

IT1040 & EN1073

Communication Skills

Lecture 01

Small Talk & Parts of Speech

Faculty of Humanities and Sciences
English Language Teaching Unit



SLIIT

(05 min) – Breakout Rooms – Ice Breaker

Assume you are waiting for a lecture to start. It is your first day. Start getting to know each other and discuss something till the lecture begins.



Small Talk



Learning Outcomes

- Define what is small talk
- Identify the safe topics to be discussed in the small talk
- Apply appropriate small talk techniques for an effective conversation

What is small talk?

- A casual form of conversation that "breaks the ice" or fills an awkward silence between people.



While watching the video **note down** what does the acronym '**ARE**' stand for as mentioned by **Cara Flemming**; a communication expert? **(05 min)**



Why is small talk important?

- To build **rapport**
- To create **social cohesion**
- As a key **business skill**



What should be discussed in a small talk?



Safe topics

- **Weather**
- **Current** events (except controversial issues)
- News
 1. sports
 2. entertainment

Unsafe topics

- **Personal** information (salaries or marriage)
- **Negative comments** about another person not involved in the conversation
- Subjects that society deems **controversial** (religion or politics)
- An issue that the other person does **not seem comfortable with or interested in**

What are the techniques which assist to continue the conversation?

- To **encourage someone to speak** and **show interest** in what that person is saying, you can incorporate the following:

1. Echo questions

Ex: A:They went to Japan last week.

B:Did they?

Ex: A:It is a really nice place to visit.

B: Is it?

2. Tag questions

Ex: She has seen it, **hasn't she?**

3. Showing attention and agreement.

Really? , Right, Sure, How interesting? , Wow?

4. 'WH' questions

*Use these wisely without irritating the other.

Ex: A: I went to hospital yesterday.

B: **Why** was that?

What did the doctor say?

GOOD MANNERS

Will you...?

Will you open the door for me?

TO SHOW RESPECT AND POLITENESS,

PLEASE USE THESE EXPRESSIONS

Would you...?

Would you open the door for me?

WHEN MAKING REQUESTS.

Would you please...?

Would you please open the door (for me)?

Could you (please)...?

*Could you open the door?
Could you please open the door?*

Could you possibly...?

Could you possibly open the door?

Would you kindly...?

Would you kindly open the door?

Would you mind...?

Would you mind opening the door?

Would you be so kind as to...?

Would you be so kind as to open the door?



Designed by EnglishInFLUX

Can you identify the techniques used by B to make small talk? (05 min)

➤ A: He teaches English.

B: Really! Where does he teach?

➤ A: She worked there for ten years.

B: Did she? How interesting! Why did she leave?

➤ A: I have bought a new computer.

B: Have you? Which brand did you buy?

Can you identify the techniques used by B to make small talk? (05 min)

➤ A: He teaches English.

B: Really! Where does he teach?

Showing attention & a WH question

➤ A: She worked there for ten years.

B: Did she? How interesting! Why did she leave?

Echo question, Showing attention & WH question

➤ A: I have bought a new computer.

B: Have you? Which brand did you buy?

Echo question & WH question

Let's see some Small Talk Examples

As you watch the videos pay attention to the following:

- How do they start the conversation?
- What strategies do they use to keep the conversation going?
- How do they end the conversation?

Small Talk



pocket
PASSPORT






LEARN
ENGLISH

LIFE CHAT

Parts of Speech

Learning Outcomes

1. Define parts of speech
2. Identify function of each part of speech
3. Write grammatically accurate sentence/s using all the 9 parts of speech

Every name is called a [REDACTED],
As *field* and *fountain*, *street* and *town*.
In place of noun the [REDACTED] stands,
As *he* and *she* can clap their hands.
The [REDACTED] describes a thing,
As *magic* wand or *bridal* ring.
The [REDACTED] means action, something done,
To *read* and *write*, to *jump* and *run*.
How things are done the [REDACTED] tell,
As *quickly*, *slowly*, *badly*, *well*.
The [REDACTED] shows relation,
As *in* the street or *at* the station.
[REDACTED] join, in many ways,
Sentences, words, *or* phrase *and* phrase.
The [REDACTED] cries out, "*Hark!*"
I need an exclamation mark!"

Can you identify the
missing words?
(05 mins)

[REDACTED]
the , a , an

Every name is called a **noun**,
As *field* and *fountain*, *street* and *town*.
In place of noun the **pronoun** stands,
As *he* and *she* can clap their hands.
The **adjective** describes a thing,
As *magic* wand or *bridal* ring.
The **verb** means action, something done,
To *read* and *write*, to *jump* and *run*.
How things are done the **adverbs** tell,
As *quickly*, *slowly*, *badly*, *well*.
The **preposition** shows relation,
As *in* the street or *at* the station.
Conjunctions join, in many ways,
Sentences, words, *or* phrase *and* phrase.
The **interjection** cries out, "*Hark!*"
I need an exclamation mark!"

Group work- 20 mins

- In groups try to **write down the sub categories** of the part of speech given to your group and **write at least two examples for each subgroup.**

Ex: Nouns – Abstract Nouns – Ex:..... , ,

Group 01 - Nouns

Group 02 - Pronouns

Group 03 - Adjectives

Group 04 - Verbs

Group 05 - Adverbs

Group 06 - Determiners/Articles

Group 07 - Prepositions

Group 08 - Conjunctions

Nouns

- **Common noun.** - A common noun is a noun that refers to people or things in general, - . *boy, country*,
- **Proper noun.** - A proper noun is a name that identifies a particular person, place, or thing, - . *Steven, Africa*
- **Concrete noun.** - A concrete noun is a noun which refers to people and to things that exist physically and can be seen, touched, smelled, heard, or tasted. - *dog, building*,
- **Abstract noun.** - An abstract noun is a noun which refers to ideas, qualities, and conditions - things that cannot be seen or touched and things which have no physical reality, - *truth, happiness*
- **Collective nouns.** - Collective nouns refer to groups of people or things, -. *audience, family*,
- **Countable nouns.** - those that refer to something that can be counted - *books, trees*
- **Uncountable nouns** – Things that cannot be counted -. *sugar, milk*

Subject Pronouns	Object Pronouns	Possessive Adjectives	Possessive Pronouns	Reflexive Pronouns
I	Me	My	Mine	Myself
You	You	Your	Yours	Yourself
He	Him	His	His	Himself
She	Her	Her	Hers	Herself
It	It	Its	(not used)	Itself
We	Us	Our	Ours	Ourselves
You	You	Your	Yours	Yourselves
They	Them	Their	Theirs	Themselves



Pronouns



Verbs

1. Lexical	'I study English every day.'
2. Auxiliary	'I can speak English.'
3. Regular/Irregular	'He played tennis.' / 'She spoke Chinese.'
4. Stative/Dynamic	'He feels sick.' / 'She touched the computer.'
5. Finite/Non-Finite	'He studies well.' / 'She wants to study well.'
6. Transitive/Intransitive	'Jim taught Jane.' / 'Jane listened .'

Now, write a sentence **incorporating all the 9 parts of speech?**

send your answers to chat. (05 min)

Well, me and my little brother went to the park slowly.

Intj + Prn + Conj + Prn + Adj +. N + V + Prep + Det + N +. Adv

Descriptive

Good / Little /
Big / New / Old /
Old / Short / Fast
/ Slow / Large /
Great / Small...

Quantitative

One / Two / First /
Second / Last /
Tenth / Hundredth
/ Few / Whole / All /
Many / Numerous...

Demonstrative

This / That /
These / Those...

Possessive

My / His / Our /
Your / Their /
Her / Its / Mine /
His / Hers /
Theirs / Ours...

Interrogative

Which / What /
Whose...

Distributive

Each / Every /
Neither / Either /
Any...

Adjectives

Adverb of Frequency

Sometimes I see him at the supermarket.

Adverb of Frequency

He **always** has sandwiches for his lunch.

Adverb of Frequency

He visits me **occasionally**.

Adverbs of Manner

Suddenly, the eagle opened its wings.

Adverbs of Manner

He **slowly** backed his car into the garage.

Adverbs of Manner

The horse whisked its tail **angrily**.

Adverbs of Time, Place

Tomorrow I'm going to Dublin.
Next to her I felt like a fraud.

Adverbs of Time

We've **already** eaten dinner.

Adverbs of Time

Journalists will be able to preview the exhibition **tomorrow**.

Adverbs of Certainty

Perhaps he's not coming in the end.

Adverbs of Certainty

We're **obviously** going to need more help.

Adverbs of Place

Bring the boxes **here**.

Adverbs

Adverbs of Degree

I can **hardly** believe you said that.

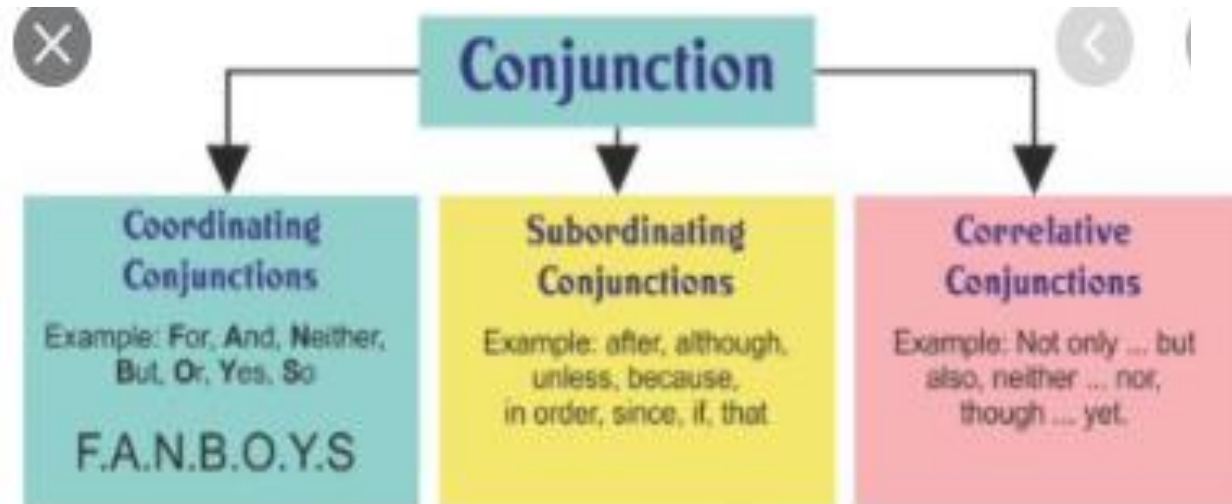


Prepositions

Time	Place	Direction
in on At	in on At	towards to through Into
Agent	Instrument	Phrase
by with	by with on	Listen to add to agree with according to

Determiners are used in front of nouns to indicate whether you are referring to something specific or something of a particular type.

Possessives	Ordinals	Quantifiers	Articles	Predeterminers
My Our Your His Her Its Their	First Second Third Next Last	Much Some No Any Many Enough Several Little All Lot of Plenty of Another	A An The	All All of What Such Rather Quite Twice Double Both
	Distributives		Numerals	
	Each Every Neither Either		One Two Three Ten Fifty Hundred Thousand	



Determiners

Game time ! (05 minutes)

- Use your mobile phone to play this game
- Go to www.kahoot.it
- Type the Game Pin (displayed in Teacher's screen)
- Type your first name
- You need to refer to teacher's screen to see the question and answers.
- Select the correct answer from 4 options and select the colour of the correct answer from the options shown in your phone



References

- <https://blog.hubspot.com/sales/small-talk-guide>
- <https://www.fluentu.com/blog/english/english-small-talk/>
- <https://7esl.com/parts-of-speech/>