

Attendance \Rightarrow 51.

Class Participation \Rightarrow 51.

Quizzes \Rightarrow 101. (Lowest one dropped)

Midterm + Final \Rightarrow 301.

Speeches \Rightarrow 4x \Rightarrow 501.

⊕ What is communication?

\Rightarrow the process of understanding and sharing meaning.

⊗ Explain with example, what does it means by the words/terms process, understanding, sharing, meaning in terms of communications.

\Rightarrow Process:

- systematic way \Rightarrow ~~is~~ no fixed process

- we use different type of process for communication with different person, like, parents, friends, colleague etc.

- that means, the way we talk at home is not same as outside.

⇒ Understanding :

- we need to communicate effectively. the message that we want to convey, need to be understandable by to the audience.
- if we use some technical terminology, then we need provide short description for their understanding.
 - otherwise audience will not understand our message.
- how, we understand?
 - by a prior knowledge of that term.
 - like, by cycle, phone etc. we can imagine the picture on our head.

⇒ Sharing :

- in terms of communication, sharing occurs when we convey thoughts, feelings, ideas, or insights to others.
- sharing can be
 - interpersonal - with ~~others~~ others
 - intrapersonal - with ourselves.
 - thinking, consciousness, dreaming.
 - sharing info on exchanging meaning to one another

⇒ meaning :

- asking question about a word. we can discover the shared meaning. Like, one person used bycycle and by asking question, we can imagine the picture of it, thus we share the same meaning to each other.



Explain the characteristics of communication with example.

(i) communication has purpose:

- to share meanings, ~~and~~ exchange information
- we communicate to meet our social needs. even we can communicate without verbal languages.
 - baby expressing his hunger by crying.
 - gesture etc is also a part of communication.
- sometimes, we communicate to influence others.
→ on convince
 - leader influences to support them.
 - shopkeeper influence to buy somethings.
- to maintain our relationship.
~~- during~~

(ii) Communication is continuous: (maybe verbal or non-verbal)

- brain-storming
- behaviour or body language
- we can create a ~~new~~ message by watching a tree position. it one kind of non-verbal communication.
- during sleep. our brain keep communication with other parts of our body.
 - child smile during sleep, we can understand he/she is probably dreaming.

(iii) Communication is innversible:

- when a message is communicated, it can't be taken back.

(iv) Communication is situated:

- where communication is taking place that's settings.
 - it can be home, playground, rooftop, even our brain and phone.
- medium or environment is the settings of communication.

(v) Communication is indexical:

- measure of our mood, or psychological state.
 - if a man shouting, we understand that something is wrong with him.
 - we can identify someone more, like if he ~~is~~ angry or not; happy or not, etc.

(vi) Communication messages vary in conscious thought.

- we take preparation in our conscious mind based onto the settings of communication.
- we don't take any preparation before talking or chatting with our friends.

(vii) It is guided by social and cultural norms

- giving salams to elders and hi to younger kids.
- addressing as sir/mum to faculty/teacher/officers.
 - ⇒ other society be like in US, they used to give hi to everyone, and like to address someone by their name.

- in BD, we can't talk by looking at senior's eyes.
- in other country they must need to talk by looking at their eyes.

Type of communication:

(i) interpersonal : ~~bet~~

- between two person

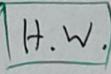
(ii) intrapersonal :

- communication within ourself
- like dreaming

- moving our arms during dreaming is intra, but if someone saw ~~the~~ this, then it's inter for ~~the~~ observer.

 Scenario will be given, explain in terms of ethics.

Importance of ethics

Guideline for ethical speaking } 
must read.

L-03 / 26.01.2025 /

More from characteristic of communication:

⇒ messages:

- verbal
- non-verbal
 - gesture
 - body language
 - posture
 - visual image

⇒ ~~Encoding~~ Encoding:

- what we send as a message.

⇒ Decoding:

- what we understand from a message.

⇒ Feedback:

- reaction after decoding a message.

Communication content:

- mental library: message stored in our brain based on our experience.

- script: what we want to say.

⇒ ~~5 types~~ 5 types of content:

(i) Physical content:

- location or environmental condition.

- based on location or environment. Our communication content change.

- classroom is a content, physical surrounding influencing the content, like change of voice loudness.

- proximity:

- how closely audience are in front of speaker.

- closeness, define the loud of voice.

(ii) ~~Social content~~

(ii) Historical content:

- based on previous reaction or experience, we change our communication process.

(iii) ~~Psychological content~~ Psychological content:

- based on current mood, we change our communication style. Like current he is angry, then we should not distract him.

- based on face expression.



④ & ⑤ : Social & Cultural content!

- social is broader than cultural content
- different culture exist in a single society.
- giving greeting is social norms.
 - but giving (salam/hi) is cultural norms.
- mother-daughter relationship is love, accepted worldwide,
way to express love
so its social. There might be different in different culture.



⑥ Communication Settings:

- interpersonal comm.: b with other person
- intrapersonal comm.: with ourselves
 - interaction in our minds
 - brainstorming.



⑦ Communication Process:

- channel - media of communication process - verbal symbols,
- visual images, brain storming also included, gesture posture
- message production: steps to encode a message for inter. intra
- message interpretation: steps to decode
- interaction coordination:
- adjustments and compromising. first we need to do some communication with ~~ourselves~~ ourselves then decide, what we should say and what should not.

slide 8: not important!

 Different between physical noise and psychological noise.

physical noise:

- actual noise or verbal noise, sounds.
- any verbal noise that interrupt the communication process.
- talking to friend in classroom or using phone.

psychological noise:

- sudden thought or brain-storming that interrupt the communication.

 Ethics & Public Speaking:

 Ethics is an abstract concept of judgement between right or wrong, moral or immoral etc.

- it can be right to one person and wrong to other person, based on depends on person or culture.

 Guidelines for ethical speaking:

i) make sure your goals are ethically sound.

- we need to ask ourselves whether our goals are ethically sounds or not.

② ii) Be fully prepared for each speech:

- we don't need any preparation before talking with friends, but for a seminar speech we must take preparation.
- sometimes for conference, we must take preparation at least one month before.

③ iii) Be honest in what you say:

- do - not copy others, or anything.
- always try to be honest, if you copy then cite this.

L-04 / 28.01.25 /

④ iv) Avoid name calling and other forms of abusive language:

- it may not illegal but it is unethical.
- name calling such as, skinny, fatty etc.
- avoid racism.
- can't defame individuals or groups (prior beliefs)

⑤ ✓ Put ethical principles into practice:

- behave ethically all the time
- materials are clear and convincing and plagiarism free.



Plagiarism:

- (i) - ~~Global~~ Plagiarism : entire part copy
- (ii) - Patchwork Plagiarism: different part copied from different sources
- (iii) - Incremental Plagiarism:
 - fail to give credit.
 - it happens when we copy something and due to lot of tabs, we forget ~~to~~ from where we copied.
 - it's better to take notes during each copy.
 - use quotation for direct copy.
- (iv) Plagiarism and the internet:
 - keep track of ~~in~~ your history.
 - note down the title of the page, author, and organization, and also published ~~year~~ date and access date.



Guidelines for ethical listening:

- we need to listen attentively.
- if we don't pay attention, then the speaker may get demotivated.
- also we should ~~do~~ give and hurtful opinion.



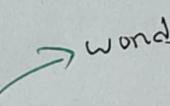
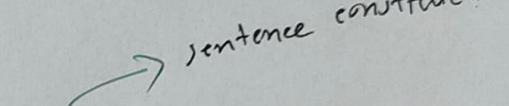
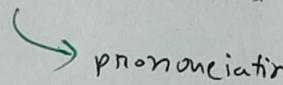
To avoid plagiarism, we need to ~~do work~~ start our work very early. don't leave your work ~~for~~ till the last minutes.

L-05/04.02.2025/

Verbal & Non-Verbal Messages

Languages :

- use for communication, categorize
- a system of symbols
- language can be visual also, such as braille book for blind people.

 Verbal language :   

- consist of lexicon, phonology, syntax and grammar.

⇒ gesture is not a verbal language because all the elements are missing.

Dialect :

- localised language, varies on region (chittagong, Noakhali, Rangpur etc)

Idiolect :

- our own pronunciation, syntax, and grammar
- sometimes we use some particular word too frequently that specific to individuals and vary individual to individual.

Language is Arbitrary :

- there is not necessarily a literal connection between a word and the thing it represents.
- bicycle and its image ⇒ no connection

⊗ Language is abstract:

- represent some general ideas.

⇒ Pet = Dog, cat, bird

in B) concept snake is not a general pet.

⊗ Language changes over time:

- new words
- some words become obsolete
- meaning of existing words change

⇒ cool ⇒ cold / freeze

⇒ chilled

⊗ Relations between language and meaning

~~XXX~~ Semantic meaning:

- derived from the words themselves

Pragmatics:

- derived from conversational context

Sociolinguistics:

- derived from social and cultural context.

⊗ Semantic meaning:

~~- context~~

(i) Denotation:

- direct meaning from dictionary

(ii) Connotation:

- hidden meaning. varies sentence and different content.

Black = evil

Green = new life, young, good

Home = safety, security, love

(*) Different between denotation & connotation.

(*) Write down connotation meaning of certain word.

⇒ for improving semantics, we should use specific words instead of ~~general~~ generalized word.

Rich food ⇒ Kacchi biriyani.

- use of concrete language.

- more specific in terms of senses

⇒ sight, sound, taste, touch, smell.

- use familiar language

- for technical term, we should provide a short description.

(*) Demonstrate Linguistic sensitivity:

- we should not be bias to a generalise idea.

⇒ cleaners not necessarily will be women, they can be men also.

(*) Sociolinguistics:

- sometimes cultural norms assign some meaning to some specific words or combination^{of} words, that are different than their semantic meaning.

⇒ peace of ~~at~~ cake ⇒ easy

- Direct verbal style: openly/straight forward, unambiguous way

- Indirect verbal style: ambiguous way, say something and mean different thing.

Non - Verbal Communication:

- Beyond language, anything is non-verbal.
 - expressive sound is also non-verbal, 'Ah!' when we get hurt.
- Non-verbal communication is inevitable:
 - even if we don't do anything, it is also a non-verbal communication.
 - emotional expression, emoji, sign, body language, gesture, posture all are non-verbal communication.

⇒ Non-verbal comm. is multichanneled:

- combination of different nonverbal behaviours.
- sometimes it become ambiguous! is not clear all the time, may mean ~~the~~ different thing to different people.

Types of non-verbal communication:

- (i) use of body
- (ii) use of voice
 - pitch (highness & lowness)
 - volume (loudness)
 - rate (speed)
 - voice quality
 - intonation
 - vocalized pauses

- (iii) use of time

- (iv) physical appearance

Language and Delivery

Language

Oral Style:

- way of long delivery
- telling history to generation to generation.
- oral tradition
- in oral style, speaker can engage with listeners. Listener can also understand his/her emotion with accurate understanding of message.

Oral style Vs Written style:

- language becomes shorter/easier in oral style.
- in oral style speaker can use body language. that helps to understand the message and more engaging.
- Also, in oral style, listener ask question, if they don't understand something.

Specific Language choice:

- speaking appropriately: maintain attitude, keep proper knowledge, can't use abusive word etc.
- speaking clearly: more specific, precisely
- speaking vividly: more descriptive

Speaking Appropriately:

(i) Relevance:

- establish timelines:
 - message/script must be relatable with current situation
- establish proximity:
 - speak based on regional/territory context.
 - if not related to the local regional context, then speaker must make these understandable.
- demonstrate personal impact:
 - info need to be relevant from all aspect.
 - physical, economic, or psychological impact.

(ii) Common ground: important for speaking

- use personal pronouns:
 - replace 'I' & 'You' \Rightarrow 'We' & 'Us'
- ask rhetorical question:
 - self question
- draw from common experiences:
 - share personal experiences, example.

(iii) Linguistic Sensitivity: choosing of respectful words

- Generic language:
 - assume that everyone belongs from our context.
 - whatever I believe, everyone also believes that.
- Nonparallel Language:
 - based on language, sometimes we need to change our statement.
 \Rightarrow All Uber drivers are safe at night.
 ↳ can be female.
 \Rightarrow driving at night is not safe.

- irrelevant association:

- don't share any irrelevant info.

⇒ in interview, some people share their family members' position in defence or in the same industry.

(iv) Offensive language:

- dirty jokes, racist, sexist remarks,

⇒ Why you choose this company?

⇒ Because all female workers are beautiful.

(v) Profanity and Vulgarity: need to avoid these.

(vi) Speaking Clearly:

i) Specific language:

- use precise words, clarify meaning

⇒ She is beautiful.

⇒ Her eyes are so pretty.

ii) Familiar Terms:

= avoid

- avoid using specific technical terms, if you need to use then provide short description.

- avoid slang.

iii) Share enough details and examples

(vii) Vocalized pause:

- do not speak continuously, provide enough pause to understand.

Speaking Vividly:

- i) vivid language : language that full of life
- ii) describe precisely of sensory languages.
- iii) Rhetorical figures of speech: make comparisons between familiar things and technical term so that listener can visualise, what ~~said~~ you want to say.

Rhetorical Figures and Structures of Speech:

- Simile: comparison between two things.

— always use 'like', 'as'

- Metaphor:

— extension of simile

— directly compare without 'like', 'as'

⇒ one thing is like another.

⇒ one thing is another.

- Alliteration:

— repetition of constant sounds at the beginning of words, that are near one ~~another~~.

— it can draw attention

- Onomatopoeia:

— words that like sound

⇒ buzz, hiss, plop, boom, ouch etc.

- Personification:

— imagination of human activity on non-living things.
⇒ video game is calling me.

- Repetition:

— Restate thesis in the conclusion.

Oxymoron!

- two contradictory words are put side by side.
⇒ bright night.

L-07 / 11.02.2025 /



Delivery

No, notes
read carefully

Quiz-1
23.02.2025
L-1-4

L-08 / 16.02.2025 /

Impromptu Speech

Practice

Online

- Your hidden talent

- A show that I enjoyed a lot and why.

⊗ Must follow the PREP Method!

⇒ Point 1: Thesis

Reason 1: --

Example 1: --

Point 2: --

Reason 2: --

Example 2: --

⊗ In the video analysis:

- there was racism
- too much pressure on child
- too much crowd

⊗ Analysis:

- within 120 word (100-120)

- recommended three point with at least two reason/evidence.

⊗ Destiny Video:

- expression analysis

- background music analysis

- message that conveys / moral of the video.

L-10 / 23.02.2025 /

⊗ Rhetoric analysis

- public speaking
- situation analysis

- content, audience, settings, analysis all.

⊗ Be careful between unethical and inappropriate.

- can harm or damage
- can cause problem

⇒ within (100-150) words.

Midterm

04.03.2025

Situation analysis
Video analysis

15 marks

L-11 / 25.02.2025 /

Impromptu Speech

- lying is okay sometimes
- your favorite music, says about you.

(*) Situation analysis:-1

- don't introduce himself
- didn't share personal experience
- need more preparation
- ending is not optimized.

⇒ -unethical } figure of speech

- irony } opposite content.

his ending line maybe unethical. He don't know about anyone, then how can he say that everyone have potential.

(*) Must try to pick some unethical statement.

- if you missed any unethical statement, then mark will be deducted.

(*) Comp talked about one video analysis.

impromptu speech

- Why we don't care about our study.

Next Class
Midterm