



IIT Madras

BSc Degree

Copyright and terms of use

IIT Madras is the sole owner of the content available in this portal - onlinedegree.iitm.ac.in and the content is copyrighted to IIT Madras.

- Learners may download copyrighted material for their use for the purpose of the online program only.
- Except as otherwise expressly permitted under copyright law, no use other than for the purpose of the online program is permitted.
- No copying, redistribution, retransmission, publication or exploitation, commercial or otherwise of material will be permitted without the express permission of IIT Madras.
- Learner acknowledges that he/she does not acquire any ownership rights by downloading copyrighted material.
- Learners may not modify, publish, transmit, participate in the transfer or sale, create derivative works, or in any way exploit, any of the content, in whole or in part.

English – II (Advanced English)
Professor Dr. Shreesh Chaudhary
Department of Humanities and Social Sciences
Indian Institute of Technology, Madras
Group Discussion – II
Inviting, Introduction and Questioning

Hello, and welcome to yet another session of the speaking module as part of this course in English. We began talking about language in group. In this session today, we continue doing so, but from another perspective, another very formal situation, we not all of us, but many of us come across where we have to invite speakers, we have to introduce speakers or sometimes as speakers, we have to invite questions.

At the end of or during the course of our own talks, how do we do that? What are the kinds of things we, we remember, we ought to remember we should remember, and we should be sensitive to, after all, within those same two or three or five minutes or ten minutes, some speakers strike a chord of bond, a chord of sympathy, a chord of understanding among their listeners, among their audience, and some others, no matter how learned, these speakers may be, they leave their audience bored, disinterested, or uninterested, hostile, and all that.

What is the difference? How does it go? How does it happen? And if you ask yourself these questions, you will notice that these things have little to do with learning, have a little to do with knowledge; after all, without knowledge without learning, you can say nothing. But there are other aspects to it, which are perhaps as important as learning as knowledge. And these aspects are the aspects of attitude. Are you humble? Or are you very proud, very arrogant? Are you the one who treat yourself with a healthy amount of contempt?

Or are you the one who has fallen? Are you the one who has fallen in love with yourself? There always are some people who think they are the best; maybe they are, but how do we know others are not as good? How do we know we do not have something to learn also from others. Now, does that mean we should never be self-confident? Does that mean we should never be proud of our achievements?

We can be there is no harm doing that, with some amount of humility, with some degree of politeness, we can always say, what we have learned, what we have tried to learn, what we have tried to achieve, but equally important is also to remember, what were those occasions when we did not do so well, when we did not succeed as much, and as easily as perhaps the people believe, a good few of oneself is a critical view, where we are aware, not only of everything good, we are aware, not only of everything bad, but of both in all our achievements, as well as all our failures, all the pluses that God has given us and all the minuses, he also allowed to get into us.

If we are aware of both of these things, then we will get along very well in any situation, in any crowd, because we will find more people like us. So, in the session today, we are going to talk about how to introduce the speakers one selves, when will, yourself or others, how to invite others to speak. And when you invite before you invite, you tell the audience who they are, these may be members of your own groups, imagine you have five friends, one of them never writes English correctly.

And there is another friend who always writes English very correctly. But it is so happens that the friend who does not write English correctly is a great group maker. That person has the capacity to take a lot of people along. And on the other hand, the person who writes very good English is not as gifted in the other department, but he is great at writing, you will give him ten minutes and ask him to produce a manifesto of a political party or, or produce material for a brochure singlehanded he does it.

So, when we introduce these friends in a group, imagine we meet someone important. Imagine you lead a delegation of other students, other teachers, other workers, and go to meet some celebrities, some VIP and you tell them who you are. And you also introduce your friends, then you say this is x, it still makes mistakes in grammar, but wonderful, in bonding people. And on the other end, I have here this other friend who corrects everyone's grammar, but who always have to be reminded that, come on it is time for the bus; otherwise, you will miss the bus.

So, with a little bit of humour, with a little bit of wit, with a little bit of humility used, you bring in, and you bring up the pluses and the minuses of all of everyone in your group and you introduce them or when you invite a distinguished guest. How do you introduce them? One very

simple thing is to take their, own bio note, their own curriculum vitae and read it aloud. There could be no more boring way of doing this thing have their curriculum vitae, read it, get it, do some work on it, and find some of those things that are unique to this speaker.

Curriculum vitae would tell you when he passed matriculation when he passed school college, MA PhD, when he got which prize the audience know about this speaker, that is why they have come to listen to him otherwise they would not. But there is still are things, take a popular film star, you introduce him, and you say, oh he acted in this film, that film this film made so much money that film made so much, this is public knowledge.

But do people know how many sleepless nights he had? Remembering his words, his dialogues? And still behaving going natural acting, if he was supposed to? Like an old man, like a beggar, like mentally retarded, a derelict, a woman, a man and remembering all the words will delivering them how you did that? Did he make notes was a given prompt? So, each person is gifted in some unique way while introducing them of course, have some of those facts which are there in the public domain, this person is called x y and z.

He works here and there, but he or she works here and there. But there is something that makes this speaker very different from anyone else in the world. What is that? If I had to introduce a celebrity, I would do that. I will not only focus on that particular aspect; oh, this person has been the governor of this state. And before here, he came to this state. He was Chief Secretary; he was MP, he was MLA, whatever you say.

But I would also say once travelling from Delhi to Bombay. He came across a group of young ladies who were travelling in an emergency, and they did not have a birth; they had no place to sit down the conductor allowed them on the train. So, those ladies requested this speaker, this person and this person said fine, wonderful, you can sit upon this birth, and I will lie down, and he took his newspapers, spread them on the floor, and he slept well until he reached Bombay.

A great person is great only when he creates opportunities for others; this is effect just imagine, which is not there in the public domain. And this will make for a wonderful introduction of that speaker, everyone will remember, and you are not exaggerating, either, you are not telling something which is false. I have also heard introductions where people say, Oh, this speaker, Mr Gandhi is greater than God, are you making a fool of Gandhi? Are you making fun of him?

That is not the best way. The best way is to say, Gandhi was also an engineer; look at the way he designed the charkha, it took him two and a half years to do that. And you are not only in the public space, and Gandhi was in Tolstoy ashram, Tolstoy farm in South Africa, he did not have a shower, and he was used to taking a shower now and then. So, he bought a garden bucket with a rope, he pulled it up, hung it up to the ceiling, and whenever he and his sons wanted a shower, he would go and pull the rope, and that bucket would spray showers of water upon Gandhi and his sons.

This is a fact about the life of Mahatma Gandhi, which is well, which is also well known, but not so well known. So, best introductions come, best introductions come, when we find out when we spend a little time finding out about the subject we are going to introduce or the person we are about to introduce, we do a good job this maybe with, similarly, when you invite questions, a little bit of humor, a little bit of remembering, a little bit of wit, and but more than anything else, remembering and finding out can help you make a great introduction, a great presentation. In this session, we are going to talk about in some detail about how to do these things next.

(Refer Slide Time: 13:02)

PRESENTING ON BEHALF OF GROUP



- Introducing your group
- Language of introduction
- Complimentary but not exaggerated
- Focusing on individual achievements and group membership- One is a good painter but not good at remembering names, etc.
- The job done by the group.
- Materials, methods used by the group.



Say, for instance, where you introduce members of your group, I said, what is the language of introduction? You can simply say this is x and y. And you can say, on my left on my right before

me, you, we are six of us. I am introducing my friends because they thought they were very busy. Only I have some free time. So, I am introducing them be self-effacing. You do not have to say I am the captain of the team, it is obvious it is understood, but it has been said build in the form.

And then talk about the strength of each person, this person may not know everything, but there will hardly be a question which he will not do his utmost to answer. Find something good about everybody. But do not exaggerate. Do not say he knows every word in the dictionary. Even if he does, please do not say that. Because that is not necessary, what is necessary is how he learned all the words in that dictionary, what did he do, which others have not?


So, be complimentary, but not hyperbolic, not exaggerating. Focus on individual achievements and group members. And say how each person complements the group or talk about the job before you introduce members introduce the group, we are all amateurs, or we make a great course. Every Saturday, we meet in the temple. And, here is my friend on the left. Murganandham He is wonderful with Ghatam.

And here is another person, he can make even Gods cry with his Veena, go like that. If he is really that good, if he is not, do not criticize him, but say, well, he is still making brave attempts to make Gods cry when he plays veena. So, with some sense of humour, some wit, you can introduce everyone, how you, what are the priorities of the group, what the group is weak in and what the group is strong in all of these things can come within limited time in a sentence or two.

If you have done the right degree of homework, or try to find out where you are good, where you are not so good, and why you are good, where you are good, and why you are not so good, where you are not so good, go on.

(Refer Slide Time: 16:03)

VIDEO CLIP




Video link: <https://www.youtube.com/watch?v=0tiHZI3O3IM>

Please watch the section 00.00-3.15

Source: JJ (Youtube)

Video description: The video showcases how a presenter introduces Bill Gates in Arabia.

We are using nearly 3.15 minutes of this video for academic purposes.



Just to give you a break, from the monotony of listening to one person, all the time, watch this video and see how some memorable introductions are made. So, here is an introduction to Bill Gates, easily the best-known contemporary in the world today. Bill Gates being introduced by a young lady, a young executive, a young manager, in perhaps in the city of Kuwait play check. But the point here is she said all that is relevant. And she said that differently. A great man is a great man, not only because he has done great work only for his company, but the great work for his company has also created opportunities for many others who are not even remotely connected with that company.

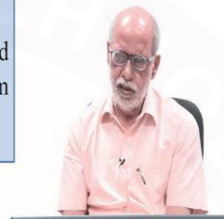
And all of this is possible easily for any one of us to do, provided, number one we set our minds to and number two, we give enough time, enough work to speak in this manner of finding out maybe making one or two drafts, maybe making one or two rehearsals before we speak so that we gather enough courage and enough confidence and make a very powerful, brief, effective introduction, next.

(Refer Slide Time: 17:50)

WELCOME YOUR AUDIENCE & INTRODUCTION



- Welcome to [name of company or event]. My name is [name] and I am the [job title or background information].
- Thank you for coming today. I'm [name] and I look forward to talking with you today about [your topic].
- Good morning/afternoon ladies and gentlemen. I'd like to quickly introduce myself. I am [name] from [company or position]. (formal)

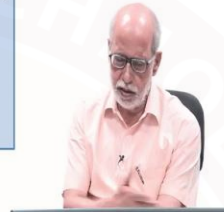


Ordinarily, this is how you go; this is the language of introduction or welcoming your audience. Welcome to the event or the person introducing himself. I am Sheerish Chaudhary, and I am currently teaching English here, etc., etc. Or thanks for coming; this is how it goes. But you can, you can deviate, you can strike some new patterns, but remember, those new patterns should not become so new that your audience feels baffled.

It is something which is creative is not entirely unrelated to whatever has gone before; it just changes a parameter or two, slightly different; that is about all, pardon me, that is about all, not much more.

(Refer Slide Time: 18:46)

- On behalf of [name of company], I'd like to welcome you today. For those of you who don't already know me, my name is [name] and I am [job title or background]. (formal)
- Hi everyone. I'm [name and background]. I'm glad to be here with you today. Now let's get started. (informal)
- So you know we are talking about discussion and the topic is....
- Who wants to go first?



So, you can go in this manner, look at the language of introductions, all of these, go on.

(Refer Slide Time: 18:55)

- Inviting speakers
- Introducing speakers
- Inviting questions
- Answering questions at a formal meeting
- Group language



These are common situations in any, any managers, any scientists, any group managers, work-life, inviting speakers, introducing speakers, inviting questions after you finished, answering questions at a formal meeting.

How do you do that? Somebody asks you a very provocative question, as you said, as we saw while preparing for interviews, and you do not say that is a stupid question, you take it in your stride, and without being rude, you tell the person that this question could not be answered and why this question could not be answered. So, there is a language appropriate for a group, go on.

(Refer Slide Time: 19:51)

ACTIVITY



Look at the following links and make a list of things that you like and another list of things that you do not like so much in these introductions.

Video link: https://www.youtube.com/watch?v=1Tt0ITM_RM

Please watch the section 00.00-1.52

Source: iconic

Video description: A speech delivered by George Bernard Shaw in honor of Albert Einstein.

We are using 1.52 minutes of this video for academic purposes.



Thanks to the internet, you can come across a variety of, indeed, a variety of speakers and introductions to speakers, introductions to subjects. The least you can do to help yourself is to look at some whenever you have free time; you may not listen to the entire speech, but at least a few opening moments, a few opening minutes, and if you look at them critically, you will find that all great speeches all great occasions of public speaking have some of these common features.

Number one, they have done some finding out, they have done some research and they know what they are going to say such that is not already very well known to people and, that will gather, that will be heard with interest and attention. Then, you must have rather simply easy language, small sentences, everyday words so that words themselves do not become a challenge.

And, slow delivery, easy delivery, when you are not excited or tense yourself will help you make great introductions, great conclusions, and invite questions on presentations that might have been

made by you yourself or by invited guests where you are doing the comparing or where you are presiding. Thank you and good luck.

