Phonetics - The study of the sounds of a language is called phonetics I phonetic thanscription means turning the sounds into written form It is a turning the sounds into written form It is a written record of sounds made by a speaker.

Whenetic transcription is a device by which the Phonetic transcription is a device by which the courset pronunciation can be conveyed by the he courset pronunciation can be conveyed by the he and the course pronunciation can be conveyed by the he are a distinct unit of sound. Phonetic symbol represent a distinct unit of sound. Phonetic transcription as distinct unit of sound. Phonetic transcription are enclosed within slant bout the example, English word judge is phonetically transcribed as Idz A dz I where I sound represent the language and Idz I and I where I sound represent the language and Idz I and I where I sound represent the language and Idz I and I where I sound represent the language and I and I by In I.

Syllable - A syllable is a unit adapted for the analy speech. It can be defined in terms of the pulm air-stream mechanism. When we make use of the mechanism in speech, the air from the lungs of mechanism in speech, the air from the lungs of mechanism in a regular and continuous flow not come out in a regular and continuous flow the mucles of the chest-confluent and relex after and thus the air is pushed out in small puffs and thus the air is pushed out in small puffs the sate of approximately five times per second such movement of the muscles, called a chest-contraponds to a syllable.

· Accent/stress - Stress or word accent is an imp. Beat English. The word 'stress' means force or pre In terms of spoken language, stress means ag

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vibration of the vocal cords in producing certains sounds on the words of R.K. Bornal, "go orglish, a word has more than one syllable, one of the syllables is always stronger & more prominent then the others; it is said to be accented."

Pitch - The suise or fall of the voice convey various

(1) High Pitch - When a person is excited or angry

(i) Low Pitch - When a person feels less confident

Rhythm- Accent in connected speech is known as shythm. lithen words are used to form sentences in English, After it is seen that some words are stressed a some have no stress. When a word is going to be stressed, it very much depends upon its meaning and importance in given sentence. The nound, pronound, adjective & princi richles known as the content words, are generally street whereas the articles, relative pronound, auxiliary ver preparitions and conjunctions known as the structural wasds, are not stressed.

· Intenation - When somebody speaks then continued varia in pitch can easily be noticed. There are contin sive and fall in Vene's speech. The term intend exceeds to pitch patterns that are part of the structure of sentences. The type of utterance & the speaker's mood and his lattitude determine intenation pattern he adopte while speaking. Ih .. ntians also affect the intenation pat

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47 Positive Attitude:

a professional's personality.

way a person feels, thinks and behave towards a particular issue"

or negatively but one downth a positively attitude is the ultimate winner.

and seek other's co-operation.

guelity of sharing. The joy of other

of one individual to the other observed experiences of other.

others emotions and imagine what someone might be thinking or feeling.

-



64 Considerateren companionale and carring and it also happe him to make his audience feel as a part

of their group and contribute positively.

* Speech and Personally:

Introduction -

17 People leave and teach a language with a main purpose i.e. to communicate withto other

ey for direct onteraction, we

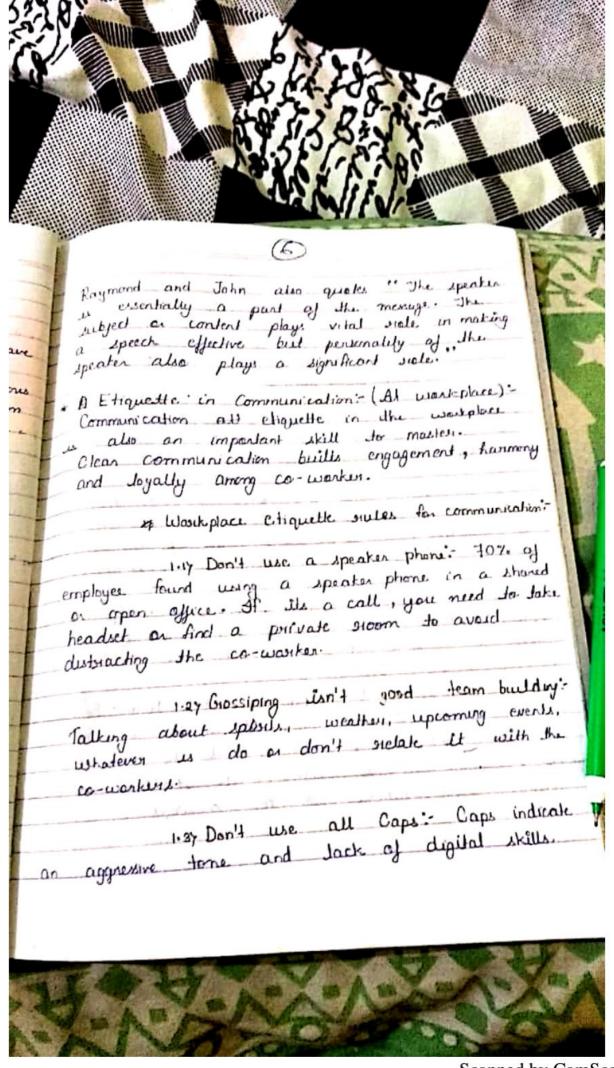
(5)

to a speaker concentrate on two points -

Making Formal Speecher The spoken words have great power Effective speeches can change the mond of the audience. In Business would, various formal and Informal face to face communication tools place Hence following points should be keep in metics

good speeche make you a good speaker

formal presentation in the form of speeches, presenting suspects or conducting meetings, participating in conferences or group discussions



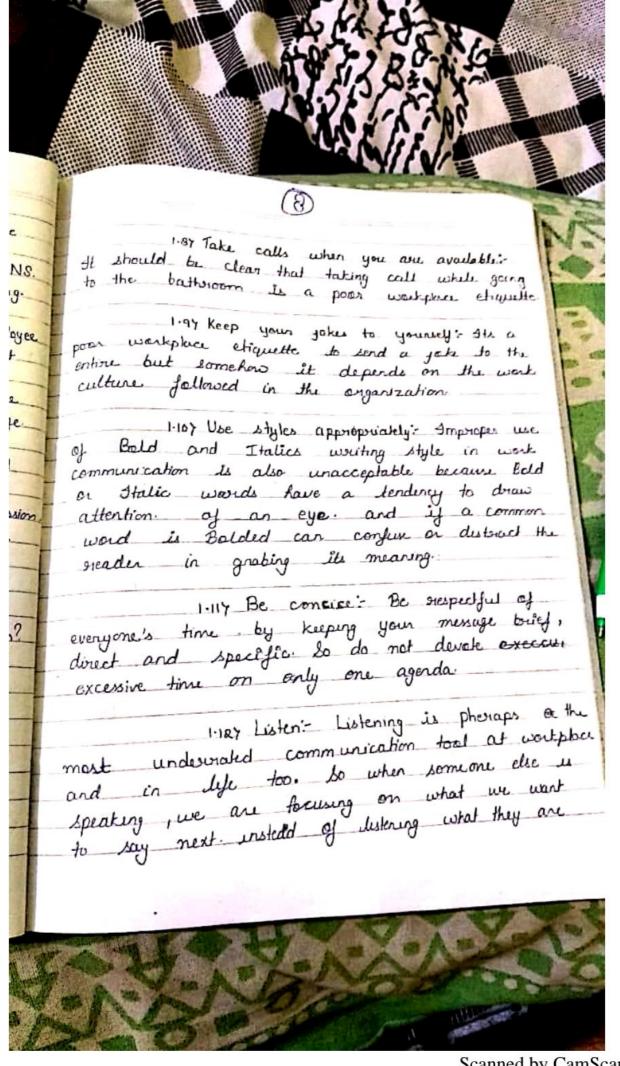
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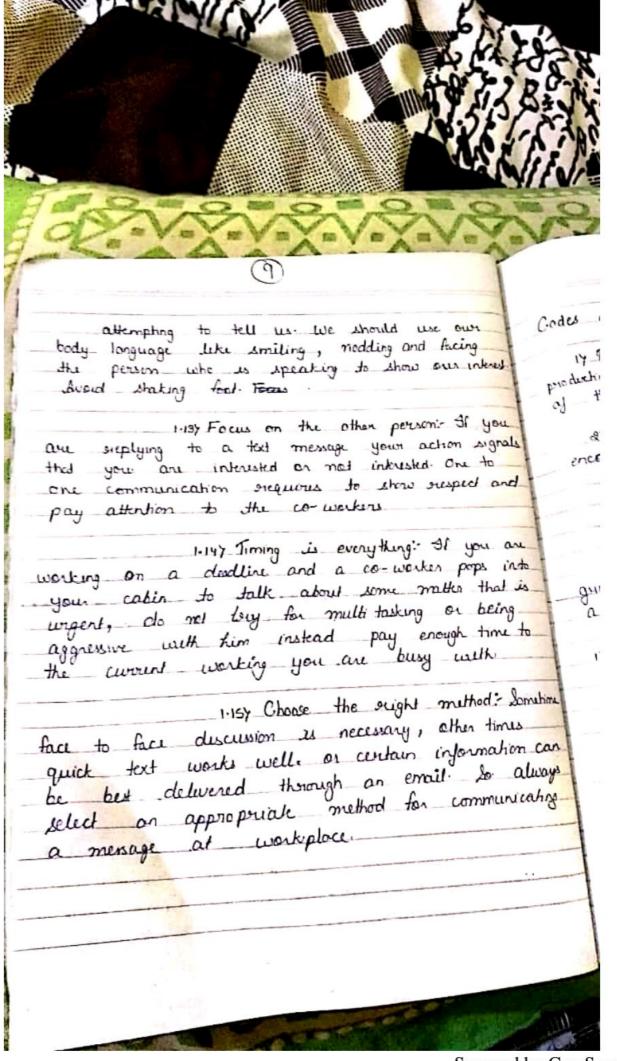
which is not appropriated by co-workers. The only time Caps Lock are acceptable in a workplace is when we would CONGIRCTULATIONS to celebrate an eventy achievement or anything.

follow this poon workplace etiquette. Not to hit steply to all the mails but do steply all to a department wide update to make sure every one knows that you are on the same page

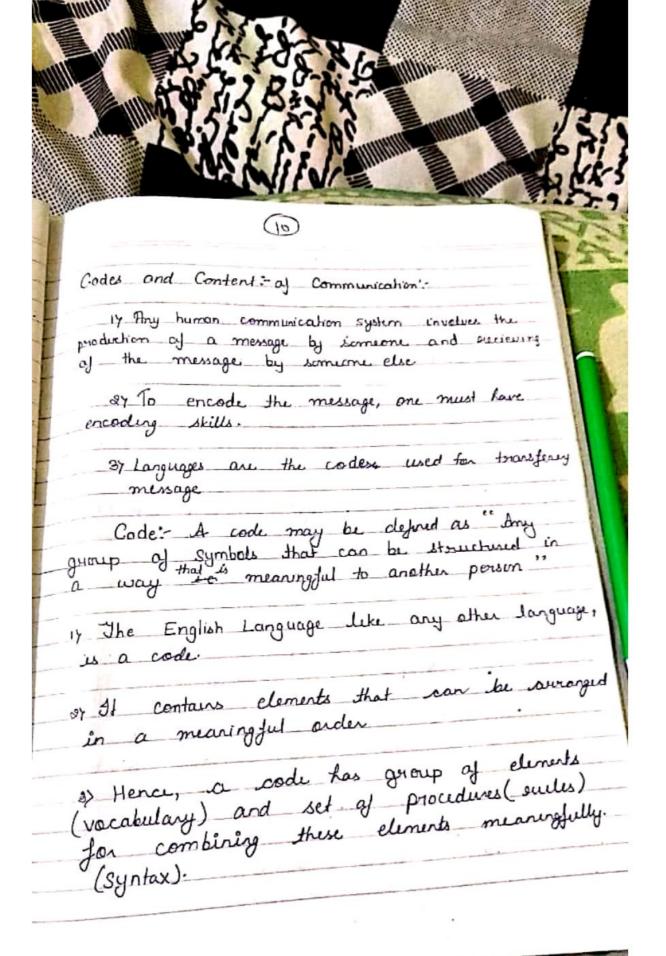
Interest of an employee should not be aligned and effect the conwerker as political discussion at the workplace are considered impropriate.



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Content: (Message): 17The message is that which is selected by the source to express its purpose, it can also be called content.

Structure.

is to be presented, it should have some order or structure.

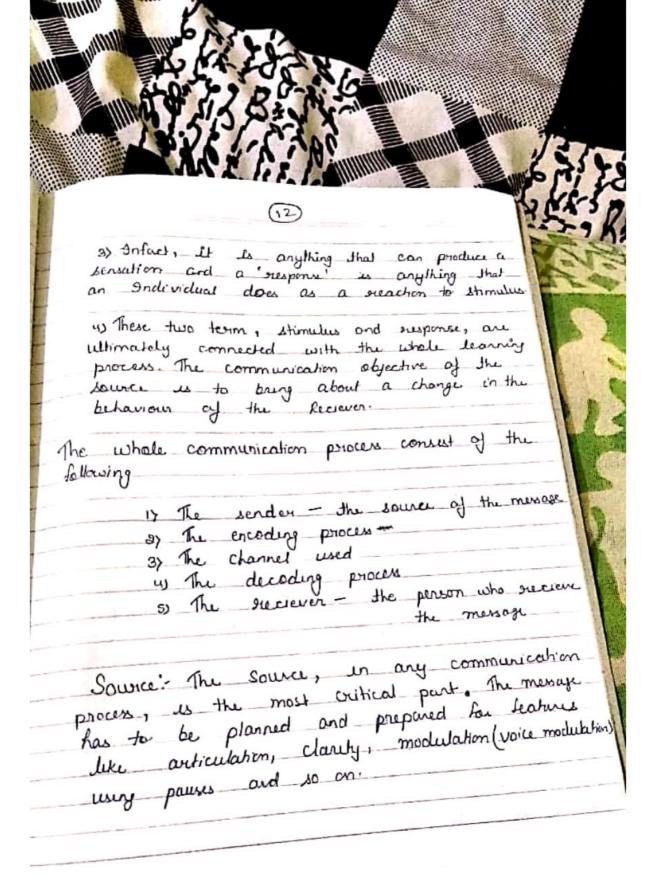
by his characteristic way of stouchuing messages. This is because the individual commune in a way that is distinctives and this distinctive way becomes his habit by constant use.

Stimulus and Response: of Communication Still:

that are frequently used in any discussion on the communication process.

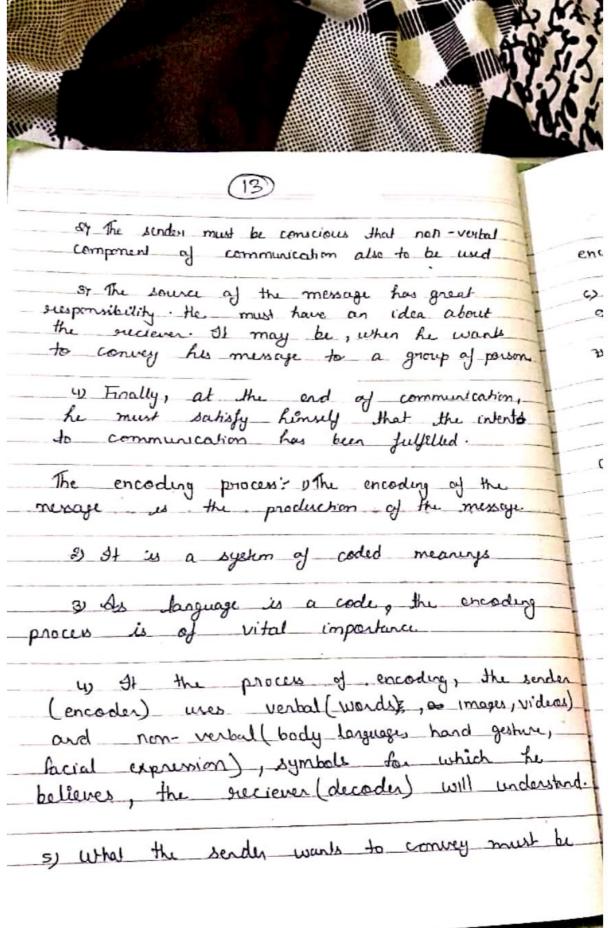
person can resieve through one of his

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encoded consectly.

es He must have good vocabulary and knowledge of knowledge of grammer and syntax.

30 Any flow might distant the message and its

The channel?

17 Messages are conveyed through various channel

channel

at Any written communication like emails or formal letters, may also be called channels.

stephonic conversation, are also communication shannels

The Decoding process:

1) Just as successful encoding is a skill,
to is successful decoding.

the idea by giving meanings to the symbols and by interpreting to whole message

4) Effective communication can be accomplished only when the memay is received, understood and interpret in the intended ways

Sp The Recieves:

be prepared for the menage.

as Visual reaction to a mensage takes on the rales of sender

his visual reaction through non-verbal means also.

Phonemic Chart

	1	monophthongs				diphthongs		Phonemic		
	VOWELS	i: sheep	I ship	ပ good	U: sh <u>oo</u> t	IƏ here	ei wait	Chart voiced unvoiced		
		e bed	ə teacher	3: b <u>ir</u> d	C roop	ປອ t <u>ou</u> rist	IC yod	ა woda		
	1	æ	∧	a:	D on	eə hair	ai my	au cow		
S		p pea	b	t tea	d dog	tj cheese	7nue	k	\vec{a}^o	
CONSONANTS		f	V video	O	ð this	S	Z 200	<u>sh</u> all	3 television	
CON	,	m	n	n sing	h	love	red	Wet	j yes	

season English Club con

Phonemic Chart

1		monoph	nthongs		diphthongs		Phonemic			
VOWELS	i: sheep	I ship	ပ good	U: shoot	IƏ here	EI		Chart voiced unvoiced		
	e bed	O teach <u>er</u>	3: b <u>ir</u> d	:C 100b	ປອ t <u>ou</u> rist	IC yod	əʊ sh <u>ow</u>			
	æ	∧	a:	D on	eə hair	aı my	aບ _{cow}	, , , , ,		
CONSONANTS	р	b	t tea	d	tj cheese	dz June	k gar	90		
	f	V	e think	ð this	S 568	Z 200	Shall	3 television		
8	m	n	ŋ sing	h hat	love	red	W	j yes		

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