| **2023- 2024**  **CCCA3**  **Lesson 04: Effective Communication** | Description: logo-esprit |
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**Listening comprehension: TED Talk**

1. **Match the words to their definitions:**

**1.** roughly **a.** a mixture of loud, unpleasant sounds

**2.** a cacophony **b.** approximately

**3.** a sound bite **c.** a short memorable extract from a recorded interview or speech

**4.** trivial **d.** a situation that could happen

**5.** conscious **e.** done on purpose

**6.** embedded **f.** fixed into

**7.** understated **g.** not trying to attract attention

**8.** a scenario **h.** unimportant

**A) Watch a sound expert talk about how to listen better. Then put T (True) of F (False) next to the statements below**

**Ted Talk:** https://www.youtube.com/watch?v=cSohjlYQI2A

1. We spend about 40 percent of our communication time listening.

2. People are not usually aware that they filter different sounds.

3. The ways of recording things that we have invented mean we don't listen as carefully to things.

4. Silence will help you to listen better.

5. Paying attention to everyday sounds isn't a good way to enjoy listening to things

6. To change the way that you listen, try listening from a different position.

**B) watch the second part of the talk, do the same as in the previous activity and put T (True) of F (False) next to each of the statements below.**

1. The acronym to achieve better listening is an ancient word for conscious.

2. The word `so' is very important when you are communicating with someone.

3. According to the speaker, listening is taught as a skill in some schools.

**3. Match the words and/or phrases in the talk to their meanings below:**

***reverberation contemplation try this one for size down to mundane***

1. a sound that echoes and makes things seem to shake

2. think about an idea or thing to form an opinion about it:

3. ordinary and boring, usually because it happens regularly:

4. in a way that includes everything, from the most to the least important part:

5. thinking deeply about something for a long period of time:

**4. Match the adjectives on the left to the words on the right to make collocations from the** **talk.**

**1.** a mental **a.** basis

**2.** absolute **b.** environment

**3.** a noisy **c.** process

**4.** a slippery **d.** range

**5.** a whole **e.** silence

**6.** a daily **f.** slope

**Reading:**

**Read the following passage carefully.**

(1) It is rare to find someone with good technical and communication skills. You can get far

ahead of your colleagues if you combine the two early in your career. People will judge,

evaluate, promote or block you based on your communication skills. Since habits form by

repeating both good and bad forms of communication, learn to observe great communicators

and adapt their styles and traits in written and verbal forms. The art of listening and learning

from each and every interaction is another secret recipe. Develop the subconscious habit of

listening to yourself as you speak and know when to pause.

(2) Learning what not to say is probably more important than learning what to say. As your

career develops, you will realise that the wise speak less. Speak when you have value to add,

else refrain. Poorly constructed e-mails with grammatical errors are acceptable between

friends, but they should be seriously avoided while communicating formally with your seniors.

Avoid any communication in an emotional state when you might say things you will regret later.

One unnecessary word uttered at the wrong time or place can ruin a relationship, career or

even your life. Such is the power of words. If such a thing happens, you should immediately

apologise, else it may haunt you for life.

(3) Another problem to overcome is speaking too fast since our minds are working faster than our speech, we are inclined to speak fast. This does not necessarily mean that the person hearing it will get it any faster. On the contrary, it is always the reverse. So slow down, think before you speak. "When I get ready to speak to people," Abraham Lincoln said, "I spend two- thirds of the time thinking what they want to hear and one-third thinking what I want to say."

Adding humour and it is also essential. But realise that not all jokes are funny and observe certain boundaries. Never say anything that could offend. Remember you are not a comedian who must offend as many people as you can to be witty.

**Questions**:

1. Answer the following questions briefly.

(a) Why is it necessary to have good communication skills?

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(b) How can communication skills be developed?

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(c) What according to the writer should be avoided while communicating?

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(d) Why should you be careful when you tend to be humorous?

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**2. Choose the most appropriate meaning of the given words from the options provided.**

**A. Evaluate:**

(i) estimate (ii) assume

(iii) punish (iv) evolve

**B. Trait:**

(i) treaty (ii) trail

(iii)quality (iv) liberty

**C. Utter:**

(i) flatter (ii) speak

(iii) rot (iv) unique

**D. Haunt:**

(i) hunt (ii) chant

(iii) trouble (iv) avoid

**Linking words**

* **Fill in the blanks with the correct subordinate conjunctions or similar expressions chosen from the pairs given in brackets.**

**For example:** I went for a walk \_***because***\_ the sun was shining. (***because***, otherwise)

1. We recognized her at once, \_\_\_\_\_\_\_\_\_\_\_\_ we had not seen her for years. **(although, in case)**
2. He kept reading \_\_\_\_\_\_\_\_\_\_\_ he fell asleep. **(for, until)**
3. The moon will rise \_\_\_\_\_\_\_\_\_\_\_\_ the sun sets. **(as soon as, than)**
4. It looks \_\_\_\_\_\_\_\_\_\_\_\_ the train will be late. **(while, as though)**
5. In the end, he decided to sell his car. This, \_\_\_\_\_\_\_\_\_\_\_\_, proved to be a mistake. **(incidentally, also)**
6. \_\_\_\_\_\_\_\_\_\_\_\_ she got her degree, she became a teacher. **(After, Than)**
7. We will not go skiing \_\_\_\_\_\_\_\_\_\_\_\_ the weather is good. **(as if, unless)**
8. Towards the end of the party, he got up and danced on the table. \_\_\_\_\_\_\_\_\_\_\_\_, he made a complete fool of himself. **(in other words/however)**
9. \_\_\_\_\_\_\_\_\_\_\_\_ he left, he made sure he had his keys with him. **(Before, For)**
10. \_\_\_\_\_\_\_\_\_\_\_\_ I told the truth, you would not believe me. **(Even if, So that)**

**2- Choose the correct linking word from the list :**

***even though - however - in order to - no sooner - not only - not only - only if - under no circumstances***

1. \_\_\_\_\_\_\_\_\_\_\_\_ are larger cars more expensive, but they also cost a lot to maintain.
2. Milk from our factory is tested regularly \_\_\_\_\_\_\_\_\_\_\_\_ give our customers the best possible quality.
3. \_\_\_\_\_\_\_\_\_\_\_\_had we moved in than our neighbours started complaining about the dog.
4. All countries voted in favour of the plan,  \_\_\_\_\_\_\_\_\_\_\_\_ France.
5. \_\_\_\_\_\_\_\_\_\_\_\_ we knew who the murderer was, we enjoyed most of the film.
6. \_\_\_\_\_\_\_\_\_\_\_\_ must this door be left open.
7. I should punish you for disobeying, \_\_\_\_\_\_\_\_\_\_\_\_ , I am prepared to give you another chance.
8. \_\_\_\_\_\_\_\_\_\_\_\_ we book today will we get a 50% discount.