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Dimensions of Speech

Phonetics - The study of the sounds of a language is called phonetics & phonetic transcription means turning the sounds into written form. It is a written record of sounds made by a speaker. Phonetic transcription is a device by which the correct pronunciation can be conveyed by the use of certain symbols. A phonetic symbol represents a distinct unit of sound. Phonetic transcriptions are always shown as enclosed within slant bars. For example, English word 'judge' is phonetically transcribed as /dʒʌdʒ/ where ʃ sound is represented by /dʒ/ and ʌ by /ʌ/.

Syllable - A syllable is a unit adopted for the analysis of speech. It can be defined in terms of the pulmonic air-stream mechanism. When we make use of the pulmonic mechanism in speech, the air from the lungs does not come out in a regular and continuous flow. The muscles of the chest contract and relax alternately and thus the air is pushed out in small puffs at the rate of approximately five times per second. Such movement of the muscles, called a chest-pulse, corresponds to a syllable.

Accent/Stress - Stress or word accent is an important feature of English. The word 'stress' means force or pressure. In terms of spoken language, stress means a greater muscular effort and greater pitch.

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② vibration of the vocal cords in producing certain sounds in the words of R.K. Bansal, "In English, a word has more than one syllable, one of the syllables is always stronger & more prominent than the others; it is said to be accented."

Pitch - The rise or fall of the voice convey various emotions.

- (i) High Pitch - When a person is excited or angry
- (ii) Low Pitch - When a person feels less confident and low.

Rhythm - Accent in connected speech is known as rhythm. When words are used to form sentences in English, often it is seen that some words are stressed & 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 nouns, pronouns, adjectives & prepositions known as the content words, are generally stressed whereas the articles, relative pronouns, auxiliary verbs, prepositions and conjunctions known as the structural words, are not stressed.

• Intonation - When somebody speaks then continued variation in pitch can easily be noticed. There are continuous rise and fall in one's speech. The term 'intonation' refers to pitch patterns that are part of the structure of sentences. The type of utterance & the speaker's mood and his attitude determine the intonation pattern he adopts while speaking. The intonation patterns also affect the intonation pattern.

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4) Positive Attitude:-

4.1) It is the most important trait of a professional's personality.

4.2) Attitude can be defined as "The way a person feels, thinks and behave towards a particular issue"

4.3) A person may think positively or negatively but one with a positive attitude is the ultimate winner.

4.4) It also helps in reducing stress and seek other's co-operation.

5) Empathy:-

5.1) It can be defined as a quality of sharing the joy of other

5.2) Davies define it as "Reaction of one individual to the other observed experiences of other."

5.3) It enables a person to sense others emotions and imagine what someone might be thinking or feeling.

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67 Considerateness:-

6.17 It makes a professional compassionate and caring and it also helps him to make his audience feel as a part of their group and contribute positively.

Speech and Personality:-

Introduction:-

17 People learn and teach a language with a main purpose i.e. to communicate with others.

87 for direct interaction, we

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So a speaker concentrate on two points -
'What to say?' and 'How to say?'

Making Formal Speeches:- The spoken words have great power. Effective speeches can change the mood of the audience. In Business world, various formal and Informal face to face communication took place. Hence following points should be keep in notice.

1) The technique of delivering good speeches make you a good speaker.

2) Businessman need to make formal presentation in the form of speeches, presenting reports or conducting meetings, participating in conferences or group discussions.

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Raymond and John also quotes "The speaker is essentially a part of the message. The subject or content plays vital role in making a speech effective but personality of the speaker also plays a significant role."

* A Etiquette in Communication:- (At workplace):-
Communication and etiquette in the workplace is also an important skill for masters.
Clear communication builds engagement, harmony and loyalty among co-workers.

Workplace Etiquette rules for communication:-

1.17 Don't use a speaker phone:- 70% of employees found using a speaker phone in a shared or open office. If its a call, you need to take headset or find a private room to avoid distracting the co-workers.

1.27 Gossiping isn't good team building:-
Talking about salaries, weather, upcoming events, whatever we do or don't relate it with the co-workers.

1.37 Don't use all Caps:- Caps indicate an aggressive tone and lack of digital skills.

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which is not appreciated by co-workers. The only time Caps Lock are acceptable in a workplace is when we write CONGRATULATIONS to celebrate an event, achievement or anything.

1.47 Reply Carefully:- More than 60% of employees follow this poor workplace etiquette. Not to hit reply to all the mails but do reply all to a department wide update to make sure every one knows that you are on the same page.

1.57 Politics are not welcomed:- Political interest of an employee should not be aligned and effect the co-workers as political discussions at the workplace are considered inappropriate.

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1.87 Take calls when you are available:-
It should be clear that taking call while going to the bathroom is a poor workplace etiquette.

1.97 Keep your jokes to yourself:- It's a poor workplace etiquette to send a joke to the entire but somehow it depends on the work culture followed in the organization.

1.107 Use styles appropriately:- Improper use of Bold and Italics writing style in work communication is also unacceptable because Bold or Italic words have a tendency to draw attention of an eye. and if a common word is Bolded can confuse or distract the reader in grabbing its meaning.

1.117 Be concise:- Be respectful of everyone's time by keeping your message brief, direct and specific. So do not devote excessive time on only one agenda.

1.127 Listen:- Listening is perhaps the most underrated communication tool at workplace and in life too. So when someone else is speaking, we are focusing on what we want to say next. Instead of listening what they are

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attempting to tell us. We should use our body language like smiling, nodding and facing the person who is speaking to show our interest. Avoid shaking feet. Focus.

1.137 Focus on the other person:- If you are replying to a text message your action signals that you are interested or not interested. One to one communication requires to show respect and pay attention to the co-workers.

1.147 Timing is everything:- If you are working on a deadline and a co-worker pops into your cabin to talk about some matter that is urgent, do not try for multi tasking or being aggressive with him instead pay enough time to the current working you are busy with.

1.157 Choose the right method:- Sometime face to face discussion is necessary, other times quick text works well. or certain information can be best delivered through an email. So always select an appropriate method for communicating a message at workplace.

Codes

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Codes and Content:- of Communication:-

1) Any human communication system involves the production of a message by someone and receiving of the message by someone else.

2) To encode the message, one must have encoding skills.

3) Languages are the codes used for transferring message.

Code:- A code may be defined as "Any group of symbols that can be structured in a way ^{that is} ~~to~~ meaningful to another person."

1) The English Language like any other language, is a code.

2) It contains elements that can be arranged in a meaningful order.

3) Hence, a code has group of elements (vocabulary) and set of procedures (rules) for combining these elements meaningfully. (Syntax).

Content:- (Message):- 1) The message is that which is selected by the source to express its purpose, it can also be called content.

2) Content, like codes has both elements and structure.

3) When more than one piece of information is to be presented, it should have some order or structure.

4) An individual may sometimes be identified by his characteristic way of structuring messages. This is because the individual communicates in a way that is distinctive, and this distinctive way becomes his habit by constant use.

Stimulus and Response:- of Communication Skill:-

1) Stimulus and response are two terms that are frequently used in any discussion on the communication process.

2) A 'stimulus' is anything that a person can receive through one of his

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3) In fact, it is anything that can produce a sensation and a 'response' is anything that an individual does as a reaction to stimulus.

4) These two terms, stimulus and response, are ultimately connected with the whole learning process. The communication objective of the source is to bring about a change in the behaviour of the receiver.

The whole communication process consists of the following

- 1) The sender - the source of the message
- 2) The encoding process
- 3) The channel used
- 4) The decoding process
- 5) The receiver - the person who receives the message

Source:- The source, in any communication process, is the most critical part. The message has to be planned and prepared for features like articulation, clarity, modulation (voice modulation), using pauses and so on.

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24) The sender must be conscious that non-verbal component of communication also to be used

25) The source of the message has great responsibility. He must have an idea about the receiver. It may be, when he wants to convey his message to a group of persons

26) Finally, at the end of communication, he must satisfy himself that the intent to communication has been fulfilled.

The encoding process: The encoding of the message is the production of the message.

1) It is a system of coded meanings

2) As language is a code, the encoding process is of vital importance

3) At the process of encoding, the sender (encoder) uses verbal (words, images, videos) and non-verbal (body languages, hand gesture, facial expression), symbols for which he believes, the receiver (decoder) will understand.

4) What the sender wants to convey must be

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encoded correctly.

2) He must have good vocabulary and knowledge of knowledge of grammar and syntax.

3) Any flaw might distort the message and its meaning.

The Channel:-

1) Messages are conveyed through various channel.

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

3) Face to Face meetings, video conferencing, telephonic conversation, are also communication channels.

The Decoding process:-

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

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

4) Effective communication can be accomplished only when the message is received, understood and interpreted in the intended way

⇒ The Receiver:-

1) The person receiving the message should be prepared for the message.

2) Visual reaction to a message takes on the roles of sender

3) The receiver of the message may show his visual reaction through non-verbal means also.

Phonemic Chart

		monophthongs				diphthongs		Phonemic Chart voiced unvoiced	
		i: sheep	ɪ ship	ʊ good	u: shoot	ɪə here	eɪ wait		
VOWELS		e bed	ə teacher	ɜ: bird	ɔ: door	ʊə tourist	ɔɪ boy	əʊ show	
		æ cat	ʌ up	ɑ: far	ɒ on	eə hair	aɪ my	aʊ cow	
	CONSONANTS	p pea	b boat	t tea	d dog	tʃ cheese	dʒ June	k car	g go
		f fly	v video	θ think	ð this	s see	z zoo	ʃ shall	ʒ television
		m man	n now	ŋ sing	h hat	l love	r red	w wet	j yes

adapted by EnglishClub.com

From EnglishClub.com: English Phonetics. This chart is based on the phonetic symbols in the International Phonetic Alphabet.

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