



# GES 100 summary-1-1 - summary notes on english

English Composition (University of Port Harcourt)

## **MODULE 1**

### **UNIT 1**

#### **AN OVERVIEW OF COMMUNICATION SKILLS IN ENGLISH**

- Competence in language presupposes that one is able to listen, speak, read and write it in an efficient or effective manner.
- The four language skills are listening, reading, speaking and writing.
- Writing and speaking are encoding skills, while listening and reading are decoding skills.
- Listening is the first language skills acquired by an individual.
- Critical listening involves- learners listening for the purpose of understanding what a passage is all about.
- One important of critical listening is that it enables us get information and effectively evaluate a text or the message in it.
- Young children who want to differentiate between sounds in the language adopt discriminative listening skill.
- The four kinds of listening include: critical, empathic, appreciative and reflective listening.
- Listening can be reciprocal or non – reciprocal.
- Reciprocal listening involves “those listening task where there is the opportunity to interact with the speaker.
- Non reciprocal one cannot interact with the speaker such listening task is listening to the radio or formal lectures.
- The changing face of language teaching means that for the teacher: the learner centeredness becomes the centre place of classroom methodology.
- Reading entails the ability to identify and correctly interpret words which the printed symbols represent.
- Intensive reading involves detailed reading for information in our immediate discipline or subject.
- Reading that is meant to acquaint us with a wide range of reading materials outside our subject area is called extensive reading.
- Reading comprehension demands that we read with understanding.
- Reading techniques for academic purposes include sensitizing, inference, speed, reading, guessing, predictions, the SQ4R method and skimming and scanning.
- When we skim we quickly glance through a text to get its main idea.
- Scanning involves glancing through a passage in order to locate a specific information.
- Speed reading involves reading rapidly to identify the main idea of the text.
- One advantage of reading is that it is central to one’s social and intellectual development.

## **UNIT 2**

### **FORMS AND FUNCTION OF LANGUAGE IN COMMUNICATION**

- Language is seen as a code, a skill, a convention, a representation of ideas about the world, a system of signs and symbols and a system of communication.
- A means of communication is called language.
- Language is man's innate ability and capacity to acquire and use speech faculty for communication.
- Language has four skills- listening, speaking, reading and writing. These skills are equally known as language arts.
- Language is a tool.
- A tool has both form and function.
- The form is the properties that make it up, while function is the use to which it is put.
- Forms of language are typologically and structurally.
- Typologically speaking, language has forms has four forms- spoken language, written language, sign language, body language.
- A form of language that deal with the internal grammatical arrangement of words is structural form.

## **MODULE 2**

### **UNIT 3**

#### **MASTERING YOUR NOTE-TAKING AND NOTE-MAKING TECHNIQUES**

- Note making is the study process that enables us to summarize the content of a lecture or written text into the most important points.
- As part of pre note taking activities one must be mentally, physically and psychologically ready for lecture.
- Note making formats are  
Cornell system, split page format, list and outline format.
- The best system of note taking formats is cornell system.
- 5R's of cornell note making system represents record, reduce, recite, reflect, and review.
- Split page unit or format is useful when comparing notes taken during lectures to note made from text reading.
- List and outline note taking format is the most effective when taking notes of definitions, facts, terms and sequences.

## UNIT 4

### THE LIBRARY:DEFINITIONS,TYPES,SECTION,CATALOGUING AND USES

- Library serves as a depository for all materials that their copyright have been given.
- \_\_\_\_\_provides adequate collection of fiction as well as non fiction materials at different levels ANS (library).
- Types of library are academic libraries, public libraries, medical libraries, special libraries, mobile or book mobile libraries.
- Mobile library is a library built on a vehicle and driven from place to place.
- Medical libraries are located in \_\_\_\_\_ (a) medical association (b) hospital (c) none of the above (d) all of the above ANS is D.
- Medical libraries are located in hospital, medicals schools and even in medical and health association.
- Which of these libraries is supported by TAX money (a) special libraries (b) public libraries (c)medical libraries (d)academic libraries. ANS is public libraries.
- The top side of a book is the cover.
- The cover is made up of the front cover, central ridge, and back cover.
- In between the front and back cover is the central ridge, it is also called the spine of a book.
- The back cover may be plain or may bear a short description of the content of the book. Where this description exist, it is called the publishers' blurb.
- The remaining parts of a book consist the preliminary pages, the main book and the subsidiary pages.
- Preliminary pages is the first part. The main characteristics of these pages is that they are usually numbered in roman numerals.
- The first part of this preliminary page is the half title page. This page carries a short title of the book, other names for the page are false title page or the bastard page.
- The second part of the book is usually referred to as the main book. The parts are numbered in Arabic numerals figures. The main page starts with the introduction.
- After the main book are the subsidiary pages, their numbering is also in Arabic numeral.
- The library catalogue has the information on all books and materials held in the library.
- \_\_\_\_\_ involves an arrangement of stock into groups based on some common factors familiar to each other. ANS classification of library materials.
- Materials are classified in the library with the aim of making the search for the items easy.
- When books are classified call numbers are assigned to them. Another name for call number is call mark.
- The system of arrangement in the library is based on the order devised by the American librarian charlse cutter.

- The complete record of the stock of every library is held in the library catalogue.
- ISSN MEANS INTERNATIONAL STANDARD SERIAL NUMBER, ISBN IS THE INTERNATIONAL STANDARD BOOK NUMBER.
- Journals and periodicals are publications which deal with subject or professional activity, they are reference book.
- Encyclopedias gives information on all branches of knowledge.
- Indexes can be defined as an alphabetical list of names or topics treated in a book, journal or periodical.
- Year books are published once year and carry information on events that took place in the past years.
- Maps is drawing of an area of a country, earth e.t.c, while atlases are compilation of maps.
- \_\_\_\_\_ provides historical information that belongs to the areas of learning.  
ANS- MAPS AND ATLASES.
- Bibliography is a list of all books and articles consulted in preparing a piece of writing.
- Surfing the internet is a term typically used to describe an undirected type of web.

## **UNIT 5**

### **USING THE DICTIONARY AND OTHER REFERENCE MATERIAL**

- Reference materials include journals, periodicals, almanacs, atlas, and maps, microforms.
- Dictionaries are broadly classified into two: general dictionary and subject specific dictionary.
- Examples of general dictionaries are: advanced learners dictionary (online), oxford English dictionary, oxford reference online, Cambridge advance learners dictionary e.t.c
- Examples of subject dictionaries are English pronunciation dictionaries, dictionary of idioms, phrasal verbs dictionary , acronym finder dictionary, dictionary of law, medical dictionary e.t.c
- When a dictionary deals with two languages- it is called bilingual dictionary.
- When a dictionary deals with more than two languages, it is called multi lingual dictionary.
- A dictionary, an encyclopedia and a thesaurus are all reference resources.

## MODULE 3

### UNIT 6

#### LISTENING FOR ACADEMIC PURPOSES: MEANING, STYLE AND PROCESSES

- Types of listening includes: intermittent or on and off listening, half listening (divided attention), uncritical (over) listening, biased listening (listening with already formed idea in mind), social listening, serious listening (critical and discriminative)
- Hindrances to effective listening grouped into two  
Physiological defects- has to do with poor functioning of the human body.  
Psychological defects- deals with mental ability which could hamper effective listening.
- Verbal cues- these are stated by word of mouth. A listener is expected to identify them in order to understand the central message of the utterance.
- Non-verbal cue: these are often implied as they are not stated e.g tone, pause, demonstration, smile, frown, gestures, manner of speaking, style of presentation, attitude of speaking.

### UNIT 7

#### TYPES OF LISTENING AND HINDRANCES TO EFFECTIVE LISTENING

- **Types of listening**  
**Intermittent(on and off) listening:** this occurs where a listener tunes on and off in the course of listening to a discourse.  
**Half listening or divided attention:** similar to intermittent listening.  
**Uncritical (over) listening :** this is listening without judging between facts and fables.  
**Biased listening:** this is listening with already formed ideas in mind  
**Critical listening:** the listener uses his judgment to examine the message of the speaker towards assessing its reliability and authenticity.  
**Discriminative listening:** it involves listening for details and too questions in order to remember them later.
- **Hinderances to effective listening**  
We have **Physiological defects** and **psychological problems**  
**Physiological defects:** these are defects that have to do with poor functioning of the human body.  
**defects: these** have to do with a person's mental ability.

**MODULE 4**  
**UNIT 8**  
**MASTERING THE ENGLISH SPEECH SOUNDS AND EFFECTIVE SOUNDS IN ENGLISH**

- Speech is studied under two related subjects-phonetics and phonology.
- Phonetics is the study of speech sounds in which we deal with the issues of pronunciation and speech production.
- Phonology is the description of the system and patterns of sounds that occur in a language.
- A compendium of all the possible sound made by human beings in an attempt to use language is known as the phonology of language.
- The speech organs are contained in the mouth, throat and nose. They include the lips, tongues, pharynx, glottis (vocal cords), teeth, teeth ridge, palates (hard and soft), alveolar e.t.c
- The moveable organs in the process of speech production are known as active articulators e.g the tongue , uvula and lips.
- The stationary organs in the process of speech production are called points of articulation or passive articulator's e.g teeth, alveolar ridge, hard palate and soft palate.
- English sounds are grouped according to their places and manner of articulation.
- There are 44 speech sounds in English (also referred to as phonemes) the sounds are basically classified into two: vowel sounds and consonant sounds.
- Speech sounds are 44,consonant 24, vowel 20
- While vowels are divided into 12 pure vowels and 8 impure vowels (diphthongs).
- A phoneme is the smallest functional unit of the phonological system of a language.
- Consonants are sounds produced when there is a partial or complete obstruction of the air passage. There are both voice and voiceless consonant sounds.
- Voiced sounds are sounds that are produced with the vibrations of the vocal cords or the glottis while voiceless sounds are sounds that are produced without the vibrations of the vocal cord.
- All vowels are voiced
- Criteria for classify consonants sounds are: place of articulation, manner of articulation, and state of glottis.

## MODULE 5

### Unit 11

- The ability to recognize and understand the alphabets, words, phrases, clauses and sentences of the language and to receive information conveyed is reading
- reading is a receptive skill.
- A complex cognitive process of doing symbols in order to construct or derive meaning (reading comprehension) is known as reading.
- \_\_\_\_\_ involves being able to connect letter strings to the corresponding units of speech.  
**Answer:** Decoding.
- Fluency is reading with speed and ease.
- Vocabulary refers to knowledge of what words means which in turns enhances comprehension.
- The timing of a reading activity and the pace at which the reader accomplishes a given task is known as reading rate.
- The four reading speeds that each reader may possess are: skimming, scanning, normal reading and careful reading.
- One that reads in different speeds, different paces for different purposes are known as a “facile reader” example student.
- Rated adjustment : may be overall adjustment or internal adjustment.
- Overall adjustment is the basic rate at which the article is read.
- Internal adjustment is concerned with the necessary variations in rate that take place as each part of the material is read.
- The approximate reading rate for adults is 150 – 800 words per minute.
- Reading for memorization – fewer than 100 words per minute.
- Reading for learning (100 – 200 wpm).
- Reading for comprehension (200 – 400 Wpm).
- Skimming (400 – 700 Wpm).
- typical speeds at which humans read.
  - Third – grade student – 150 words per minute (Wpm).
  - Eight – grade student – 250 wpm
  - Average college student – 450 wpm
  - Average “high level exec” – 575 wpm
  - Average college Professor - 675 wpm
  - Speed readers – 1500 wpm
  - World speed reading champion – 4700 wpm
  - An average adult – 300 wpm
- The fastest rate with no specific words per minute determined is done by scanning example (phone numbers, airline schedule).  
“Scanning is to locate specific information and answer questions as quickly as possible”.



- \_\_\_\_\_ involves being able to connect letter strings to the corresponding units of speech that they represent in order to make a sentence of print (decoding).
  - Knowledge of what words means which in turn enhances comprehension is called : vocabulary
  - Recommended reading rate include
    - a) A skimming rate (1000, 2000 or more word/minute)
    - b) A very rapid rate (500 to 600 words/minute)
    - c) A rapid rate (350 to 500 words/minute).
    - d) An average rate (250 to 350 words/minute).
    - e) All of the above
- ANSWER:** option E

### Unit 13

- Reading is primarily to visualize and comprehend the meaning of written or printed words or symbols.
- There are four types of reading: they are
  - Skimming
  - Scanning
  - Extensive reading
  - Intensive/close/critical reading
- Reading a text quickly to grasp the main facts or ideas is known as skimming.
- The process by which you rapidly glance through a text to get a gist or brief summary of what the text is all about is known as skimming.
- Skimming is useful in three different situations.
 

**Pre-reading:** Skimming is more thorough than simple previewing and can give a more accurate picture of text to be read later.

**Reviewing:** skimming is useful for reviewing text already read

**Reading:** skimming is most often used for quickly reading material that, for any number of reason does not need more detailed attention.
- Scanning is to discover precise information

### Module 6

#### Unit 16

- For effective writing the writer needs to make his writing clear and precise.
- Qualities of a good writing includes simplicity, economy & preciseness.
- \_\_\_\_\_ is the way writing is dressed up to fit & specific context, purpose or audience **ANSWER:** style
- What are those grammars & vocabulary a writer can use to produce an effect during an academic writing
 

**Answer:** personal pronoun, complex sentences.
- Language is the vehicle with which ideas are conveyed verbally and in written form.
- For any writing to be effective \_\_\_\_\_, \_\_\_\_\_ & \_\_\_\_\_ must be the watch words of the writer
 

**Answer:** precision, conciseness and cohesion,



## UNIT 17

- Paragraph is usually a group of related sentences that express a main idea in a composition.
- The three parts of a paragraph are \_\_\_\_\_, \_\_\_\_\_, & \_\_\_\_\_  
**Answer:** a topic sentence, supporting sentences details and concluding sentence.
- What are the positions of a topic sentence  
**Answer:** at the beginning, middle or end of a paragraph.
- The topic sentence is also called “Kerne sentence”
- Topic sentence contains the controlling or main idea in the paragraph.
- Qualities of a good paragraph include  
**Answer:** unity, coherence and adequate development
- A letter written to a close friend is \_\_\_\_\_ **Answer:** Informal letter.

## Unit 19

- Correspondence refers to the letter a person sends and /or receives.
- There are three types/kinds of correspondences
  - Informal correspondence
  - Semi – formal correspondence
  - Formal correspondence
- Informal correspondence is a kind of letter you write to your very close relations i.e it is called friendly or private or personal correspondence.
- The parts of an informal letter are:  
The writers address together with date on the top right corner of the paper, the salutation, the body and complimentary close.
- Formal or official correspondence also called a business correspondence.
- A letter of complaints, petition, inquiry recommendation, request, protest are all formal letters.
- Parts of formal letter include: writers address together with date, the receivers official position & address, the salutation, the title/ caption of letter, the message/ body and subscript or complimentary close followed by writer signature and full name.

## UNIT 20

- An academic essay of medium for which a topic is assigned or chosen at the end of the semester is called “Term Paper”
- \_\_\_\_\_ is a written message containing bits of information from one individual to another or to an organization.
  - a) Letter
  - b) Correspondence
  - c) A&B
  - d) Communication**Answer: C**

- The activities of Term Paper can be classified into three stages namely; pre – writing, writing, post – writing.
- The parts of a term paper can be classified into three namely Preliminary, body and end matter or subsidiaries.
- The preliminaries of a term paper consist of : title page, dedication, table of content, acknowledgement and abstract
- The end matter or subsidiaries of a term paper consist of the references/works cited/ bibliography and appendix.
- Writing a term paper involves\_\_\_\_\_
- Collection of materials, reading, writing & editing
- Chapter 2 and chapter 3 of a term paper are \_\_\_\_\_ and \_\_\_\_\_
- **ANSWER:** literature Review and Methodology respectively.
- Five things that must be found on the title page are:
  - Names of institution
  - Faculty/School unit
  - Department
  - Topic of the term paper
  - Code or course title

## Unit 21

- Academic writing takes different/several forms namely
  - a) Seminar,
  - b) Term papers
  - c) Project
  - d) Dissertation.
- In an academic assignment you should endeavor to use evidence that is reliable, accurate, objective and up to date.
- Sources of information for academic writing include: primary, secondary and tertiary sources.
- Primary sources are the “raw material”, first hand information” or “original thinking relevant to an event.  
Example: letters, photograph, diaries or speeches.
- \_\_\_\_\_ Sources are when someone writes about another person’s ideas.  
**Answer: Secondary**
- Examples of secondary sources include: text book, magazine or newspaper, articles or experiment, journals.
- \_\_\_\_\_ Sources compile or digest other sources of information for an academic writing. **Answer: Tertiary.**
- Reasons why authors cite information using quotations are:  
To support their points when they use another person’s words.

## MODULE 8

### UNIT 29

- In the L2 situation, the early stage of language learning is usually marked by \_\_\_\_\_.

**Answer:** unusual hesitation and wrong choices of words.

- Vocabulary development is central to language learning
- Strategies of vocabulary development include
  - Knowing word parts
  - Knowing the etymology of words
  - Praying words – based games
  - Using context clues
  - Scrabble.
- The relationships which exist between different words that share common sound is called homonyms.  
Example: the homonyms of “ewe” is you, “Goal” is Gol

### Unit 30

- Word Formation Processes Include: inflection, derivation, abbreviation, clipping, blending, borrowing, affixation, conversion, compounding, block formation, coinage & reduplication.
- Inflection is the grammatical process in which a free morpheme combines with a sound morpheme to create or produce an alternate form of a word.
- Derivation is a lexical process through which a new word is formed out of an existing word by addition of a prefix and/or suffix.
- Prof, maths, exam, lab, e.t.c. Are example of clipping in word formation.
- Borrowing in word formation process means the process of taking words from one or more language to fit into the vocabulary of another language.
- In Affixation; an affix is a bound morpheme.
- Affixation is the process of attaching a letter (s) to the beginning or end of word or create or a new word.
- The process of moving a word from one word class to another is called conversion.
- In word formation process, when two or more free morphemes come together to express a single idea, it is termed compounding.
- \_\_\_\_\_ is the invention of totally new terms (creating new words) **Answer:** coinage
- \_\_\_\_\_ is a word formation process whereby two or more elements that are either slightly identical or different come together to form a compound **Answer:** reduplication.