How do you like the new park?
* Nice day to be outside, isn't it?

**Waiting somewhere**

* I didn't think it would be so busy today.
* You look like you've got your hands full (with children or goods).
* The bus must be running late today.
* It looks like we are going to be here a while, huh?
* I'll have to remember not to come here on Mondays.
* How long have you been waiting?

**Business small talk: examples and useful**

In the following, we present dialogues and key phrases for English business small talk. You will also find lists with useful phrases from these examples that will help you in future conversations.

## Introducing yourself and others in English

In the first two conversations, you will find useful phrases for introductions and situations in which you meet people again.

This is the setting for our fictional English business small talk: Jason, Susan, Gesine, Fridtjov and Ben are all at a conference, where they are making new contacts and reconnecting with old ones.

### **1. Starting a conversation: introducing yourself**

**Jason:**I don’t think we’ve been introduced. I’m Jason**.**Jason Horn.  
**Susan:** Nice to meet you. I’m Susan.  
**Jason:**Pleased to meet you, Susan. How are you enjoying the conference so far?  
**Susan:** It’s been great. I’ve met so many interesting people. And it’s a nice break from the office, to be honest.  
**Jason:** I know what you mean. Have you been to one of these conferences before?  
**Susan:**Yes, I was at the one in Glasgow a couple of years ago. What about you?  
**Jason:**That’s funny, I was there, too.

### **2. Introducing someone else in English**

**Jason:**Susan, this is my Norwegian colleague, Fridtjov. We work in the same department. Fridtjov, this is Susan.  
**Fridtjov:**Good to meet you.  
**Susan:**It’s nice to meet you, too. Em, could you say your name again for me?  
**Fridtjov:**It’s Fridtjov. Don’t worry. Everyone has difficulty pronouncing my name.  
**Susan:** Fridtjov. Is that how you say it?  
**Fridtjov:**Yes. Perfect!

Starting a conversation with someone you already know

If you already know the other person, you wouldn’t start the conversation by introducing yourself. The following dialogues represent business small talk situations in which people meet again, speak for the first time in person or remind somebody that they have met before.

### **3. Reconnecting with someone**

**Susan:**Gesine? Hi, it’s Susan. Susan Christie.  
**Gesine:** Oh, hi, Susan! I thought I recognized you. How are you?  
**Susan:** I’m great, thanks. And you?  
**Gesine:**I’m fine. Fancy meeting you here! What are the chances?  
**Susan:** [laughs] I know. You wouldn’t have time for a quick coffee, would you?  
**Gesine:** Sure. That would be lovely.

### **4. Starting a conversation: Meeting in person**

**Jason:**You must be Gesine. I’m Jason. It’s good to meet you at long last.  
**Gesine:**Ah, Jason. It’s great to meet you. We’ve been talking on the phone for years — it’s funny that this is the first time we’ve actually met.  
**Jason:** I know! Come on, I’ll introduce you to my colleagues.

### **5. You don’t remember me**

**Jason:**Ben? Hi, I’m Jason. You don’t remember me, do you?  
**Ben:**I’m sorry. Can you jog my memory?  
**Jason:** Jason Horn. We met last year in Bristol. At the conference.  
**Ben:** Oh, right. I remember now. We met at one of the evening events, right? Was it the one in the town hall?  
**Jason:**Yes, that’s the one.  
**Ben:** Goodness, I’m so sorry. It’s good to see you!  
**Jason:** No worries.

In professional situations that involve some sort of travel, this is usually a good topic for business small talk.

After you have started the conversations, you’ll want the small talk to go on for some time and avoid awkward pauses.

It’s never wrong to ask your conversational partner how they are. The answer to this question, however, is usually very short in English conversations. Detailed recountings of your health issues or marital problems are not the best small talk topics. It’s a lot more innocuous to ask how your conversational partner likes the event at which you’ve met. Other quite universal small talk topics are the weather, travel, accomodation or your background. In the following dialogue extracts, you’ll find how you can get a conversation with a business partner going using these small talk topics.

### **6. Travel small talk**

**Jason:** How was your trip, Gesine? Not too arduous, I hope.  
**Gesine:** [laughs] No, it wasn’t arduous at all. The plane was almost empty, so I had three seats all to myself. And I took the tram here. The venue is very central, isn’t it?  
**Jason:** You can say that again! Now, how about we grab a coffee before we get down to business?  
**Gesine:**That would be great. Thanks.

### **7. Small talk about your background**

**Susan:**Jason said you’re from Norway. How long have you lived here?  
**Fridtjov:** I moved here in 2007.  
**Susan:**Oh, that’s quite a while. I’ve always wanted to go to Norway. Whereabouts are you from?  
**Fridtjov:** I’m from Trondheim. Have you heard of it?  
**Susan:** Yes, I have. A friend of mine lived there, actually. The world’s biggest sundial is in Trondheim, isn’t it?  
**Fridtjov:** [laughs] Yes, that’s right! The Trondheim Torg. That’s funny that you know about that.

### **Business small talk tip: Things in common**

Small talk is about finding a connection with the person you are talking to. Listen carefully to the information people share with you in a conversation and try to follow with a question to find out more. When someone asks a question, offer a little more information than they asked for. As soon as you find a topic on which you both have plenty to say, you’ll be off to a good start.

### **8. Asking someone where they come from**

**Fridtjov:** And what about you, Susan? Where are you from? I can’t quite place your accent.  
**Susan:**I’m from Northern Ireland. But I moved here when I was a teenager, so my accent isn’t as strong as it used to be.  
**Fridtjov:**Oh, right. I’ve never been to Northern Ireland before. Are you from Belfast?  
**Susan:** No, I’m from Portstewart. It’s about 60 miles north of Belfast.

### **9. Small talk about your accommodation**

**Susan:**So, where are you staying while you’re here?  
**Gesine:** At the inn by the park. Do you know it?  
**Susan:** I’ve never stayed there, but I’ve only heard good things about it. It’s very handy for the conference venue.  
**Gesine:**It is, and it’s very comfortable. I don’t travel much in my job, so it’s a bit of a treat to stay in a nice hotel and not to have to worry about my kids and so on.  
**Susan:** [laughs] I bet.

### **10. Small talk about the weather**

**Ben:**I can’t believe the weather we’ve been having — rain, rain, rain. It’s so depressing.  
**Jason:**Yeah, I know. I heard that it’s supposed to get better by the end of the week.  
**Ben:** Really? Isn’t that what they said last week?  
**Jason:** Yeah, well, you can’t really trust the weather forecast. It’s the time of year, though, isn’t it? It’s always miserable in January.

Being able to tell entertaining stories is a great small talk skill

Keeping the conversation going

Let’s keep the conversation going. Once you’ve started off with a general and rather unpersonal topic, you might want to lead over to a somewhat more personal topic. Small talk is all about finding out what you have in common with other people. If you can find a topic that you are both interested in, conversation should flow quite easily.

### **11. Small talk about your family**

**Susan:**I think I remember you said you had three kids. Is that right?  
**Gesine:**Yes, just the three.  
**Susan:** Just three? Sounds like a bit of a handful to me.  
**Gesine:**It’s getting easier, now that they’re older. They can even be quite good company sometimes.  
**Susan:**And you have a dog, too, don’t you?  
**Gesine:**Well, we did. He passed away last year, unfortunately.  
**Susan:**Oh, dear. I’m so sorry. Losing a pet is awful.  
**Gesine:** Yeah, it is. Anyway, let’s talk about something cheerier.

### **Business small talk tip: Changing the subject**

You may want to change the subject because you find the current small talk topic awkward, or because you would like to start talking about business. Using the following English expressions can help make the transition smooth:

* Anyway ...
* So, tell me …
* Oh, by the way…

### **12. Telling a story**

**Gesine:**You’ll never guess what happened to my daughter the other day.  
**Susan:**What?  
**Gesine:**Well, she’s 15 and loves entering competitions. But sometimes, you have to be 18 to enter, so I let her use my name. Well, she won. Or rather, I did.  
**Susan:**Cool! What did you win?  
**Gesine:** A luxury holiday for two in the Maldives!  
**Susan:**That’s amazing! Are you taking your daughter or your husband?  
**Gesine:** My daughter, of course.

### **13. Small talk about work**

**Jason:** So, are you still with the same company?  
**Ben:**Yeah, I am, actually. It’ll be ten years next year.  
**Jason:** And everything’s going well?  
**Ben:**Things have noticeably picked up, so that’s a relief. What about you? Have you been promoted yet?  
**Jason:**[laughs] I have, actually. I remember telling you about that.  
**Ben:**Good for you! What’s your official title these days, then?  
**Jason:** Principal planning consultant.

 Inviting somebody along

Especially if you meet at an event, you might want to ask the other person to join you for a cup of coffee or some other activity. Here is how you can do that:

### **14. An invitation to the pub**

**Jason:**A few of us are going to the pub. Would you like to join us?  
**Ben:**I’d love to. Thanks. What time are you going?  
**Jason:** Around 7.30 this evening.  
**Ben:**Oh, I forgot. I’ve got to call the New York office at eight. I’m not going to be able to make it.  
**Jason:** Why don’t you come along after your call?  
**Ben:** OK, I could do that. Where are you going to be?  
**Jason:**At the Prince of Wales on Market Wynd.

## Ending a conversation

Ending small talk can feel as awkward as starting the conversation. However, especially at professional events, it is important that you don’t spend the whole time talking to the same person. It’s therefore important that you know how to end a conversation politely in English.

### **15. Saying Goodbye**

**Susan:** Is that the time? I’d better get back to work. Listen, it was lovely catching up. I’m so glad I bumped into you.  
**Gesine:** It was great to see you, too, Susan. It made my day.  
**Susan:**Give me a call next time you’re in London.  
**Gesine:** I will, for sure.  
**Susan:**Have a safe trip back home and a great time in the Maldives!  
**Gesine:** Thanks, I will! Take care.

|  |
| --- |
| **Final Word of Advice:**  **Small talk and overall conversational skills are the key to bonding, networking, and building support groups in not just the business world but everywhere in life.** |

**Small Talk Activities**

**Work in pairs or groups of 3 and prepare an outline for a conversation with another student group.**

Your conversation outline should include

* Your greetings
* Initial questions to start small talk (choose small talk topics and prepare questions)
* Prepare more questions to maintain the conversation
* Exchange contact information and see off

Each group will get 10 minutes to prepare the outline. The role play time for each group will be 10 minutes.

Select any one scenario to prepare your dialogue:

1. You are at an education fair where scholarships and opportunities to study abroad are displayed.
2. You are at a business convention where young entrepreneurs are invited to share their experiences.
3. You are at the launch of a famous war game.
4. You are in the library of your university and want to bond with a senior.
5. You are in an inter university programming competition.

**LAB 3**

**ENGLISH LISTENING SKILLS**

**LISTENING:**

Listening is the most important language skill. In fact, it is the first communication skill that human beings master after they are born. A scientific definition of listening is as follows:

“Listening refers to making a conscious MENTAL effort to receive, decode, and interpret oral messages.”

At a microscopic level, if we analyze what happens when we listen (decode), we find that listening involves identifying the sounds of speech and processing them into words and sentences. When we listen, we use our ears to receive individual sounds (letters, stress, rhythm and pauses) and we use our brain to convert these into messages that mean something to us.

|  |
| --- |
| albert_einstein_professor.png  **Important Advice:**  Remember, listening requires   * Concentration * Attentiveness * Decoding * Interpretation |

**LISTENING TO A FOREIGN LANGUAGE:**

Listening to a foreign language requires incredible amount of concentration, focus, and attentiveness. It is a challenging task.

How comfortable are you when you listen to native English accent? How would you rate your skills on a scale of 1 to 10?

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**WHAT MAKES FOREIGN LANGUAGE LISTENING DIFFICULT?**

* Unfamiliarity of the accent [pronunciation, intonation, stress patterns] and style
* Speed or pace of delivery
* Contractions and other features of spoken English

**OVERCOMING CHALLENGES:**

The following strategies can be very helpful in overcoming the above difficulties:

* Acquaint and familiarize yourself to the native accent through regular listening
* To keep up with the pace of the native speaker, you must try to listen for the gist. Pay special attention to the words that the speaker particularly stresses on as these words carry the gist of the entire message.
* Listen, listen, and listen. Organize a regular time for listening practice. Practice daily or at least thrice a week.

**IMPROVING ENGLISH THROUGH LISTENING:**

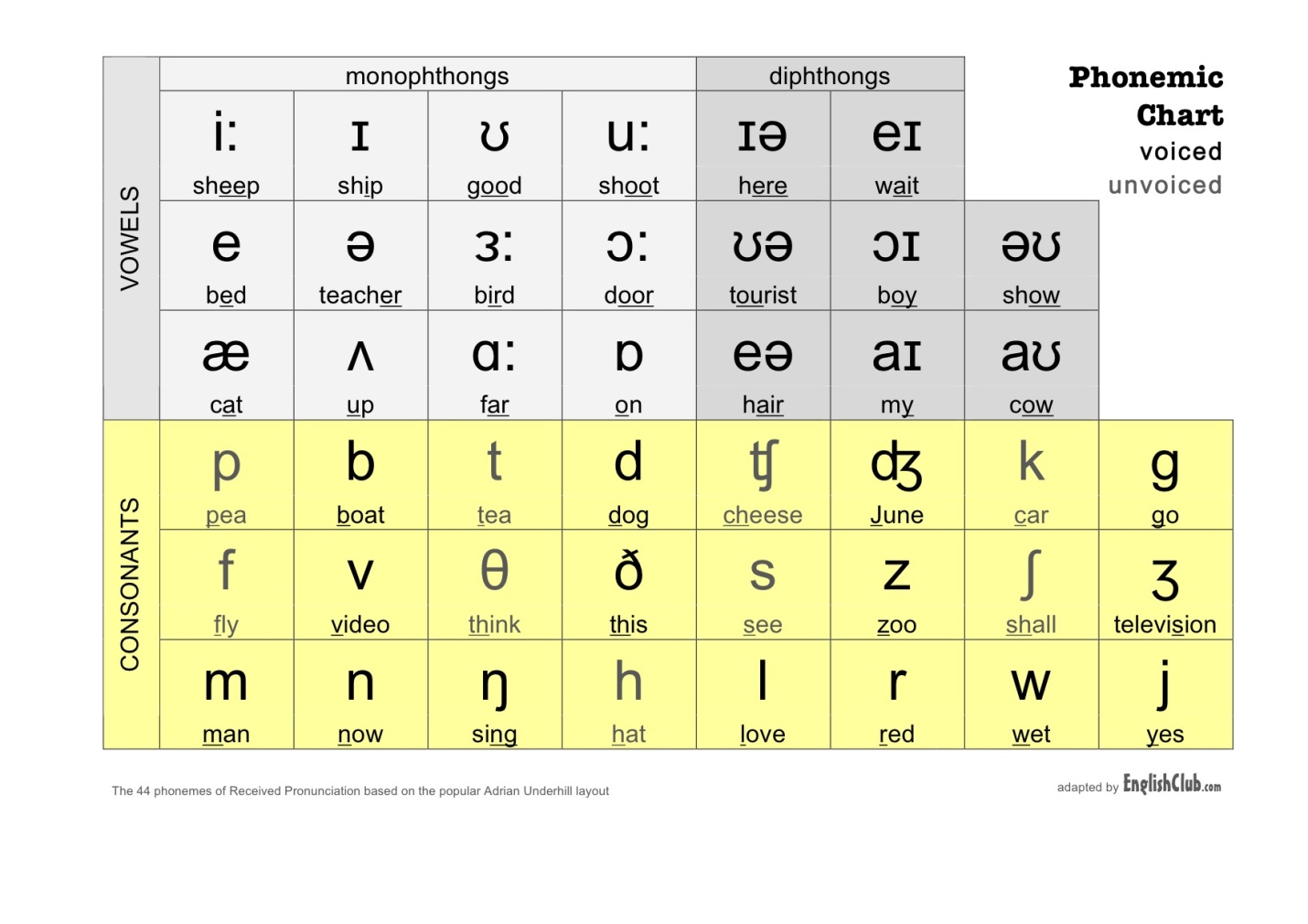
* While listening, make note of the words, phrases, idioms, and expressions you find interesting. Maintain a “Listening Vocabulary Notebook”. Remember that listening will teach you spoken English.
* Speak what you have just listened to. Give an oral summary using the style and vocabulary of the speaker.
* Imitate the music of the language.
* Focus on the grammatical structures used by the speaker along with the communicative functions of these structures.
* Learn the correct pronunciation of the words.
* Focus on and try to adopt the native stress patterns in words as well as sentences.

|  |
| --- |
| **To improve your listening skills,**  listen, listen, and listen. Organize a regular time for listening practice. Practice daily or at least thrice a week |

**INTERNATIONAL PHONETIC ALPHABET AND THE SOUNDS OF ENGLISH:**

They enable you to read or find out the correct pronunciation of words from a dictionary or other relevant source. Each IPA symbol denotes or represents a single individual sound in the English language.

There are 44 sounds in English (12 vowels, 8 diphthongs, 24 consonant sounds) which are depicted in the chart below:

****

Visit the following URL to listen to each sound**.**

[**http://www.teachingenglish.org.uk/activities/phonemic-chart**](http://www.teachingenglish.org.uk/activities/phonemic-chart)

**EXERCISE:**

**Commonly mispronounced words in Pakistan. Check up their correct pronunciation in a dictionary.**

Opportunity/Develop/Shepherd/Women/Symbolism/Modem/Pizza/Assume/Hypocrisy/

Academic/Icon/Process/Content/Dictionary/Record/Prefer/Photography/Coupon/

Evolution/Echo/Mortgage/Wednesday/Breakfast/Stapler

|  |
| --- |
| **ASSIGNMENT:**  **How will the knowledge of the technical details explained in this chapter help you improve your native accent listening skills? Also, how will this knowledge help you in improving your own accent and pronunciation?**  **Write your answer in no more than 100 words.** |

**SPEAKING TASK: IMPROMPTU SPEECH**

**Let’s experience public speaking!**

**Choose any topic ONE topic. Take 2 minutes to brainstorm some points. Now come on the stage and share your thoughts with the class.**

* 1. **WHO AM I**
  2. **For a bright future, you have to work in the present.**
  3. **What annoys you the most and how you deal with this anger then.**

**LAB 4**

**UNDERSTANDING NATIVE ENGLISH ACCENT:**

Intonation and stress are two key elements in accent.

**STRESS:**

Stress refers to the relative emphasis that may be given to a syllable in a word or a word(s) in a sentence. It is important because it highlights the message carrier words in a sentence.

There are two kinds of stress-word stress and sentence stress.

Word Stress refers to the process whereby particular **syllables** (or parts of words) are stressed within an overall **word.**

Sentence Stress refers to the process whereby particular **words** are stressed within an overall **sentence.**

## How Sentence Stress Works and Why

In any given sentence in English there will be words that carry stress and others that don’t. This is not a random pattern. Stressed words carry the meaning or the sense behind the sentence, and for this reason they are called “Content Words” – they carry the content of the sentence. Unstressed words tend to be smaller words that have more of a grammatical significance – they help the sentence “function” syntactically and for this reason they are called Function Words.

Obviously the “content” of a sentence carries more significance than the particular “way” it is put together. An easier way to think of it is that if you take out all the “function” words (without real meaning) from a sentence, the sentence will still have a certain amount of meaning and can be understood. Doing the opposite will remove the meaning from a sentence and render it obsolete. It is logical that the meaningful units within a sentence will carry the most significance and therefore stress.

*Content Words* include: (Main) Verbs, Nouns, Adjectives, Adverbs, Negative Auxiliary Verbs, Demonstratives, Question Words

*Function Words* include: Pronouns, Prepositions, Articles, Conjunctions, Auxiliary Verbs, (Main) Verb “to be”

**Examples:**

|  |  |  |  |
| --- | --- | --- | --- |
| Content Words | | **Function Words** | |
| Main Verbs | *go, talk, writing* | Pronouns | *I, you, he ,they* |
| Nouns | *student, desk* | Prepositions | *on, under, with* |
| Adjectives | *big, clever* | Articles | *the, a, some* |
| Adverbs | *quickly, loudly* | Conjunctions | *but, and, so* |
| Negative Aux. Verbs | *can’t, don’t, aren’t* | Auxiliary Verbs | *can, should, must* |
| Demonstratives | *this, that, those* | Verb “to be” | *is, was, am* |
| Question Words | *who, which, where* |  |  |

I am **talking** to the **clever** **students**.

You’re **sitting** on the **desk**, but you **aren’t** **listening** to me.

He’s **writing** **quickly**, so it’s **difficult** for him to **hear** me.

**EXERCISE:**

**Indicate the words that will be stressed in the given sentences.**

1. He had finished breakfast before I arrived.
2. Phillip ordered pasta for dinner.
3. They will have to stay up late it they are going to finish their homework.
4. It must have been something in the air that caused Jack to shout.
5. Could you please be quieter?

# **Word Stress Rules**

There are two very simple rules about word stress:

1. **One word has only one stress.** (One word cannot have two stresses. If you hear two stresses, you hear two words. Two stresses cannot be one word. It is true that there can be a "secondary" stress in some words. But a secondary stress is much smaller than the main [primary] stress, and is only used in long words.)
2. **We can only stress vowels, not consonants.**

Here are some more, rather complicated, rules that can help you understand where to put the stress. But do not rely on them too much, because there are many exceptions. It is better to try to "feel" the music of the language and to add the stress naturally.

**A. Stress on first syllable**

| **rule** | **examples** |
| --- | --- |
| Most **2-syllable nouns** | PRESent EXport CHIna TAble |
| Most **2-syllable adjectives** | PRESent SLENder CLEVer HAPpy |

**B. Stress on last syllable**

| **rule** | **examples** |
| --- | --- |
| Most **2-syllable verbs** | preSENT exPORT deCIDE beGIN |

There are many two-syllable words in English whose meaning and class change with a change in stress. The word **present**, for example is a two-syllable word. If we stress the first syllable, it is a noun (gift) or an adjective (opposite of absent). But if we stress the second syllable, it becomes a verb (to offer). More examples: the words **export**, **import**, **contract** and **object** can all be nouns or verbs depending on whether the stress is on the first or second syllable.

**C. Stress on penultimate syllable** (penultimate = second from end)

| **rule** | **examples** |
| --- | --- |
| Words ending in **-ic** | GRAPHic geoGRAPHic geoLOGic |
| Words ending in **-sion** and **-tion** | teleVIsion reveLAtion |

For a few words, native English speakers don't always "agree" on where to put the stress. For example, some people say **teleVIsion** and others say **TELevision**. Another example is: **CONtroversy** and **conTROversy**.

**D. Stress on ante-penultimate syllable** (ante-penultimate = third from end)

| **rule** | **examples** |
| --- | --- |
| Words ending in **-cy**, **-ty**, **-phy** and **-gy** | deMOcracy dependaBIlity phoTOgraphy geOLogy |
| Words ending in **-al** | CRItical geoLOGical |

**E. Compound words** (words with two parts)

| **rule** | **examples** |
| --- | --- |
| For compound **nouns**, the stress is on the **first** part | BLACKbird GREENhouse |
| For compound **adjectives**, the stress is on the **second** part | bad-TEMpered old-FASHioned |
| For compound **verbs**, the stress is on the **second** part | underSTAND overFLOW |

|  |
| --- |
| **Explore the topic more**  <https://linguapress.com/grammar/word-stress.htm>  <https://englishpost.org/the-british-council-interactive-phonemic-chart/> |

**7 Cs Exercises**

**Do the following tasks with a special focus on the seven C “Completeness”:**

*Write a letter to your friend explaining the procedure to get admission in FAST-NU.*

*Write a letter to your friend inquiring about how to manage studies in semester systems.*

**Make the following sentences concise:**

1. At this point in time we can't ascertain the reason as to why the screen door was left open.
2. My sister, who is employed as a nutritionist at the University of Michigan, recommends the daily intake of mega doses of Vitamin C.
3. Basically, in light of the fact that Congressman Fuenches was totally exhausted by his last campaign, there was an expectation on the part of the voters that he would not reduplicate his effort to achieve office in government again.
4. It is to be hoped that we discover a means to create an absolutely proper and fitting tribute to Professor Espinoza.
5. There is a desire on the part of many of us to maintain a spring recess for the purpose of getting away from the demands of our studies.

**Make the following statements concrete:**

1. Some politicians spend our taxes on useless projects.
2. People who live in big cities on the East Coast are generally threatened by street crime.
3. Rock groups are becoming more concerned with showmanship than music.
4. You don't get very many nutritious components in most breakfast cereals.
5. Television often seems content to repeat a successful formula rather than attempt to create new, original programs.

**Select the sentence which has better clarity:**

“One difference between television news reporting and the coverage provided by newspapers is the time factor between the actual happening of an event and the time it takes to be reported. The problem is that instantaneous coverage is physically impossible for newspapers.

OR

Television news reporting differs from that of newspapers in that television, unlike newspapers, can provide instantaneous coverage of events as they happen.”

“Larissa worked in a national forest last summer, which may be her career choice.

OR

Larissa worked in a national forest last summer; forest management may be her career choice.”

“Less attention is paid to commercials that lack human interest stories than to other kinds of commercials.

OR

People pay more attention to commercials with human interest stories than to other kinds of commercials.”

**Rewrite the following sentences with consideration:**

1. Sir, you give very bad marks.
2. I didn’t understand what you said.
3. My game is excellent. You should like it.

**Do as directed:**

1. Your reports are to be submitted by you prior to 5:00 p.m.; at which time they will be received by Mr. Ali. (Make it concise)
2. You did not listen to your partners. (Make it considerate)
3. Please reach our office the day after tomorrow. (Make it complete)
4. Almost all the students are absent today. (Make it concrete)
5. Since Tuesday is the weekly holiday in Pakistan, we cannot send you the consignment by Friday. (Make it correct)

**Which of the following words are general and which are specific? Put them in the correct column.**

**Also, indicate if they are hyponyms of a given general word.**

***Benign, upright, cackle, imagine, giggle, considerate, skillful, reckon, think, chuckle, guess, rationalize, good-natured, dependable, reflect, merciful, meditate, concentrate, good, pleasing, excellent, secure***

|  |  |
| --- | --- |
| **General** | **Specific** |
| walk | stroll, saunter, hike, tramp, |

1. **Read the email and revise it for clarity.**

Hi John,

I wanted to write you a quick note about Daniel, who's working in your department. He's a great asset, and I'd like to talk to you more about him when you have time.

Best,

1. **Make the email concise.**

Hi Matt,

I wanted to touch base with you about the email marketing campaign we kind of sketched out last Thursday. I really think that our target market is definitely going to want to see the company's philanthropic efforts. I think that could make a big impact, and it would stay in their minds longer than a sales pitch.

For instance, if we talk about the company's efforts to become sustainable, as well as the charity work we're doing in local schools, then the people that we want to attract are going to remember our message longer. The impact will just be greater.

What do you think?

Jessica

1. **As you can see, this email doesn't communicate its point very well. Where is Michelle's feedback on Traci's report? She started to mention it, but then she changed the topic to Friday's meeting. Revise it.**

Traci,

I wanted to write you a quick note about the report you finished last week. I gave it to Michelle to proof, and she wanted to make sure you knew about the department meeting we're having this Friday. We'll be creating an outline for the new employee handbook.

Thanks,

Michelle

1. **Make the email complete.**

Hi everyone,

I just wanted to send you all a reminder about the meeting we're having tomorrow!

See you then,

Chris

1. Make the following courteous.

Jeff,

I wanted to let you know that I don't appreciate how your team always monopolizes the discussion at our weekly meetings. I have a lot of projects, and I really need time to get my team's progress discussed as well. So far, thanks to your department, I haven't been able to do that. Can you make sure they make time for me and my team next week?

Thanks,

Phil

**LAB 5**

**INTONATION:**

Intonation refers to the variation of pitch while speaking. Listen to somebody speaking without paying attention to the words: the 'melody' you hear is the intonation.

|  |
| --- |
| An easy way to understand the technical concept of intonation is pondering over the following question.  If you are made to listen to various native or non-native accents of English, what is it that helps you identify the origin or mother tongue of the speaker??  albert_einstein_professor.png  How can you say that a particular person speaking English is a Sindhi, Arabic, Indian, American, and Australian?? |

English intonation is different for different kinds of sentences. Following table gives a general idea about how the pitch rises and falls across sentences.

|  |  |
| --- | --- |
| Sentence types:   1. Wh-word questions 2. Yes/No questions 3. Statements 4. Question-Tags 5. List | Intonation pattern   1. Falling 2. Rising 3. Falling 4. Chat-Falling, Check-Rising 5. Rising to Falling |

Intonation patterns can also reveal the attitude or mood of the speaker. Say the following sentence:

**“It’s raining.”**

Now say it again to mean “What a surprise!”, or “How annoying!” or “That's great!”. There are many possibilities.

### 1. English Intonations: Falling intonation (for statements)

***The falling intonation*** is the most common intonation pattern in English. You’ll hear it in a statement.  
→ ***Statement*** = A simple sentence (affirmative or negative), not a question, not an exclamation. For example:

* “I like cookies.”
* “We don’t have time.”
* “Sarah is here.”

In a common statement, intonation ***falls slightly*** at the end. In other words, the last syllable of the sentence is a bit lower (in pitch), and a bit quieter.

You can hear examples in the video lesson. Try to listen to the falling intonation, and repeat the examples to practice.

When I was teaching English with businesses, managers often had trouble with the correct intonation in the beginning, and they often felt it was impossible to fix. But it is possible, and it can be done! You need to know the rules, but you also need action, ***practice***. That’s what makes all the difference!

**The extra mile:**

You can learn the rules for modern American English and get tons of practice with [Master Real American English!](https://christinarebuffet.com/master-real-american-english-program/)

### 2. English Intonations: Rising intonation (for Yes/No questions)

“Yes / No” questions are questions that you can answer with “yes” or “no” (they often begin with a verb like “do”, “be,” “have,” will,” “would”, “can”, or “could.”)  
For example:

* “Will I be involved?”
* “Can they finish the project in time?”
* [“Is English important or urgent?”](https://christinarebuffet.com/blog/english-important-or-urgent/)
* “Is there a secret?”
* “Do you have an idea for a solution?”

In these sentences, the intonation ***rises*** at the end of the sentence. In other words, the last syllable sounds ***higher*** (in pitch), and a bit louder. It shows that you’re asking a question!

Use the examples in the video lesson to practice your intonation with Yes/No question, by repeating after me!

**The extra mile**: in phonetics (and in music) a sound that’s higher in pitch is also called ***sharper***.

### 3. English Intonations: Rising and falling (for Wh- questions)

“Wh-” questions are questions that start with an interrogative words (adverb or pronoun) such as:What →

* ***“What do you want?”*** (in the video lesson)
* When → “When is the deadline?”
* Where → ***“Where do you want to go?”*** (in the video lesson)
* Why → “Why do we need to focus on this?”
* How → “How can I connect with my audience?”
* Who → ***“Who do I want to be in the world?”*** (in the video lesson)
* Whose → “Whose goal do we need to fulfill?”
* Which → “Which color do you want for your website background?”They all start with

“Wh-”, with the exception of “How” (sentences with “How” also follow the same intonation.)

Here the intonation ***rises*** on the most important word in the sentence, and then ***falls*** at the end of the question.

Can you hear that intonation in the examples I give in the video lesson?

Repeat after me so you can practice!

**The extra mile :** “Whom” is also an interrogative pronoun to ask about a person who’s the object of the sentence. But in [real modern American English](https://christinarebuffet.com/master-real-american-english-program/), we’d rather simply use “Who” instead.

### 4. English Intonations: Recap to remember

Intonation ***falls*** on ***statements***: “I want to travel to the Bahamas.”  
Intonation ***rises*** on ***yes/no questions***: “Do you want to go with me?”  
Intonation ***rises then falls*** on ***wh- questions***: “Where do you want to go?”  
There’s always something more to learn for speaking English, but remember: the goal is communication. You do not need to lose your accent to [master real American English](https://christinarebuffet.com/master-real-american-english-program/) – you “only” want to be understood clearly.

**Task:**

**In groups of 4, do the following:**

* 1. **Choose any ONE topic. Develop a thesis.**
  2. **Search and prepare content on it. (Use your internet)**
  3. **Prepare a 5-minute-long presentation (No slides needed)**
  4. **Deliver the presentation using the skills taught.**

**Topics:**

1. Fast Food
2. Televise all court proceedings.
3. You tube needs to monitor comments.
4. Freedom of speech rights needs to be rewritten.
5. Celebrities are not role models.
6. This generation cannot fix anything.
7. Boredom always leads to trouble.
8. Journalism codes are no longer respected by journalists.
9. Open source software is better than Microsoft.
10. Is **Beauty**subjective!

Tip: Some topics are informational while some are persuasive. Use your knowledge gained for English Composition and Comprehension to structure your presentation.