

Homophones and Homonyms:-

Phoneme → smallest unit of sound

sell
cell

A Homonym is group of words that share the same spelling and same pronunciation but different meanings.

Homophones are group of those words that are pronounced same. These may have same spelling but have diff. meanings.

Cell, Cell, Sell,

HP

HP

HP

HN

H

match

Dear, Deer

Tie, Tie

Bear, Beer

Draw, Draw

Brake, Break

Fan, Fan

Draw, Draw

Cray, Cray

Peace, Piece

Train, Train

hour, our

Morion, Morion

tyre, tier

case, case

See, Sea

Facay, facay

white, right

bad, bed

son, sun

knot, not

know, no





Resume → Job specific

Resume

Summary in French

It is your qualifications
skills, professional
experience

It should be job
specific

Write about projects

References → Professors,
past employers who
can guarantee for
sincerity. They
must be familiar
with us.

(Max - 2 pages)

CV

CV (Curriculum Vitae)

CV is Latin word which
means course of life

CV can be 8-9
pages. (Even 40 pages)

Biodata

height, weight, gender, personal details,
blood group, salary, family members,
caste, parents' occupations, insta id,
Marital status

(Cambridge dictionary)

First language (Native language / Mother tongue)

The language that someone learns to speak first.

Second Language:-

A language that a person can speak that is not the first language he/she had learnt naturally as a child.

English as a foreign language

English has taught to people whose main language is not English and who live in a country where English is not an official language.

~~Theories of language learning~~

The processes which possibly help human beings in learning ^{any} new language.
4 theories

1 Behavioural theory:-

- (i) Language is learnt through imitation
- (ii) Our behaviour is a response to external stimuli

(B.F. Skinner) proposes this theory

2 Nativist Theory (Chomsky)

Q

- (i) Every child is born with some basic universal linguistic knowledge. He named it language acquisition device.

3 Interactionist theory (Jerome Bruner)

- (i) Language can be developed when used in daily interactions with people.

Bruner said that there is no need of LAD or imitation.



4 Input hypothesis (Monitor model) (Stephen Krashen)

- (i) Children / Learners need to listen more and comprehend the information received.

(ii) This information becomes the input (I)

(iii) After making errors and understanding Inputs completely, the learner moves further to acquire more information.

Accuracy

Correct use of Language

Fluency

speaking any language at a constant pace with a few pauses.

Phrasal Verbs :-

A phrase that consists of a verb with a preposition or adverb or both, the

the meaning of which is different from the meaning of its separate parts

Ex - Break up

Break-down

calm down

Show-off

check out

Make-up

cheer up

Getting over

start-up

Debate :-

It is a formal discussion on a particular issue which has 2 sides, one supporting it and other opposing it

G.D :-

— G.D is a group comm. where the candidates exchange their ideas and information on the concerned topics.

Debate:-

- Nature of Debate is competitive

G.D:-

- Nature of G.D is co-operative

Debating:-

Its aim is to bring audience

G.D:- Its aim is to share ideas.

Debate:- It means winning or losing

G.D:- We reach at consensus in G.D.

Reading:- (Soft skill) (as Communication is a soft skill)
It is a receptive skill, It is a decoding of a written form of a message

Skimming:-

It is the process when one tries to process a detailed piece of work by reading heading → subheadings or few ideas

Scanning:-

Scanning is when some goes through a specific part of a detailed piece of work and tries to comprehend that part completely.

Visual language:-

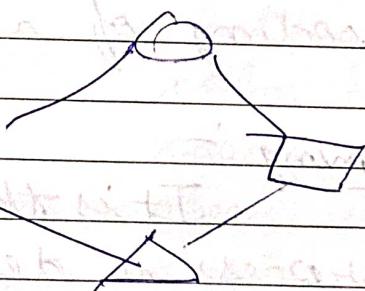
Language used for communication through visual elements

such as pictures, signs, logo etc. ^{painting}
 It can be a part of non-verbal language.

Visual language makes communication with larger audience convenient.
 Visual language is easier than non-verbal language to understand.

Note making:-

- (i) Linear method
Writing points only
- (ii) Sentence method
Summarize large pages in small
- (iii) Schematic method



Read between lines:-

Trying to understand figuratives as well as literal meaning.

Agenda:-

It is the list of individual items that needs to be discussed in the meeting.

Notice:-

It is the information about any meeting to be held in future.

Notice → Date, ~~for~~ timing, Venue ~~are in~~ with facts

Imp: The date on which the notice is sent or released.

P
Agenda of notice

1) Limit the no. of agenda items
Focus on few critical points

Signature of the candidate
Recipients

2) Do not dwell on the past.

3) Present opportunities not problems.

4) Allocate ample time to each point.

Minutes of meeting (MOM) are the information ^{info} or the discussion occurred during the meeting. It is a record of what happened in a meeting.

How to write:-

- 1) A bullet point list should be included
- 2) A list of participants
- 3) A copy of the agenda
- 4) The inclusion of recommendations
- 5) Every member has to sign.

Slang:-

A slang is vocabulary that is used between people who belong to the same social group and who know each other well. It is an informal language. It can offend people if it is used about other people or outside a group of people who know each other well.

Jargon :-

Special words and phrases that are used by particular groups of people from specific fields of work.

Ex → Encryption / Decryption.

(hort

~~Nantey~~ Blend :- Rom-com, sci-fi, Hinglish word

A blend is a word made up of two or more complete words whose meaning combines the meanings of the combined words.

Writing :-

An expressive skill. When you express ideas, information in the form of text.

Stages of Writing

1 Planning

↳ Format, ~~Reader~~, Formal/Informal, know your audience (age), gender, community interest.

2 Brainstorming (generation of ideas)

3 Organisation of ideas → most imp stage

↳ Introduction

↳ Body

↳ Conclusion

Till here, ^{first} a draft is created.

4 Editing → Refining, omissions

5 Refining Second draft is ready → $3^{\text{rd}} \rightarrow 4^{\text{th}}$ till satisfied

5 Proof reading → Word to Word reading.

Publishing → conveying something in writing

coherence v/s cohesion

Coherence

Cohesion

It refers to the connection

b/w the ideas presented
in a piece of writing. It
is the unity of ideas.

It refers to the connection

b/w diff. parts of grammar
in a piece of writing.

Language is extendable and modified. (Google it)

Stress → Disturbed state of mind

Two types of stress

Fustress → +ve type of stress

Distress → - ve

Fustress is a +ve form of stress
having beneficial effect on health, motivation,
performance and well being.

Distress is a - ve form of stress

Fussiness

- 1 It is usually shorter with a clear duration.

~~Difficulty~~

- 2 It can be manageable.

~~Emotion~~

- 3 Excitement, nervousness
- 3 anxiety

~~Self Efficacy~~

- 4 I can do it.

Boost your work

90%

- 4 I dk, Tension horrah! Make him feel low.

~~Health~~

5

+ ve / - ve

5

- ve

Distress

- 1 It can be shorter or longer.

- 2 It is unmanageable and overwhelming.

Regular Verbs:

These are those verbs whose simple past and past participle are formed by adding ~~'ed'~~ the suffix '-ed'.

Irregular Verbs:

Irregular verbs are those verbs that form their simple past and past participle in some way other than '-ed'.

Challenges in Languages

(a) Overgeneralisation:-

It is a phenomenon in which language learners apply a rule or a pattern in a situation where it does not apply in a language resulting in a non-conventional

conventional form.

Fossilization :-

It refers to the process in which incorrect language becomes a habit and cannot easily be corrected.

Ex:- Use of slang, b/w, soin

Committee :-

A small group of people chosen to represent a larger group to make decisions, collect information or achieve a goal.

Types :-

Formal committee :-

If a committee is formed as a part of organization and is delegated by the ~~duties~~ ^{source} authority by the organisation

- There is a hierarchy
- These are formed by an organisation
- There is a purpose to achieve.

Informal committee :-

Ex:-

- Expertise is not the focus in these committees
- There is no hierarchical structure
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