Articulation Process

Definition:

The articulation process is the modification of sound waves produced by the airstream, phonation, and oral-nasal processes.

Place of articulation

The active articulator usually moves in order to make the constriction. The passive articulator usually just sits there and gets approached.

A sound's place of articulation is usually named by using the Latin ajective for the active articulator (ending with an "o") followed by the Latin adjective for the passive articulator. For example, a sound where the tongue tip (the "apex") approaches or touches the upper teeth is called an "apico-dental". Most of the common combinations of active and passive articulator have abbreviated names (usually leaving out the active half).

These are the abbreviated names for the places of articulation used in English:

bilabial

The articulators are the two lips. (We could say that the lower lip is the active articulator and the upper lip the passive articulator, though the upper lip usually moves too, at least a little.) English bilabial sounds include [p], [b], and [m].

labio-dental

The lower lip is the active articulator and the upper teeth

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are the passive articulator.
English labio-dental sounds
include [f] and [v].

dental

Dental sounds involve the
upper teeth as the passive
articulator. The active
articulator may be either the tongue tip or
(usually) the tongue blade -- diacritic
symbols can be used if it matters which.
Extreme lamino-dental sounds are often
called **interdental**. English interdental
sounds include [ ] and [ ].

alveolar

Alveolar sounds involve the
alveolar ridge as the passive
articulator. The active
articulator may be either the tongue blade
or (usually) the tongue tip -- diacritic
symbols can be used if it matters which.
English alveolar sounds include [t], [d], [n],
[s], [z], [l].

postalveolar

Postalveolar sounds involve the
area just behind the alveolar
ridge as the passive articulator.
The active articulator may be either the
tongue tip or (usually) the tongue blade --
diacritic symbols can be used if it matters
which. English postalveolars include [ ]
and [ ].

Linguists have traditionally used very
inconsistent terminology in referring to
the postalveolar POA. Some of the terms
you may encounter for it include: palato-

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alveolar, alveo-palatal, alveolo-palatal, and even (especially among English-speakers) palatal. Many insist that palato-alveolar and alveo(lo)-palatal are two different things -- though they don't agree which is which. "Postalveolar", the official term used by the International Phonetic Association, is unambiguous, not to mention easier to spell.

retroflex

In retroflex sounds, the tongue tip is curled up and back. Retroflexes can be classed as apico-postalveolar, though not all apico-postalveolars need to be curled backward enough to count as retroflex.

The closest sound to a retroflex that English has is [ ]. For most North Americans, the tongue tip *is* curled back in [ ], though not as much as it is in languages that have true retroflexes. Many other North Americans use what is called a "bunched r" -- instead of curling their tongues back, they bunch the front up and push it forward to form an approximant behind the alveolar ridge.

palatal

The active articulator is the tongue body and the passive articulator is the hard palate. The English glide [j] is a palatal.

velar

The active articulator is the tongue body and the passive articulator is the soft palate.

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tongue body and the passive articulator is the hard palate. The English glide [j] is a palatal.

velar

The active articulator is the tongue body and the passive articulator is the soft palate. English velars include [k], [g], and [ ].
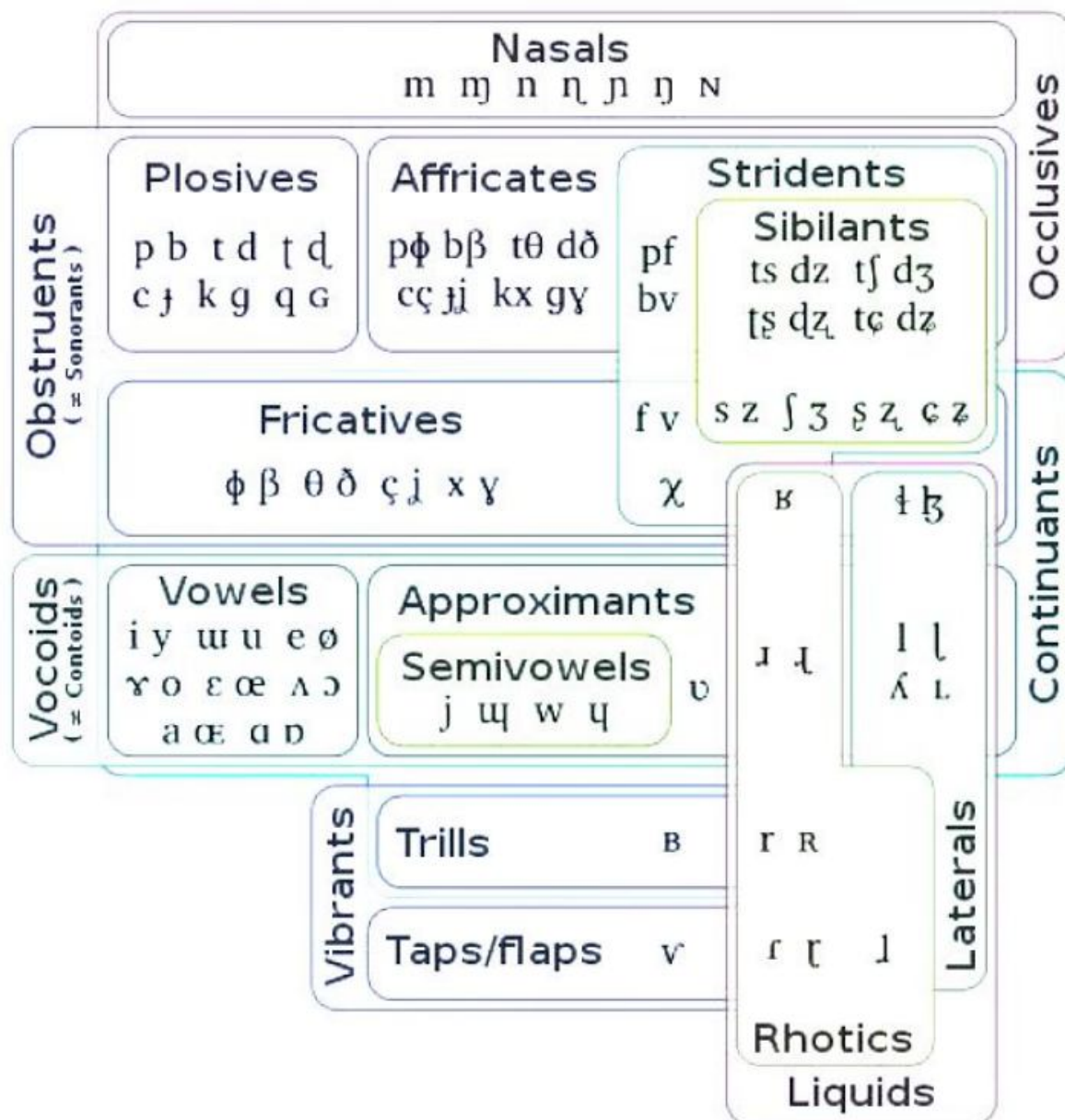
glottal

This isn't strictly a place of articulation, but they had to put it in the chart somewhere. Glottal sounds are made in the larynx. For the glottal stop, the vocal cords close momentarily and cut off all airflow through the vocal tract. English uses the glottal stop in the interjection *uh-uh* [784] (meaning 'no'). In [h], the vocal cords are open, but close enough together that air passing between them creates friction noise.

Note:

[w] is often called a "labio-velar". This doesn't follow the POA naming convention -- it does not mean that the active articulator is the lower lip and you try to touch your soft palate with it! A [w] is made up of two different approximants: a bilabial approximant and a (dorso-)velar approximant pronounced simultaneously.

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Nasals

m ɱ n ɳ ɲ ŋ ɴ

Obstruents (≠ Sonorants)

Plosives

p b t d ʈ ɖ
c ɟ k g q ɢ

Affricates

pɸ bβ tθ dð
cç ɟʝ kx gɣ

Stridents

pf
bv

Sibilants

ts dz tʃ dʒ
tʂ dʐ tɕ dʑ

f v   s z ʃ ʒ ʂ ʐ ɕ ʑ

Fricatives

ɸ β θ ð çʝ x ɣ   χ

ʁ   ɬ ɮ

Occlusives

Continuants

Vocoids (≠ Contoids)

Vowels

i y ɯ u ə ø
ɤ o ɛ œ ɜ ɔ
a ɶ ɑ ɒ

Approximants

Semivowels

j ɰ w ɥ   ʋ   ɻ ɭ   l ɭ
                                ʎ ʟ

Vibrants

Trills   ʙ   r ʀ

Taps/flaps   ѵ   ɾ ɽ   ɺ

Rhotics

Liquids

Laterals

In articulatory phonetics, the **manner of articulation** is the configuration and interaction of the articulators (speech organs such as the tongue, lips, and palate) when making a speech sound. One parameter of manner is *stricture*, that is, how closely the speech organs approach one another. Others include those involved in the r-like sounds (taps and trills), and the sibilancy of fricatives.
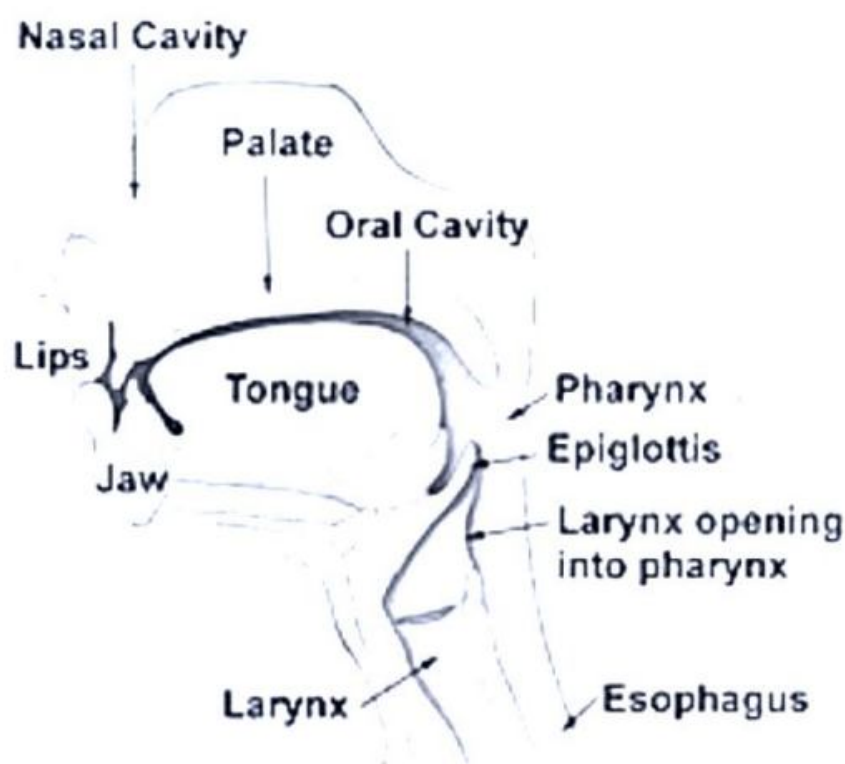
Human vocal tract

Grammar and vocabulary are the crucial part to improve the fluency and accuracy in your English, there are points that English should be free from all the grammatical errors, these points include the selection of appropriate words according to the contexts.

Reading

Reading skill refers to the ability to understand written text. It is advisable to develop this skill at early age of schooling. When students comprehend or understand written text, and combine their understanding with prior knowledge, they are able to perform the following three reading-comprehension skills.

1. Read the varieties of materials. Do not limit yourself to the textbooks.
2. Circle unknown or unfamiliar words as you read.
3. After reading, recall as much of the information as possible. Jot down points if you like.
4. To enhance understanding of the content in a text
5. To improve attention and concentration while reading

Skimming and Scanning

Skimming and scanning are reading techniques that use rapid eye movement and keywords to move quickly through text for slightly different purposes. Skimming is reading rapidly in order to get a general overview of the material. Scanning is reading rapidly in order to find facts. You should understand that

- For which audience the text was written (general public, professionals, laymen ...)
- What type of text it is (report, informal letter, formal letter, article, advertisement ...)
- What are the purpose of author (to describe, to inform, to explain, to instruct, to persuade) and the general contents of the text?

Churning & Assimilation

Churning and assimilation are the integral part of reading. While skimming and scanning are the quick processes, and the churning and assimilation are slower. The words 'churning and assimilation' are related to the processes of stirring up in our mind the ideas, context, structure, etc., and grasping the contents of the reading text respectively.

Writing skill

Practice your English writing skills at your level. Writing different types of texts, like emails, text messages, essays and letters, is a very important skill for many learners of English, especially those who are learning English for their work or studies.

Choose your level, from beginner to advanced, and start learning today by reading model texts and doing the exercises. Whether you need to improve your English writing skills for work, for studying or to be able to communicate effectively.

Methods

There are some simple steps that we can take to improve our written English and impress people with our writing skills

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- Expand our vocabulary. To express ourselves clearly, we need a good active vocabulary.
- Master English spelling.
- Read regularly.
- Improve your grammar.

The paragraph can be written in any one order the difference lies in the way the information is presented, and where the main idea is placed. The specific technique used depends on the style of writing, the kind of document being written, the purpose, and the audience.

Inductive: The inductive method of developing a paragraph proposes a sequence in which the sentences move from specific to general ideas. In other words, the individual supporting ideas appear one by one and in the end they ultimately lead to the general statement containing the core idea.

Deductive: Deductive method is just the reverse of inductive method. For example a guided thesis, book or magazine etc. It means that the teacher presents the rule, gives a model then the learners do free practice and answer exercises.

Exposition: Exposition in a written work is the passages, which explain where events take place, what happened before the story begins, and the background of the characters. Exposition also plays an important role in film. When preparing a script, screenwriters often write detailed biographies for each of their main characters. These back-stories may never appear in the film directly.

Linear: Paragraphs developed in a linear or sequential fashion present the logical progression of a process or an idea. The steps involved in manufacturing a product may be depicted using a paragraph of this kind. Each sentence logically leads to the other and all the sentences in the paragraph are interlined.

Interrupted: The punctuation marks ',', '( )', '_', '!' (comma, parentheses, em dash, exclamation mark) serve as interrupters and add emphasis to the sentences. The interrupt the flow of sentences by breaking chunks of ideas. Remember, interrupters can be words, phrases, or punctuation marks.

Spatial pattern: This method is used in developing the paragraph writing to emphasize the visual description of a particular idea by providing details related topic. This description does not need to follow the time pattern but it can represent the spatial movement, namely inside to outside, front to back, left to right bottom to top of the process.

Chronological pattern: This technique is used to organize the ideas in a paragraph chronologically and tells the importance to the date and time while writing/ organizing the paragraph or story. A writer can arrange the sentences starting from the earliest event to the most recent event, or vice versa, and accordingly. This order of arranging the sentences is called chronological pattern.

Technical communication: It is a means to document or convey scientific, engineering, or other technical information. Individuals in a variety of contexts and with varied professional credentials engage

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in technical communication. Some individuals are designated as technical communicators. These individuals use a set of methods to research and document technical processes or products. Technical communicators may put the information they capture into paper documents, web pages and digitally stored text, audio, video, and other media.

There are basic elements of technical communication to make it effective:

Accuracy: it is the characteristic feature of technical communication, which includes accuracy of information as well as the accuracy of expression. One must assure oneself of the accuracy of information before communicating. Accuracy of expression demands that there should be no error of grammar, spelling, punctuation or usage.

Brevity

Be brief, be clear!

The person reading it gets your point, and though your words are few, he or she understands what you are trying to say and does not get distracted or lose interest half way through.

The author should be as brief as possible and give maximum information in the minimum number of words as possible. Lengthy documents or speeches and presentations with unnecessary details bore readers and listeners.

Simplicity: Common practice in the world dictates that the more complex your prose, the smarter you are. However, this is never the case and is usually counterproductive. Large words strung together by complex principles can isolate your audience and reflect poorly on yourself. As technical writers, our job is to break concepts down to allow readers to understand them. Our writing relies on simplicity of topic and delivery. No matter the topic, simplicity is always better than complexity. Remember, if no one can understand you, your prose means nothing.

Utility: As per the dictionary meaning utility mean 'the quality of being of practice use', it is an application that is very specialized and relatively limited in capability. A good example is a search-and-replace utility

Clarity: Clarity in communication is the quality of being unambiguous and easily understood. Clarity is achieved when the communicator has communicated his or her meaning to the reader or listener. In technical communication, clarity contributes to communicative effectiveness. You will not be able to achieve your communicative objective if you are not clear.

Objectivity in technical communication: It is an important characteristic and a systematic discussion, analysis, and interpretation of facts rather than expression of sentiments and emotions, the speaker or writer does not concerned with subjective comments and personal feelings. The concentration is an on objective and impersonal presentation of facts.

Characteristics of objectivity

Impersonal Language: The use of impersonal language in technical communication involves the use of impersonal passive and the exclusion of personal elements and personal pronouns. The impersonal passive is the most important linguistic device used to make technical communication impersonal objective, and informal. Impersonal passive may be used to describe scientific experiments, rules, procedures and processes.

Listening

"Listening is the process of creating meaning in the speaker"-**Michael Rost**

Listening is receiving language through the ears. Listening involves identifying the sounds of speech and processing them into words and sentences. When we listen, we use our ears to receive individual sounds (letters, stress, rhythm and pauses) and we use our brain to convert these into messages that mean something to us.

Active Listening

Active listening is a particular communication technique that requires the listener to provide feedback on what he or she hears to the speaker, by way of restating or paraphrasing what they have heard in their own words. The goal of this repetition is to confirm what the listener has heard and to confirm the understanding of both parties. The ability to actively listen demonstrates sincerity, and that nothing is being assumed or taken for granted. Active listening is most often used to improve personal relationships, reduce misunderstanding and conflicts, strengthen cooperation, and foster understanding.

Passive listening

Passive Listening is listening without reacting. Allowing someone to speak, without interrupting. Not doing anything else at the same time.

Thinking Strategies:

Thinking strategies are very important to us as ideas can be generated by thinking. The mind is never idle and it continuously works with innumerable thoughts, which may be related to anyone or anything. It is difficult to keep the mind blanks with useful or useless thoughts, think positive and logical.

Positive thinking

It is a mental attitude in which you expect good and favorable results. In other words, positive thinking is the process of creating thoughts that create and transform energy into reality. A positive mind waits for happiness, health and a successful conclusion in any situation.

Logical thinking: logical thinking is the process where you work rationally consistently to arrive at the conclusion. In the process you look for a structure for connection between facts and series for reassuring the sensibilities. It is one of the important skills to prove your point. Logical thinking will guide you in smoothly transforming your way of thought and assist you in molding your mind to thinking logically.

You really be able to break down complicated problems accurately with the aid of this excellent subconscious.

Speaking

Speaking is an art of making vocal sounds. We can say that speaking means to converse, or expressing one's thoughts and feelings in spoken language. To speak often implies conveying information. It may be from an informal remark to a scholarly presentation to a formal address. It is a productive skill in the oral mode. It like the other skills is more complicated than it seems at first and involves more than just pronouncing words.

- Interactive
- Partially interactive, and
- Non-interactive

Interactive Speaking Situations: it includes face to face conversations and telephone calls, in which we are alternately listening and speaking, and in which we have a chance to ask for clarification, repetition, or slower speech from our conversation partner.

Partially interactive: it is a live situation for the audience, where the convention is that the audience does not interrupt the speech. The speaker nevertheless can see the audience and judge from the expressions on their faces and body language.

Non-interactive: radio broadcasting.

Speaking in public has more formality than talking. During a speech, you should present yourself professionally. This does not mean you must wear a suit or "dress up" but it does mean making yourself presentable by being well-groomed and wearing clean, appropriate clothes. It also means being prepared to use language correctly and appropriately, for the audience and the topic, to make eye contact with your audience, and to look like you know your topic very well.

While speaking has more formality than talking, it has less formality than reading. Speaking allows for meaningful pauses, eye contact, small changes in word order, and vocal emphasis.

Objectivity in speaking: speaking is personal and the use of personal pronouns and references help speakers make a point clear, one should try to be as objective as possible during any professional speaking situation like a seminar, a workshop, a meeting, or a discussion. One-way use of personal language during oral interaction in professional situations if one thinks this will improve one's communicative effectiveness. However, it should be understood that technical communication involves transfer of information without any personal distortion.

Impromptu Speaking

Impromptu speaking is the presentation of a short message without advance preparation. Impromptu speeches often occur when someone is asked to "say a few words" on a special occasion. You have probably done impromptu speaking many times in informal, conversational settings. Self-introductions in group settings are examples of impromptu speaking. "Hi, my name is Rahul, and I'm a volunteer with the Homes for the Brave program." Another example of impromptu speaking occurs when you answer a question such as, "What did you think of the documentary?"

The advantage of this kind of speaking is that it is spontaneous and responsive in an animated group context. **The disadvantage** is that the speaker is given little or no time to think the central theme of his or her message. As a result, the message may be disorganized and difficult for listeners to follow.

Extemporaneous Speaking

Extemporaneous speaking is a very popular and effective method when carefully prepared. When speaking extempore a speaker must prepare the notes beforehand and rehearse his/her presentation. There is no need to remember each word line by line. The presentation sound should be quite natural to the audience, as after through the preparation the speaker is speaking while thinking.

The advantages are that the speaker has enough time to prepare for the presentation, he works hard on the theme/central idea. He/she can present the theme in the best possible structured way.

The delivery sounds natural and spontaneous to the audience as it allows to establish a rapport with the audience and enables to move free with ease.

Disadvantages if preparation is inadequate, speaker can get lost and find himself uncomfortable.

Speaking from a Manuscript

Manuscript speaking is the word-for-word iteration of a written message. In a manuscript speech, the speaker maintains his or her attention on the printed page except when using visual aids.

There are costs involved in manuscript speaking. First, it's typically an uninteresting way to present. Unless the speaker has rehearsed the reading as a complete performance animated with vocal expression and gestures (as poets do in a poetry slam and actors do in a reader's theater), the presentation tends to be dull. Keeping one's eyes glued to the script precludes eye contact with the audience. For this kind of "straight" manuscript speech to hold audience attention, the audience must be already interested in the message before the delivery begins.

Speaking from Memory

This method of presentation is difficult for most of us. Probably only few things can be memorized in an entire speech. We often memories only the main parts that are in the habit of writing key words.

The advantage to memorization is that it enables the speaker to maintain eye contact with the audience throughout the speech. Being free of notes means that you can move freely around the stage and use your hands to make gestures. If your speech uses visual aids, this freedom is even more of an advantage. However, there are some real and potential costs. First, unless you also plan and memorize every vocal cue (the subtle but meaningful variations in speech delivery, which can include the use of pitch, tone, volume, and pace), gesture, and facial expression, your presentation will be flat and uninteresting, and even the most fascinating topic will suffer. You might end up speaking in a monotone or a sing-song repetitive delivery pattern.

Further instructions/tips

- Be open to and ask for feedback.
- Never talk over people.
- Do not finish other people's sentences.
- Paraphrase.
- Listen actively.
- Maintain eye contact.
- Be aware of your body language.

Module -2

Vocabulary Building

Vocabulary as a concept is related to words, either the words in a specific language or the words that a particular person understands and can use. People acquire and use words within their vocabulary in a variety of ways, but primarily through listening and reading.

Importance of vocabulary building

Building your vocabulary skills can increase your ability to communicate in writing, conversing, or making speeches. Acquiring a large vocabulary can benefit you professionally at work, and socially. It will enable you to understand others' ideas better and to have the satisfaction of getting your thoughts and ideas across more effectively.

Select words: there are words, which are commonly used in the professional world, be it engineering, science, or technology.

Accelerating	Construct	Environment
Achieve	Consultant	Environment
Advanced	Convenience	Equation
Agriculture	Corresponding	Equipment
Algorithms	Creative	Estimate
Background	Devices	Generation
Benefit	Diagnostics	Global
Build	Dialup	Goal
Capabilities	Digital	Hardware etc.,

Word formation: Prefixes and suffixes

New words can be formed with the help of affixes, which include both prefixes and suffixes. By using these new words can be formed by making some modification in the root word.

Prefixes

Prefixes are added to the beginning of an existing word in order to create a new word with a different meaning

For example

Word	prefix	New word
Happy	un-	Unhappy
Cultural	multi-	Multicultural
Work	over-	Overwork
Space	cyber	Cyberspace

| Market | super- | Supermarket |

Suffixes

Suffixes are added to the end of an existing word.

 For example

Word	suffix	New word
Child	-ish	Childish
Work	-er	Worker
Taste	-less	Tasteless
Idol	-ize/-ise	Idolize/idolise
Like	-able	Likeable

Word formation in English

The English language has a genius for the formation of expressive compound words. Common examples include sun-stroke, pick-pocket, elbow-room, land-lord, humming-bird etc.

The two parts of a compound word are usually separated by a hyphen. However, in the case of many common compound words, the component parts have become so closely connected that they are now written as one word without any hyphen between them.

Examples: sunstroke, landlord, pickpocket, overload etc.

In addition, in the case of some other compound words, complete integration has been achieved by modifying one or both of the component parts.

For example, pass time is now written as pastime. In the same way, holy day has become holiday and prime rose has become primrose.

There are different types of compound words.

Noun + noun

Examples: master-piece, table-cloth, maid-servant, bread-winner, shoe-maker etc.

Noun + gerund

Examples: wool-gathering, snake-charming, bull-baiting, sooth-saying etc.

Noun + adjective

Examples: court-martial, knight-errant

Gerund + noun

Examples: piping-hot, walking-stick, drawing-room, laughing-stock, skipping-rope etc.

Adverb + noun

Examples: out-patient, over-load, fore-sight, under-tone, in-sight etc.

Verb + noun

Examples: dare-devil, cut-throat, break-fast, spend-thrift, pass-port etc.

Adjective + noun

Examples: short-hand, free-thinker, lay-man, hard-ware, strong-hold etc.

Present participle + noun

Examples: humming-bird, flying-fish, loving-kindness etc.

Pronoun + noun

Examples: he-goat

Possessive noun + noun (In this case, the apostrophe is usually omitted)

Examples: sportsman, craftsman, statesman, hair's-breadth, stone's-throw

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