

Objectives:

- ① To lay foundation of learning of a language.
- ② To develop better understanding of spoken english.
- ③ To develop effective speaking skill.
- ④ To provide basis for education process.
- ⑤ To improve attention span.

Active listening:-

The listening process in which we pay full attention to speaker.

In this listening you have to notice every point.

Passive listening:-

The listening process in which you pay attention to speaker partially.

ii) **Prejudice:** is a preconceived opinion of
feeling.
Prejudice is very dangerous and
has a potential to bring animosity
animosity.
into the team & to break team spirit.

Isolated sentence:

Single sentence in speech
through which you can understand every word in sentence
is known as isolated sentence.

Importance or benefits of debating.

- ① Improved critical thinking skill.
- ② Students acquire better poise, speech, and public speaking skill.
- ③ Enhanced teamwork skill.
- ④ It develops presentation skill.
- ⑤ It helps the student to be a confident.

Syllables:

→ A Syllable is sound of a vowel (A, E, I, O, U) that is created when pronouncing the letters A, E, I, O, U or Y.

Examples

→ Banana → (Ba-na-na) (3)

→ Shoe → me, book (1 syllable)

→ Turkey, guitar, Balloon (2-syllables)

→ Rectangle, Telephone (3-syllables)

Phoneme:

- The smallest unit of sound in speech is called phoneme.
- There are 44 phones in English.
- When we speak, we combine phonemes to form words.

Example: For example, the word hen has three phonemes: /h/, /e/ and /n/.

• iii) If a vowel is a final letter in the word, it is pronounced as a

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long vowel. *(CV form) *

→ Examples:

- i) go ii) pi iii) be
- iv) he, she

iv) If an E appears at the end of a word, it is silent. The preceding vowel will be pronounced as a long vowel.

Examples: *(CVCE form) *

- i) Hate ii) care iii) note
- iv) bite v) nice

v) If two vowels appear next to each other in one syllable, the second vowel is silent and first vowel pronounced as a Long vowel. (CVVC form)

Examples:

- i) True ii) Beat iii) Leaf
- iv) Load.

1) Falling intonation:

- In fall intonation the pitch of the voice falls at the end of sentence.
- It is commonly found in statement, commands, wh-question confirmatory question tags and exclamation.

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ii) Rising intonation:

In rising intonation the pitch of voice rises at the end of sentence.

It is normally used with yes or no question and question tags that are real question.

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Kinds of Syllables:

i) Stressed:

longer, louder and higher.

One syllables content words are usually **stressed**. Content words are nouns, verbs, adjective and adverbs.

e.g:- i) Reminder, ii) Painter
 iii) insult iv) Become

ii) Unstressed:

Unstressed syllables are shorter, quieter and lower.

One syllables function words are usually **unstressed**. Function words are articles, preposition, pronoun, conjunction.

e.g:- The, An, in, He, She . . .

③ Barriers to effective listening and with tips to overcome them:

i) Excessive Talking:

Talking more than necessary is a barrier to effective listening. People hesitate to interact with a person who talk excessively. ~~which will listening rate to them~~

Tips to overcome this habit:

- Think before you speak.
- Practice self-control.
- Observe your listener's reaction.

ii) Prejudice:

Prejudice is a preconceived opinion of ^{feeling}. Prejudice is very dangerous and has a potential to bring animosity ^{animosity} into the team & to break team spirit.

Tips to overcome this habit:

- Respect the other person for his skill.
- Make good efforts to take charge of your thoughts.

iii) Distraction:

In this listener will be disturbed in effective listening due to distraction.

There are main four types of distraction.

- i) Physical
- ii) Mental
- iii) auditory
- iv) Visual

Tips to overcome this barrier:

- Face the person who is speaking
- Maintain eye contact
- Ensure that your cell phone is switched off

4) Interrupting:

Interrupting conversation with improper body language will have negative impact on your listening.

Tips to overcome this barrier:

- Listen without interrupting while the other person is speaking
- Ask politely for required details.

5) Faking attention:

The person who is faking attention is just "Hearing" but not "listening"

It is most common barriers in effective listening.

Tips to overcome this barriers:

- Make it a habit effectively to listen the speaker attentively.
- Avoid thinking about how to reply when the other person is speaking.
- By taking notes

6) Noise:

Noise is unwanted sound.

People not like noise.

It is impossible to listen effectively in noisy environment.

It is a resistance for clear communication.

Tips to overcome this barrier:

- Eliminate the source of noise. → Turn off cell phone, radios or television etc.

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7) Fear:

Fear is greater barrier to listening. People who are afraid ~~of~~ ^{during} conversation are not likely to listen.

Tips to over come this barrier:

- Taking a deep breath helps in overcoming this fear.
- Be calm and relax while speaker is giving any information.

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Stages of listening:

Listening:

Listening is to pay attention to some body that you can hear to take a notice of what somebody says.

Stages

1) Receiving / Attending:

The first stage in listening is receiving the message of speaker. During this stage try to avoid thinking about other things. It is very important stage for business communication.

2) Understanding:

The second stage in listening process is understanding the message. Asking question to fill any information gaps is best way to understand message.

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3) Remembering:

The third stage in listening process is remembering the message of speaker. If the listener is unable to ~~remember~~ remember what the speaker was saying, chances are he was not effectively listening.

4) Evaluating:

The fourth stage in listening process is evaluating the message. Through evaluating stage of listening, information qualitatively and quantitatively assessed.

This is the stage in which you determine ^{Either} if the information is well constructed or not.

You can determine information is biased or unbiased.

5) Response:

During this stage, the listener may ask question, nod, take notice, give applause or simply ~~sit in~~ ^{SHAFINOTES} silence.

TOEFL: Test of english as a
foreign language.



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Expressing opinions:

→ Principles for expressing opinions:

If you want to give your opinion you must follow these principles:

① i) First make sure that situation ^{warrants} ~~wants~~ an opinion

There are many cases where silence is best way.

② ii) Ask yourself if you are best for this job.

Before you express your opinion make sure to like

③ iii) Think before speak

Think what you are going to say. Be mindful of your body language.

④ iv) Make sure you have all the facts:

use 'I' statement because it is powerful to promote connection.

⑤ v) Say what you think in detailed

Focus on the who, what, when

and where of the situation ^{to make}

⑥ vi) provide the reason for your point of view.

→ straightforward manner

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Recognizing Syllables:

There are common three methods involving in recognizing syllables.

i) Word stress:-

In order to listen effectively in English, knowledge of word stress is helpful. The rhythm (リズム) of English involve strong syllables and weak syllables (stressed and unstressed respectively).

→ One syllable content words are stressed.

→ One syllable content words are unstressed. They show grammatical relationships. In this way we can recognize syllables through word stress.

2) Rhythm:

In order to achieve a good rhythm in English you need:

to pronounce clearly words

Good rhythm in English also means speaking at a regular speed with correct phrasing and pausing. Speaking at a regular rate allows your listeners to predict where the next stress will fall.

You should not speak too slowly or suddenly. Change in voice creates disturbance.

So, we can recognize syllables through rhythm.

iii) Pausing:

You must pause in eight places
and links word together within
phrase.

Pauses occur :-

→ Before Punctuation Marks

(. ; : :- ? ! ')

→ Before conjunction:

→ Before conjunction (but, which, since)

(and, or, but, which, since)

→ B/t grammatical unit:
such as phrase, clauses, sentence

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Types of syllable:-

i) Closed Syllable:

- A closed syllable ends in consonant.
- The vowel has short vowel sound
- e.g:- Bat, Cat
→ short vowel sound

2) An open syllable:-

- An open syllable ends in vowel.
- The vowel has long vowel sound.
- e.g:- go, ApYON, now.
long vowel sound.

3) A vowel consonant e syllable:

- It is found at the end of a word. The final e is silent and makes the next vowel before it long.

- e.g:- Name, Hope

↙
long vowel sound

- It is also called silent e syllable.

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4) A vowel team syllable:-

- A vowel team syllable has two vowels that together say a new sound
- e.g:- South, Sail

5) A consonant + le syllable:-

- A consonant + le syllable has a consonant followed by the letters le.
- It is found in the words like handle, puzzle, middle.

6) A y-controlled Syllable:-

- A y-controlled syllable contains a vowel followed by the letter y. The y controls the vowel and changes the way it is pronounced.

e.g:- Cat, Sort, Part, chart,
Dark.

• STRESS PATTERN :-

i) When a noun and adjective stems from one syllable word, stress usually stays on the syllable of the original word.

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Example's:

Ast	Artist
Break	Breakable
Paint	Painter
Become	Become

ii) To differentiate between a noun and a verb with same spelling, stress **position changes.**

Examples:

Noun	Verb
A decrease	to decrease
An insult	to insult
An object	to object
A protest	to protest
A record	to record

iii)

In compound nouns (two words merged into one) the stress stay on the first part

Examples: i) Bookshop

ii) Football

iii) Notebook

iv) Toothbrush

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iv) The stress is generally at the end of words ending in **-eer**.

Example:

- i) Engineer
- ii) Pioneer
- iii) Volunteer

v) Stress usually falls after prefix.

Example:

- i) Demolish
- ii) Dismiss
- iii) prepare

vi) Stress usually falls on the syllable before the following letters:

Examples:

- i) Before (-tion/-sion) e.g Attention
- ii) Before (-ic / ical) e.g Biological
- iii) Before (-ity / -ety) e.g Authority
- iv) Before (-ient / -ient) e.g Convenient
- v) Before(-ial / ual) e.g Potential