



Business English Co-teach Series 2

Module 1



General Guideline

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C^o-Teach Electives

BUSINESS ENGLISH

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Introduction to Grammar

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Global English may mean the end of 'English as a Foreign Language'

Why English?

- English is the International Link Language. English is cited as the ...major language of international business, diplomacy, science and professions. Business correspondence all over the world is predominantly in English.
- Listening, Speaking, Reading & Writing have been identified as some of the basic skills required of workers in the high performance workplace of the 21st century.
- Your role requires you to have fluency in English and the ability to communicate effectively in the language with your stakeholders.

The Need

- The professional profile of a modern qualified engineer should include well-developed communication skills and high English language proficiency to help him achieve success in the modern highly competitive global work arena.
- Industries are also voicing their concerns about the need for better communication and English language skills among students of Engineering.
- Studies show that engineering professionals face several tough challenges in the global job market if their communication skills are not up to mark.
- In this session we are going to provide you with information on the different aspects of effective communication and equip you with skills to be a better communicator.

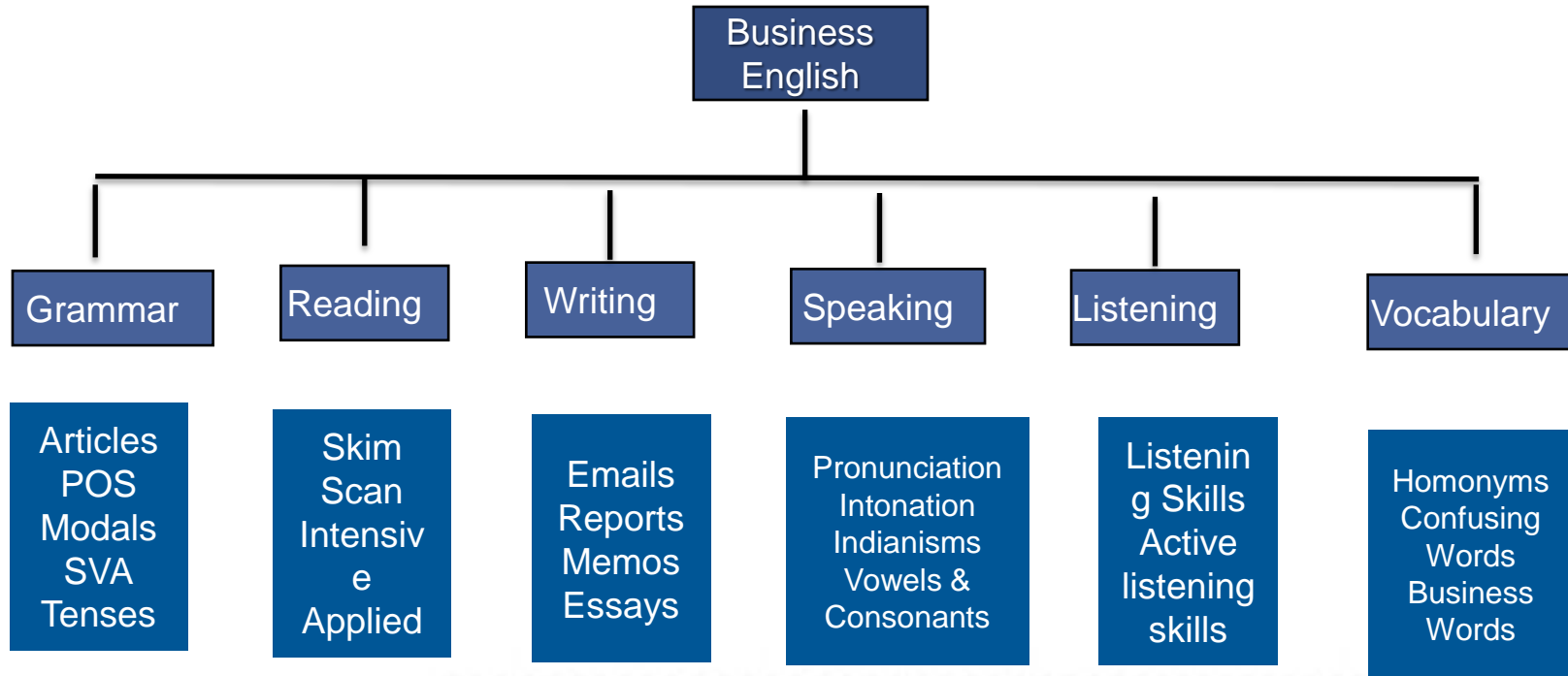
Fundamentals of Business English

- The primary objective of the this course is to **sensitize** you to Business English skills and ways of developing proficiency levels which will **equip** you to be industry ready.
- The course has been so designed that at the end of the training you should be able to have complete grasp of the nuances of communication while listening, speaking, reading and writing.

Elements of Language skills



Coverage of Business English



Business English Vs. General English

- What is the difference between 'Business English' and 'General English'?
- What are some of the things we need to keep in mind when we use English at workplace?

Introduction to English Grammar

Grammar teaches the laws of language, and the right method of using it in speaking and writing. -Patterson

- (1) It makes rules to tell us how to use words.
- (2) It is a record of usage which we ought to follow.
- (3) It is concerned with the *forms* of the language.

Knowledge of grammar

- helps us to clearly convey our message across to the other person minus confusion
- will enable us to fully understand what we are reading, writing or listening to
- will help you to sound educated and professional and create a good impression
- will get the correct meaning of the writer or email sender, that will influence our
- understanding and communication

Parts of a Sentence

The Sentence

- We use a group of words in speaking and writing. A group of words which is arranged in the correct grammatical order to convey complete meaning is called a sentence.

E.g.: People speak English all over the world.

Parts of a sentence

- Words are classified into different groups based on the function (what they do) in a sentence. Based on this classification there are 8 distinct groups which is known as the 8 parts of Speech. They are Nouns, Pronouns, Verbs, adverbs, adjectives, prepositions, conjunctions and interjections. In addition we also speak of another small group named as articles.
- E. g. Wow! The gorgeous girls and boys twirled quickly, as they danced on the stage.

Wow! (Interjection) The (Article) gorgeous (Adjective) girls (Noun) and (Conjunction) boys (Noun) twirled (Verb) quickly (Adverb), as (Conjunction) they (Pronoun) danced (Verb) on (Preposition) the (Article) stage (Noun).

Basic Sentence Structure

- There is an arrangement for the words in a sentence or the words are put in a particular order in a sentence.
- We call this as the word order.
- The word order is unique for each language. In English we follow the word order of the subject followed by the verb which in turn is followed by the object if any.

Basic Sentence Structure

Subject

- The sentence starts with the subject who/which denotes the doer of the action/person or thing which is referred to. The subject can be a noun or a pronoun.

Verb

- A verb denotes an action/state of being/possession. A sentence cannot convey any meaning in the absence of a suitable verb. The form of the verbs also changes according to the time of action which is denoted by the tenses. Because of these reasons a detailed study of the verbs is ideal for the mastery of English.

Basic Sentence Structure

Object

- An object denotes what or whom the verb is acting upon.

Predicate

- The verb along with the object is called as the predicate of the sentence.

E.g. English is the universal problem solving language.

- Subject: English
- Verb: is
- Object: the universal problem solving language.
- Predicate: is the universal problem solving language.

Rewrite the jumbled sentences in the order of subject and predicate:

- disturb, not ,me, do
- exclusive, country, this, is, club, an
- convinces, a, customers, salesman, his, clever, easily,
- sand, the, papers, are, some, on, scattered,
- shore, roaring, the, rushed, waves, to, the,
- Ice-cream, to, little, everyday, eat, the, boy, likes,

Rewrite the jumbled sentences in the order of subject and predicate:

Answers:

- Do not disturb me.
- This is an exclusive country club.
- A clever salesman convinces his customers easily.
- Some papers are scattered on the sand.
- The roaring waves rushed to the shore.
- The little boy likes to eat ice-cream everyday.

Rules for Sentence

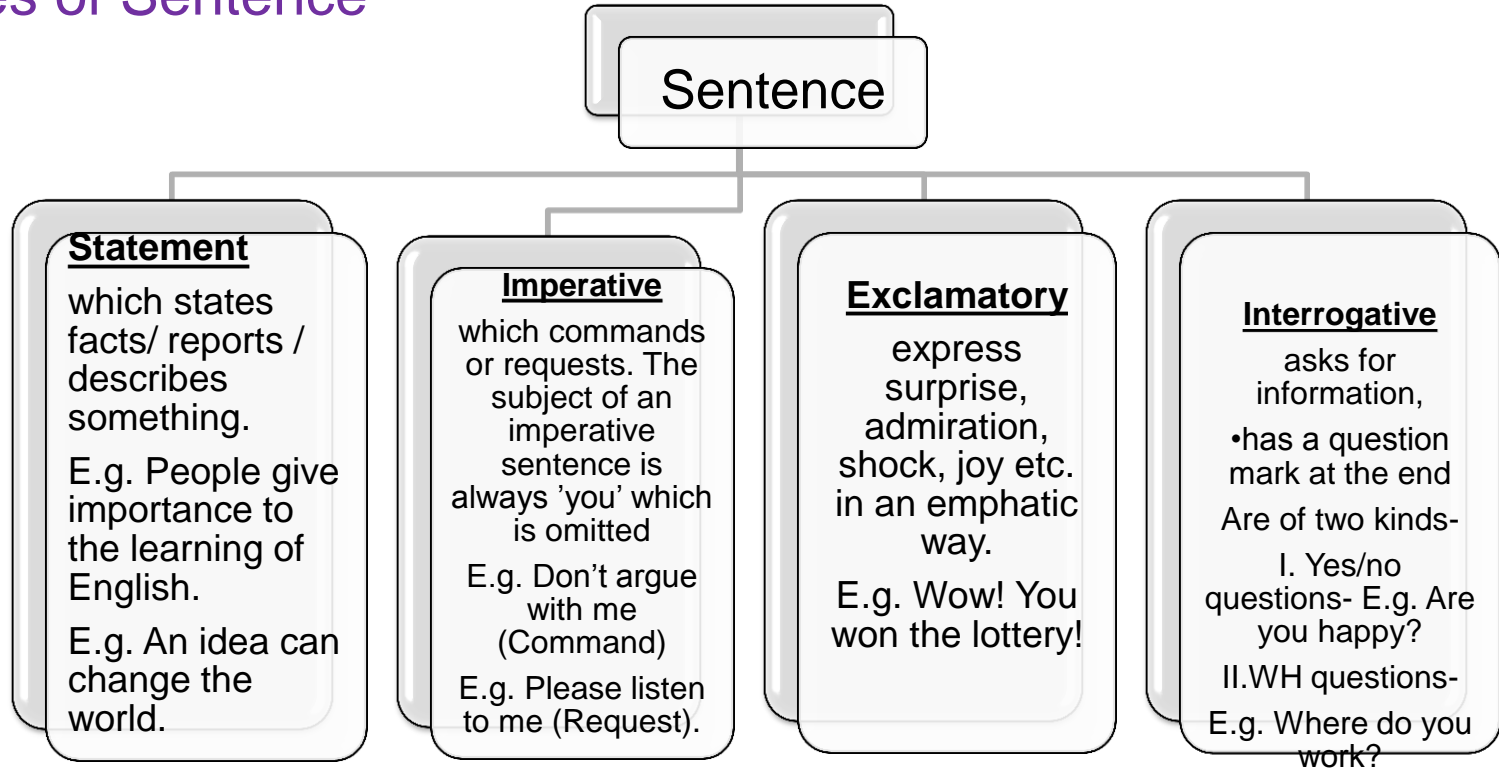
- All sentences begin with a capital letter.
My name is Vindya.
- All sentences end with a period or an exclamation point or a question mark.
. ? !
- A sentence contains at least one clause- at least one subject and at least one predicate.
Arun is coming over.
Since it is a holiday, Geetha has gone home.
- All sentences follow a standard word order- Subject-verb-object
The teacher is talking to the students.
The man called the police.

Identify the complete sentences...

- Roses smell heavenly.
- Because there are so many restaurants and so less
- Some pages on the floor
- The people are standing up.
- A loving mother's soothing touch...
- Running through the field in the cold.
- The pretty girl I met
- Likes to play soccer every day
- Many mystery books
- Kelly is a great girl.

Answer- 1, 4 and 10

Types of Sentence



Sentences are of 4 different kinds, based on what functions they can perform, such as make a statement, ask a question, express a command/a request, or express a strong or sudden feeling.

Identify the type to which the following sentences belong:

- A strong individual can change the world.
- Is the training clear to you?
- Don't touch the screen.
- Well done!
- Let us start learning.
- Alas! He is lost forever.
- Please bring the Pizza to the room.
- That is my camera.

Identify the type to which the following sentences belong:

Answers

- A strong individual can change the world. (Declarative)
- Is the training clear to you? (Interrogative)
- Don't touch the screen. (Imperative)
- Well done!(Exclamatory)
- Let us start learning.(Imperative)
- Alas! He is lost forever. (exclamatory)
- Please bring the Pizza to the room.(Imperative)
- That is my camera. (Declarative)

Suggested Activity

- A topic sentence is given to the group to come up with a story made up of different types of sentences.
- E.g. The weather forecast gives warning about a cyclone in the next 24 hours.



THANK YOU

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