

VERBAL & COMMUNICATIVE ENGLISH NOTES (FROM SCRATCH TO ADVANCED)

1. WHAT IS VERBAL & COMMUNICATIVE ENGLISH?

Verbal English means the ability to **speak and understand English clearly**.

Communicative English is the ability to **use English to communicate effectively** in real life and workplace.

Goal of this guide: - Build grammar from scratch - Build vocabulary naturally - Build speaking confidence - Build workplace communication skills - Prepare for interviews and corporate environment

2. BASIC BUILDING BLOCKS (FOUNDATION)

2.1 Alphabet & Pronunciation

- 26 letters
- Vowels (a, e, i, o, u) and consonants
- Sounds: short vowels, long vowels
- Consonant clusters

2.2 Word Formation

- Prefixes (un-, re-, pre-, dis-)
- Suffixes (-er, -tion, -ment, -able)
- Root words

2.3 Parts of Speech (Basics)

1. Noun
 2. Pronoun
 3. Verb
 4. Adjective
 5. Adverb
 6. Preposition
 7. Conjunction
 8. Interjection
-

3. BASIC GRAMMAR (ESSENTIAL)

3.1 Sentence Structure

Simple sentence: Subject + Verb + Object Example: She reads books.

Compound sentence: Two simple sentences joined by conjunction. Example: She reads books, and she writes notes.

Complex sentence: One main clause + one dependent clause. Example: When she reads books, she learns faster.

3.2 Tenses (Complete)

Present: - Simple Present - Present Continuous - Present Perfect - Present Perfect Continuous

Past: - Simple Past - Past Continuous - Past Perfect - Past Perfect Continuous

Future: - Simple Future - Future Continuous - Future Perfect - Future Perfect Continuous

3.3 Subject-Verb Agreement

- Singular subject → singular verb
- Plural subject → plural verb
- Ignore words between subject and verb

Example: The group of students is here.

3.4 Articles (A / An / The)

- **A / An** = indefinite (any one)
- **The** = definite (specific)

Rules: - Use **a** before consonant sound - Use **an** before vowel sound

Example: - a university (u sound is consonant) - an hour (h is silent)

3.5 Prepositions (Time, Place, Direction)

- Time: at, on, in
- Place: at, in, on
- Direction: to, into, towards

3.6 Modals (Can, Could, Will, Would, Must)

- Can / Could = ability
- Will / Would = future or request

- Must = necessity
 - Should = advice
-

4. ADVANCED GRAMMAR (HIGH IMPACT)

4.1 Active & Passive Voice

- Active: Subject performs action
- Passive: Action is done to subject

Example: - Active: The team completed the project. - Passive: The project was completed by the team.

4.2 Direct & Indirect Speech

Direct: She said, "I am ready." **Indirect:** She said that she was ready.

4.3 Conditional Sentences

- **Type 1:** Real possibility If + present, will + verb
- **Type 2:** Unreal / hypothetical If + past, would + verb
- **Type 3:** Past unreal If + past perfect, would have + past participle

4.4 Clauses (Relative, Noun, Adverbial)

- **Relative clause:** who, which, that
- **Noun clause:** what, whether, that
- **Adverbial clause:** because, although, when

4.5 Sentence Transformation (Important for interviews)

- Change from positive to negative
 - Change from simple to complex
 - Change from active to passive
-

5. VOCABULARY BUILDING (STRATEGIC)

5.1 Word Groups (Thematic)

- Work: deadline, task, deliverable, responsibility
- Technology: algorithm, debug, deploy, integrate
- Business: revenue, profit, client, stakeholder

5.2 Synonyms & Antonyms

- Synonyms improve expression
- Antonyms improve clarity

5.3 Collocations (Common word pairs)

- make a decision
- take responsibility
- meet deadline
- give feedback

5.4 Word Formation

- Noun → Adjective: success → successful
 - Verb → Noun: develop → development
-

6. COMMUNICATION SKILLS (WORKPLACE FOCUS)

6.1 Speaking Skills

- Clear pronunciation
- Proper pause and pace
- Avoid fillers (um, uh, like)
- Use simple sentences

6.2 Listening Skills

- Focus on keywords
- Note important points
- Avoid interrupting

6.3 Writing Skills

- Email format
- Short and clear sentences
- Proper greetings
- Closing line

Email structure: 1. Subject 2. Greeting 3. Purpose 4. Details 5. Closing

6.4 Presentation Skills

- Start with a strong opening
- Use simple slides
- Speak slowly and clearly
- End with summary

7. READING & COMPREHENSION (CRITICAL)

7.1 How to Read Faster

- Read headings first
- Identify main idea
- Note keywords

7.2 Answering Questions

- Find answer in passage
 - Do not guess
 - Match keywords
-

8. COMMON INTERVIEW ENGLISH (ZOHO FOCUS)

8.1 Self Introduction (Template)

"My name is , ***I am from*** . I completed my degree in . ***I have strong fundamentals in*** __ ***and I enjoy problem solving. I am interested in Zoho because ."***

8.2 Common HR Questions

- Tell me about yourself
- Why Zoho?
- What is your strength and weakness?
- How do you handle failure?
- Where do you see yourself in 5 years?

8.3 Situational Questions

- If your code fails, what will you do?
 - If you disagree with your team member, how will you handle?
-

9. DAILY PRACTICE PLAN (30 DAYS)

Week 1: Grammar Basics

- Tenses, subject-verb agreement, articles
- 20 minutes daily

Week 2: Advanced Grammar

- Voice, speech, conditionals

- 30 minutes daily

Week 3: Vocabulary & Communication

- 10 new words daily
- 30 minutes speaking practice

Week 4: Interview English

- Mock interview practice
 - 30 minutes daily
-

10. FINAL NOTES

- Focus on clarity, not fancy English
 - Speak with confidence and honesty
 - Learn grammar with examples, not memorization
 - Practice daily for 30 minutes
-

END OF VERBAL & COMMUNICATIVE ENGLISH NOTES