

# FEDERAL UNIVERSITY OF TECHNOLOGY MINNA

## SCHOOL OF ENTREPRENEURSHIP AND MANAGEMENT TECHNOLOGY

### DEPARTMENT OF ENTREPRENEURSHIP AND BUSINESS STUDIES

#### USE OF ENGLISH II (GST 121)

*(Written and edited by jeezy)*

THIS IS JUST A SUMMARY OF THE RELEASED MATERIAL

#### READING

Reading process involves both the acquisition of the meaning intended by the writer and the reader's own contribution in form of interpretation, evaluation and reflection about these meanings.

Effective and efficient reading skills

Effective reading means being able to read accurately, to understand in order to achieve your purpose

#### **Skills/techniques relating to achieve your purpose**

- Extracting main ideas
- Reading for specific information
- Understanding the text organization
- Predicting
- Checking information
- Inferring
- Dealing with unfamiliar words
- Linking ideas
- Understanding the writer's style
- Evaluating the text
- Reading to the text

#### **The strategy of reading**

- **Flexibility:** speed of reading either fast or slow
- **Anticipation:** previewing the table of content of the headlines
- **Organization:** this is the general arrangement of the piece of writing, and the reading plan
- **Attitudinal Change:** this is the proper adjustment of one's attitude to reading task
- **Memory improvement device:** this is the device to aid better recall, remembrance and retention

## SKIMMING AND SCANNING

Skimming deals with the location of main ideas, while scanning is the processing of the large quantities of materials for the purpose of locating particular fact or details.

### Successful way of learning how to skim and scan

- Needs to develop the proper mental attitude
- Concentration
- Be time conscious
- Learn how to define specific purposes for reading
- Practice the new technique in a private reading in a coursework

## SCANNING

The major purpose of scanning is the rapid and efficient location of specific words, facts or details

## STUDY TYPE READING TECHNIQUE (SQ3R)

The SQ3R involves five steps, each letter of the title stands for a step

**S ----- SURVEY**

**Q----- QUESTION**

**1<sup>st</sup> R----- READ**

**2<sup>nd</sup> R----- RECITE**

**3<sup>rd</sup> R----- REVISE**

- **Survey:** to look through all the page of a chapter that is being read, lightly skimming, read sub headings and so on, to get a general idea of the content of that particular material
- **Question:** the reader on his own should form question in anticipation of the author's answers
- **Read:** to read the chapter or selection carefully to discover the answer to your initial questions
- **Recite:** in this case, reader is required to recite mentally or orally to himself.
- **Revise:** after completing the four steps above, what remains is for the reader to revise what he has learned

## RETENTION AND RECALL

Retention is the ability of mind to store information for future use

Recall is the mind's ability to search its memory store and retrieve retained information when the need arises

### **Retention is affected by:**

- ❖ The general state of mind
- ❖ The nature and impact of experience
- ❖ The frequency of the need for recall

### **The efficiency of retention is determined by:**

- ❖ Its durability
- ❖ Fastness of recall
- ❖ Accuracy of recall

## COMPREHENSION

Comprehension is a basic language skill of extracting meaning from either the speech or written language. Comprehension and interpretation then means; understanding and explaining (i.e. making clear the content of a given passage)

### **The four mental abilities involved in reading comprehension**

1. **Recognition:** this is the ability to understand the familiarity or relationship of a word
2. **Retention:** this is the act of storing information, facts or other expressions in the memory for future use
3. **Comprehension:** understand and be able to explain the passage
4. **Recall:** this is a measure of what is actually remembered

***In other words, comprehension can be defined as the intelligent absorption or understanding of ideas or information at the time of reading for a very limited time thereafter***

### **Reading comprehension difficulties**

1. Limited vocabulary
2. Limited to read by thought unit
3. Poor sense of paragraph organization and paragraph function
4. Inability or failure to appreciate the author's explanation

## LEVEL OF COMPREHENSION

1. Factual level: understanding the word phrases
2. Inferential level: understanding the relationship between the ideas implied
3. Conjectural level: using the writer's ideas to form yours

**Effective reading involves higher mental process. For example**

- ✓ Recall
- ✓ Reasoning
- ✓ Imagining
- ✓ Evaluation
- ✓ Problem solving

*Reading to oneself is a modern activity which was almost unknown to many scholars of the classical and medieval worlds. (i.e middle age worlds). During the fifteenth century, the reading "undoubtedly" meant reading aloud. Only during the nineteenth century did silent reading become common place. Examination is a factor related to the historical development of silent reading.*

## HOW TO ENRICH YOUR VOCABULARY

- ❖ A person need to be exposed to English
- ❖ A person need to practice using the new words he/she come across

## REGISTER

Register refers to families of words related in their meaning

E .g.	School	-	writing
	Lecture	-	qualification
	Polytechnic	-	certificate
	Reading	-	revisions

Most likely areas where words get affected

1. Gender
2. Word class
3. Formality and informality
4. Homonyms
5. Connotations

## HOMONYMS

### Types of homonyms

1. **Homographs:** these are words spelt the same but function differently e. g live
2. **Homophone:** they are words pronounced in a similar way but spelt differently. E .g. air – heir

## DICTIONARY

Dictionary is a very important resource material for improving ones vocabulary

Dictionary are usually kept in the reference section of the library

Guidelines on effective use of the dictionary

- Get familiar with sign and symbol
- Know that words are arranged alphabetically. It is referred to as “**headwords**” and sometimes called “**Guidewords**” which is at the top of every dictionary
- The words are serially arranged

The easiest and the best way to broaden both your general and special vocabulary is simply to meet more words in use by listening carefully to people who use word well and by regular reading of newspaper, worthwhile magazines and books on varied topics.

When you are looking for meaning, you often get it despite an unfamiliar word sometimes. However, a strange word makes you slow down or even stop because you have lost the author’s meaning, such words deserves attention. How much attention it deserves depend on your reading purpose

### Steps to take when you meet unfamiliar words

- Note the word mentally or make a pencil mark in the margin and read on
- Return to the troublesome words after completing the passage
- A knowledge of common prefix and suffix helps
- Using the dictionary
- Record important word and facts

## THE ART OF PUBLIC SPEAKING/ORAL COMMUNICATION

Communication comes from a latin word “communicare” which means “to make common” or “to share”. Pearson j. c etal (2003) defined communication by which meaning is exchanged between individuals through common system of symbols, signs or behavior.

Communication skills may be oral (speaking and listening) or written (reading and writing). Your survival anywhere depends on how well you can listen and speak

Mulgrave (1962) said there are probably no more accurate gauges of a person’s emotional, mental and physical well-being than voice and speech. Speech is the integral part of the total personality

### Aims of speech

The primary aim of speech is communication. In order to convey thoughts and ideas effectively, the speaker must understand the meaning of what he wants to communicate

### Listening

Listening and hearing are not synonymous, (they are different). hearing occurs when your ear pick up sound waves being transmitted by a speaker

Listening involves making sense out what is being transmitted. Listening requires our sustained attention and focus

### Guidelines for effective listening

- Listen with rapt attention: don’t pretend to be listening when your mind is wandering
- Be willing to put forth energy: you must have a strong desire to listen actively and intelligently
- Prepare yourself for the act of listening
- Try as much as possible to resist distractions, internal and external
- Listen analytical
- Take notes of key points
- Give every speaker a fair chance
- Control your emotions: avoid arguing mentally with the speaker

## PUBLIC SPEAKING

Public speaking involves passing information to the audience

Elements of the speech communication process

1. **Speaker/encoder/source/originator/sender:** this is the person that transmit message to a listener

2. **Listener/decoder/receiver:** this is the recipient of the message sent by the speaker
3. **Message:** this is whatever the speaker communicate to the listener
4. **The channel:** this is the medium used to communicate the message. A speech can reach an audience by means of variety of channels e. g. radio, television, the internet, a public address system or direct communication
5. **Feedback:** this is the response that is given by the listener
6. **Interference:** this is anything that blocks or hinders the accurate communication of a message
7. **Situation:** this is the context time and place in which communication occurs

### Types of interference

1. **External interference:** this arises outside the listener. Someone coughing, a baby crying, people talking loudly in hall
2. **Internal inference:** this comes from within the listener, some listeners may be day dreaming and thinking about personal problems. As a speaker, you can help listeners to overcome such problems by making your speech so lively and interesting
3. **Speaker generated interference:** when the speaker uses unfamiliar words to the audience, or that are interpreted in a way that the speaker did not intend

### OCCASIONS FOR PUBLIC SPEAKING

1. **Policy forming occasions:** this is very important in democracy; a form of government in which opportunity is given to individuals to deliberate on vital issues
2. **Professional occasion:** this varies from the bureaucratic occasions of the ministry to the commercial efforts of the salesman. The speaker maybe lawyer, teacher or journalist.
3. **Social occasions:** speech which will enable the audience to relax and enjoy the speaker's experience
4. Ceremonial occasion

### METHODS OF DELIVERING

- ❖ **Impromptu delivery:** when a speaker is called upon with little or warning to speak. (without formal preposition)
- ❖ **Extemporaneous delivery:** in this speech speaking system, you speak form notes, but these do not contain your speech written out for word. Instead, they contain only your basic ideas, expressed in few words.

- ❖ **Manuscript delivery:** speakers who adopt this method put their entire speech word for word on a manuscript
- ❖ **Memorization:** some speakers memorize their entire speech and then deliver them without notes or scripts

### **The preparation of speech**

- a. **Selecting a topic:** speaking on a specific topic
- b. **The specific purpose:** state exactly what you want to achieve in your speech(which include, to inform, to persuade and to entertain)
- c. **Devising the central idea( thesis statement):** control the statement of your speech to be expressed in one sentence
- d. Collection of materials
- e. Organization
- f. **Introduction:** this has two main goals
  1. *To capture and hold your audience attention and interest*
  2. *To prepare your audience intellectually and psychologically for the body of speech*

### **THE BODY**

The body should develop a central idea in accordance with the best plan suited to the immediate audience. This ideas or information to be developed could be arranged in a logical pattern through outline. The outline provides a detailed plan to help the speaker organize thoughts into a logical sequence and to make sure nothing is left out

**There are two types of outline you could utilize; they are:**

- ❖ **The topic outline:** this is uses word and phrases for headings
- ❖ **The complete sentence outline:** this uses entire written out headings

### **Parts of outline**

1. Title
2. Purposes
3. Central idea
4. Introduction
5. Body
6. Conclusion
7. Bibliography and visual aids



## NON VERBAL COMMUNICATION

Non verbal communication is the message you give with your body by means of personel appearance, eye contact, facial expression, posture movement and gestures

### Conclusion

In conclusion, you should do these important things

1. Signal the end
2. Summarize the key ideas of the speech
3. Reinforce the central idea with a clincher

*Signal the end can be verbal and non verbal, or both.*

- **Verbal signal:** announcing that you are coming to an end
- **Non verbal signal:** say your conclusion with a tone of dramatic finality

### CLINCHER

This is a final statement that drives home the key concept of a speech. It can be a rheotical question, a quotation can appeal, an illustration. E.t.c

### In conclusion

#### To convince:

- Has democracy failed in Nigeria
- Why we must help the poor

#### To entertain

- Incompetent criminals
- Where do we go from here

Central idea: find materials such as statistics and questions

## FIGURES OF SPEECH

Figure of speech is willful departure from the formal way of speaking or writing in order to establish an effect. It is any departure from literal (ordinary) use of word or phrase

**Some of the commonest figures of speech include:**

- ❖ **Simile:** it is the comparison of two different thing that have one thing in common, using “as” or “like”
  - E.g    *a. Patrick talks like a parrot*
  - b. lara is as beautiful as an angel*
- ❖ **Metaphor:** is an implied comparison of two different things that have one thing in common “as” or “like” is not used
  - E.g    *a. Patrick is a parrot*
  - b. lara is an angel*
- ❖ **Personification:** this is a figure of speech in which an inanimate object or an abstract idea is represented ass a possessing human qualities, power, feelings. (i.e talking about something that is not known as if it were a person e.g    *a. death has laid his cold hands on the emir*
- ❖ **Hyperbole:** otherwise called exaggeration, it is the use of deliberate exaggeration for emphasis or to achieve a humorous effect without any intention of deceiving
  - E.g    *The thirsty athlete drank ten drums of water*
- ❖ **Euphemism:** is the using of a mild, indirect and more pleasant term in place of a blunt, direct and unpleasant one in order to conceal its real nature
  - E.g    *a. the king passed away last night (died)*
  - b. the patient is mentally unstable*
- ❖ **Irony:** this is the opposite of what one means
  - E.g    *a. the student is happy because he failed his examination*
- ❖ **Paradox:** it is the conveying of truth in apparent contradiction
  - E.g.    *a. attack is the best form of defense*
  - b. the pen is mightier than the sword*
- ❖ **Synecdoche:** is a figure of speech in which a part stand for the whole or the whole is made to stand for a part e.g.    *a.    more hands are needed to complete the work*
  - b.    kano and minna played a goalless draw*
- ❖ **Metonymy:** this involves the use of an object to stand for something closely associated with
  - e. g.    *a.    the church and the mosque teach morals to their members*
- ❖ **Oxymoron:** this is where two words that are apparently contradictory in meaning are bought together in the sentence
  - E.g    *a.    she told me an open secret*
  - b.    he lit a cold fire*
  - c.    micheal case is a painful laughter*
- ❖ **Climax:** it is a figure of speech which arranges ideas in an ascending order
  - E,g    *I came, I saw, I conquer*

## DRAMA

- A. **COMEDY**: this is a drama with a generally light atmosphere leading to a happy ending

### THREE TYPES OF COMEDY

1. **Romantic comedy**: the plot is often based on the love affairs of beautiful and idealized heroines. E.g. William Shakespeare's novel (as you like it)
  2. **Satiric comedy**: is designed to satirize violators of social conventions and morals e.g. *Animal Farm* by Wole Soyinka
  3. **The comedy of manners**: deals with the lives of gentlemen and ladies who live a life of leisure
- B. **Tragedy**: this is a drama which recounts important and casually related services of events in life of a person significance, such events culminating in an unhappy catastrophe

### SOME LITERARY TERMS THAT AID THE UNDERSTANDING OF TEXTS

1. **Autobiography**: a text that tells the story of a person's life written by that person. *E.g., the African child by Iyeye*
2. **Biography**: is the story of a person's life written by somebody else
3. **Fiction**: work of imagination where the characters do not exist in real life. E.g. *Things Fall Apart* by Chinua Achebe
4. **Non-fiction**: this is a true story about real facts, events and people. Auto biographies are non fiction
5. **Satire**: this is a literary work of art that criticize a person, an idea or an institution or state , using humor to show their faults or weakness with the hope of righting the wrong. E. g. *The Trials of Brother Jero* by Wole Soyinka
6. **Prologue**: a prologue is a formal introduction to a drama, written in either prose or verse
7. **Protagonist**: the character who takes the leading role in a drama or novel. The hero or heroine is the protagonist
8. **Antagonist**: is the main opponent of the protagonist against whose interest he is always working
9. **Flashback**: when a previous action is re-enacted(recalled) in a play to shed light on the present action
10. **Soliloquy**: in a situation when the character in a play talks to himself when there is no other character with him on stage
11. **An Aside**: is like the soliloquy but with difference. In an aside, the character is not alone on the stage and he is heard whispering to the hearing of the audience

12. **Tragic flaw:** the inherent weakness in a protagonist which invariably leads to his death or serious misfortune; it inspires pity and fear in the audience
13. **Resolution/ denouncement:** this is the point immediately after the climax when the conflict in the play is finally resolved either in a comic or a tragic manner
14. **Playwright:** the dramatist or writer of a drama is called a playwright
15. **Dramatis personae:** is the parade of all the characters involved in a play
16. **Cast:** this is the comprehensive list of actors and actresses playing the different characters in the drama as determined by the director

## POEMS

Poems are of many types by their form. Five types shall be briefly explained

1. **Ballad:** is a short anonymous narrative poem, sung with musical accompaniment and dance
2. **The epic:** it is a long narrative poem recounting heroic deeds.
3. **Elegy:** this is a poem of meditation and lamentation. It is traditionally a lament for the dead. It is called a dirge.
4. **Ode:** the poem was set to music and sung by a chorus. It was known as “pyloric ode”. It is a lyric written in the form of an address to someone or something or in celebration of some special occasion
5. **A sonnet:** by convention, is a poem of 14 lines. There are two types of sonnets
  1. *Miltonic or patrician sonnet*
  2. *Shakespearian or English sonnet*

## NOTES:

- Stereo-type reading: centres on the understanding of a plot
- Skimming is when you extract the most important ideas or desired facts and information
- Scanning: the processing of large quantities of materials for the purpose of locating particular facts or details
- For a beginner reader, reading involves interpretation of verbal symbols
- In sq3r, the point at which your curiosity is satisfied, your prediction confirmed or contradicted is reading stage
- Comprehension and interpretation means understanding and explaining
- Scanning is used for checking words in the dictionary
- In order to summarize, outline, and paraphrase, you need to read at study speed
- Skimming reading materials demands you read at fast rate
- Sq3r is the most appropriate technique when reading for examinations
- Recognition in reading implies understanding thoughts and ideas

- To read with the intention of being able to tell the story later, you need to read at normal speed
- Flexibility in reading implies that you read to the vary speed that suit your purpose either fast or slow
- Guidelines for effective listening includes attention, energy and interest
- When you are suddenly called upon to make a speech, the method to adapt is impromptu speech
- The sentence that captures the central idea in a paragraph is known as topic sentence
- To read with an open mind mean not to judge materials without reading them
- Suffix is a word element which when added to a base or root of a word at the end is capable of altering the word class and word function
- The word heal and heel are said to be homophones
- Learning to read is a progressive development of skills ranging from recognition, comprehension and interpretation
- When a writer states something indirectly to a text, the reader has to infer
- Skimming and scanning are best use for preliminary reading
- In sq3r, the term recall is the ability to remember and recite
- Scanning is a helpful reading strategies when you need to build a store of facts
- In delivery, a speaker speaks to the audience form notes is extemporaneous
- In concluding a speech, you should summarize
- A poem used in the celebration of special occasion or someone is known as ode
- An implied comparison of two different thing is called metaphor
- A user of dictionary is guided by the “headword or guideword”
- Fatimo is as beautiful as an angel is an example of simile
- A story of a person’s life written by another person is biography
- A poem written to lament the death of a person is known as Elegy
- Protagonist is the central character that take the leading role in a play
- The sq3r involves five steps
- The best way to learn new words is to read and listen more
- Student may find university level work difficult if he/she has not read widely enough
- Working out a meaning for oneself help fix the word in one’s mind
- Suffix: this is an affix placed after the stem of a word. E g woman = hood =womanhood
- Prefix: this is an affix which is placed before the stem of a word. E g un = happy = unhappy