

ENGLISH COMMUNICATION SKILLS

Introduction (Module Guidelines/ Learning Objectives)

Grammar: Articles

Types of writing - Academic Writing

Ground Rules

- Starting and finishing on time
- Respect everyone's opinions
- Be aware of your posture and hydration
- Phones should be on silent
- PLEASE BE INTERACTIVE!
- Random spot checks will be conducted (so stay in your seats!)
- Your summary at the end of each lesson

Online Class Guidelines

1. If you are not speaking, please make sure to keep your microphone muted.
2. There should be limited outside distractions during our Zoom class sessions.
3. Try to be in a quiet environment.
4. No screenshots, pictures or videos are to be taken without permission.
5. Be respectful of others while they are talking.
6. When you have a question or something you'd like to say, you can use the raise hand function located in the Participant panel.

English Communication Skills

**How could you benefit from the
English Communication Skills module?**

Learning Outcomes of the module

On completion of this module, you will be able to:

- Use suitable grammar and vocabulary in an academic setting as well as in the working world
- Demonstrate the ability to write grammatically correct essays, and other forms of writing of academic standard.
- Prepare suitable slides and make a clear, concise presentation, displaying professional presentation techniques and display suitable listening skills where you gather the gist of a talk, lecture or presentation.
- Use various reading techniques like skimming, scanning, summarising to demonstrate the ability to read.

Indicative module content:

- Remedial English / Grammar – not in isolation - and study of suitable academic vocabulary
- Oral Communication: in-class discussions, speeches, presentations, general conversation
- Written Communication: essays, articles, abstracts etc.
- Specialised writing: report writing, descriptive writing, technical and scientific writing.

Indicative module content (Cont'd)

- Group discussions: turn-taking, conducting meetings.
- Presentation techniques – formal and informal presentations (group or individual).
- Reading techniques: skimming, scanning and extensive reading, reading for understanding (comprehension).
- Listening: for important information, for specific information.

Let's review some grammar...

Look at the following sentences:

- 1) My father bought new car.
- 2) I have good laptop
- 3) She gave him birthday present.

What is missing? Yes, the word **a**.

- 1) My father bought **a** new car.
- 2) I have **a** good laptop.
- 3) She gave him **a** birthday present

Articles (a, an, the)

“A/an” and “The” are the two types of English articles.

There are rules to help you decide which one to use, but first, you need to know what type of noun you are using.

Articles

A and an

A or **an** means one person or thing. We use **a** or **an**:

1) before singular nouns: *I've been to **a concert**. We had **a great day** and we saw **an elephant**.*

2) before the name of a job:

*My sister wants to be **an engineer**.*

A or an?

Use **a** before consonant sounds: **a chair**, **a horse**, **a laptop**

This includes letters **u** or **eu** when they are pronounced **y** (/j/): **a university**, **a euro**

Use **an** before vowel sounds. These words usually start with **a, e, i, o, u**: **an architect**, **an idea**, **an umbrella**

Also use **an** with words that start with the letter **h** when the **h** is not pronounced: **an hour**, **an honour**

The

We use **the**:

1) before singular nouns that we have already mentioned with **a/an**:

*We saw **an elephant**. **The elephant** was standing under some trees.*

2) before singular, plural or uncountable nouns when we say exactly which person or thing we mean:

***The people who live next door** are really nice.*

*Where's **the brown sugar**?*

Note that we don't use **the** before plural and uncountable nouns when we are talking about things in general:

***Children** need plenty of exercise and fresh air. (children in general)*

***Sugar** isn't good for you. (sugar in general)*

3) We also use **the** before singular, plural or uncountable nouns when it is clear which person or thing we mean:

*I'm going to **the supermarket**.* (the one we always go to)

***The children** are upstairs.* (our children)

*Could you shut **the door**?* (the door of this room)

4) We use **the** before nouns when there is only one:

***The sun** is shining and there aren't any clouds in **the sky**.*

5) We use **the** with superlatives:

*You're **the best dad** ever!*

6) We use **the** in many expressions with 'of'

*In **the** middle of the night*

***The** Kingdom of Saudi Arabia*

*At **the** end of my holiday*

Articles (a, an, the)

Let's look at handout 1.

There will be a few more practice activities in the tutorial.

Useful links:

https://owl.purdue.edu/owl/general_writing/grammar/using_articles.html

<https://learnenglish.britishcouncil.org/grammar/beginner-to-pre-intermediate/articles-1>

<https://www.youtube.com/watch?v=sZDPFYFH41Q> Don't forget to watch this video later.

Break Time!



The Writing Process



<https://youtu.be/kbPOP8Wxtcg>

Academic Writing (Cont'd)

- **WHAT IS ACADEMIC WRITING?**

- **Broad definition:**

- any writing done to fulfill a requirement of a college or university.
- publications read by academics and researchers or presented at conferences.
- any writing given in an academic setting.

Academic Writing (Cont'd)

What documents will have academic writing?

- Conference papers
- Research papers or articles
- Books and book reports
- Translations
- Academic journals
- Abstracts / Executive Summary
- Explications (an explanation, interpretation)
- Essays
- Dissertations & Theses

Academic Writing (Cont'd)

What are the characteristics of academic writing?

- **Planning:** Analytical and organized.
- **Outline:** A must. Will help formulate thoughts, make you aware of certain relationships between topics. Will help you to determine the appropriate information to be included in your paper.
- **Tone:** Formal. DO NOT USE slang words, jargon, short forms, (abbreviations) or clichés.

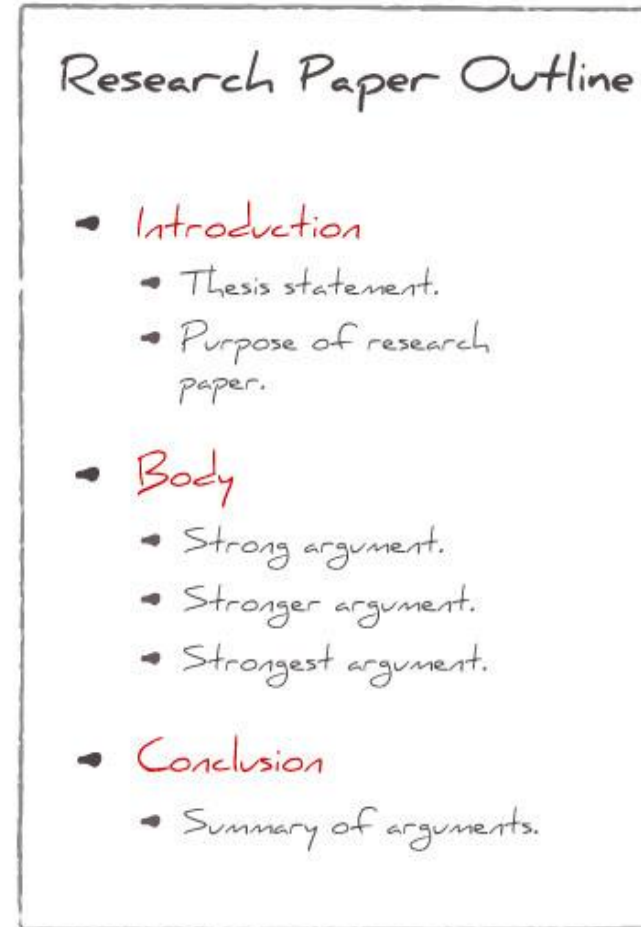
Academic Writing (Cont'd)

- **Language:** Clear (clarity) and (accurate) accuracy.
- **Point-of-view:** 3rd person. focus is to educate on facts.
e.g., We gathered our data from the general public.
The data was gathered from the general public.
- **Approach:** Deductive reasoning as readers need to follow how you arrived at your conclusion and an Analytical approach.

IMPORTANT: Check with your institution the preferred format and style

Academic Writing (Cont'd)

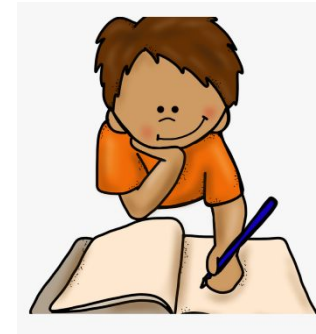
Example of an outline:



TYPES OF WRITING

Warm up: List or recall the various types of writing you have used, or you have heard of.

Today's focus: **ACADEMIC WRITING**
Handout 1 – Activity 1 to be done.
Activity 2 will be done at the tutorial.



Let's avoid these errors ...



<https://youtu.be/mZQgd2sPxpK>

Thank you!

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