

# List of Exercises for Communication Skills Practice

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## Listening Exercises

### 1. Self-Introduction Videos

Watch videos of professionals introducing themselves (YouTube, TED Talks).

Focus on pronunciation, fluency, and clarity.

Take notes on sentence structure and key phrases.

Practice summarizing the key points.

Example Videos to Watch:

- "How to Introduce Yourself Professionally" – TEDx Talks
  - "Job Interview Self-Introduction Example" – LinkedIn Learning
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## Speaking Exercises

### 1. Self-Introduction Practice

Prepare a 1-minute introduction covering:

- Name, background, profession/education.
- Strengths, hobbies, career goals.

Record yourself & evaluate pronunciation, tone, clarity.

### 2. Extempore (Impromptu Speaking)

Pick a random topic (e.g., "The impact of technology on society").

Speak for 1-2 minutes without preparation.

Focus on confidence, coherence, and clarity.

Example Topics:

- Social Media: Boon or Bane?
- My Role Model and Why
- The Importance of Time Management

### 3. Role Play

Simulate real-life conversations (e.g., job interviews, customer interactions).

Practice dialogues for different situations.

Example Role Play Scenarios:

- **Job Interview:** One person acts as an interviewer, the other as a candidate.
  - **Customer Service:** Handling a customer complaint.
  - **Group Discussion:** Debate on a trending topic.
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## Reading Exercises

### 1. Non-Technical Comprehension Passage

Read short articles, news reports, or essays (300-500 words).

Identify main ideas, supporting details, and conclusions.

Answer questions based on the passage.

Example Topics:

- Environmental Issues

- The Importance of Soft Skills
  - The Role of Artificial Intelligence in Daily Life
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## Writing Exercises

### 1. Common Errors in Writing

**Identify & correct mistakes** in sentence structure, punctuation, and grammar.

**Focus on:**

- Subject-Verb Agreement
- Misplaced Modifiers
- Sentence Fragments & Run-on Sentences
- Comma Splices & Punctuation Errors

**Example Exercise:**

**Incorrect:** "She don't like coffee, but she drinks tea."

**Correct:** "She doesn't like coffee, but she drinks tea."

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This **Exercise List** covers **Listening, Speaking, Reading, and Writing skills** with practical activities to improve **communication fluency**. Let me know if you need detailed examples or worksheets!