

## Use of Language in Communication

Language is a way of making more easy communication. The language helps to express the culture of a person to another one. When a person communicates with another one, the language can help him to express his ideas more accurately and helps to make a good relationship with him. So language is a tool for making good relationships with society, learn and transmit knowledge and express feelings, ideas and emotions to others. Effective communication is made possible with only the help of language. The language employs a combination of words to communicate ideas in a meaningful way. Language is created by people. It doesn't exist in isolation or outside the minds of people. It is created by people as they need it.

Language enables us to express our wishes, feelings, likes, dislikes and ideas. Language afford human beings the ability to communicate anything.

they can imagine.

### EXPRESSIVE PURPOSES

Language can be used simply to express one's feelings, ideas or attitudes without necessarily taking a reader or listener into consideration. Diaries and journals are obvious examples of language used for expressive purposes.

### INFORMATIVE PURPOSES

Language is employed with the intention of conveying information to others. Therefore, a news bulletin board at your college, ~~in~~ are all examples of language being used for this purpose.

### COGNITIVE PURPOSES

When language is used cognitively, it is with the intention of affecting the audience in some way in order to evoke some type of response. When one uses language to entertain, to arouse sympathy and so on one is using language.

for cognitive purposes.

### ~~PHATIC~~ PHATIC PURPOSES

Sometimes language is used to establish or maintain contact among people. This use of language is most ~~obvious~~ obvious in spoken communication. Eg:- When we greet each other saying 'Hello' or 'good morning' we are using language to maintain social customs. Although phatic purpose of language does not apply to written communication, in the case of letter writing, the greeting is phatic. Informal or friendly letters or e-mails may also use expressions like 'How are you' or 'Hi there' merely for phatic purposes.

### SIGNIFICANCE OF TECHNICAL COMMUNICATION

Technical communication is the process of communicating to our audience by providing information about technical processes and products through media

### IMPORTANCE OF TECHNICAL COMMUNICATION

Technical communication is essential in an organisation, because it serves as a medium

to share the informations

Technical communication is very significant for  
is a set of application - the documents you write and  
the presentation you deliver - resume,

It is the exchange of information that helps people to  
interact with technology and solve complex problems.

Uses of Technical Communication

1. Inform
2. Instruct
3. Influence/Persuade.

Features of T.C

Reader-Centered, Accessible & Efficient; Produced in  
paper and digital versions.

Basic Concepts in T.C.

Audience, Purpose, Structure, Style.

### VOCABULARY DEVELOPMENT

Is a process by which people acquire words.

### TECHNICAL VOCABULARY

Technical vocabulary is words or phrases that are  
used primarily in a specific line of work or  
profession.

It is the specialized vocabulary of any field  
which evolves due to the need for experts in a

field to communicate with clarity, precision, relevance<sup>3</sup> and brevity.

## VOCABULARY USED IN FORMAL LETTERS/E-MAILS AND REPORTS

### PHRASES FOR WRITING A FORMAL LETTER

#### BEGINNINGS

I am writing on behalf of

I am writing to draw your attention to -

#### MAKING A REQUEST

I would be most grateful if you would

#### APOLOGISING

Please accept our sincere apologies

#### COMPLAINING

I'd like to complain about

#### ENDING

I look forward to hearing from you.

Please feel free to contact me if you have further questions.

#### VOCABULARY USED IN E-MAILS

It is important to think about the correct way to address the person you are emailing

The following phrases are suitable for addressing someone formally:

- Dear Sir/Madam
- Dear Mr/Ms Jones
- To whomever it may concern

First names are not usually used in these kinds of emails.

You can use the following to address someone outside of work or even a colleague that you know well.

- Hi Alfred
- Hello Eleanor
- Dear Jasmine

#### REASON FOR WRITING

Think about your reader and how you would like them to respond to what you are writing.

Use the following phrases to formally illustrate the reason you're writing.

- I am writing to ask for further information about ...
- I am writing with regard to the complaint you made.

## Making a request.

(4)

Most of the time, especially in a business context, you'll need to make requests or ask for information in your emails.

It is important to be polite when you're emailing to ask for a request formally:

- Could you please let me know if you are available?
- Could we arrange a meeting date?

## ENDING

To end an e-mail properly you need to finish with the appropriate sign off.

These closing phrases are suitable for ending formal emails:

- Yours sincerely
- Yours faithfully
- Best wishes

Casual phrases are suitable for ending emails with people you're more comfortable with:

- Thanks
- Take care
- Love

## VOCABULARY USED FOR IN REPORTS

### THE PROBLEM

This can be looked at by ..

One way to examine the point is ..

It is important to

### RESPONSE TO THE PROBLEM

Thus

Therefore

As a result

### INTRODUCTION LANGUAGE

Sets Out

Shows

Demonstrates

Establishes

### WAY OF DEALING WITH THE ISSUE

Approach

Method

The approach used here

### ACTION YOU RECOMMEND

Recommend

Must/ Should/ Ought to

To be/ Recommended

### REASONS FOR A PROBLEM

Cause

Effect

Induce  
Produce

(5)

Results And Conclusions

Support

Show

Can be interpreted

Demonstrate

Establish

x — x — x — x — x

## PARAPHRASING

A paraphrase is a restatement of the meaning of a text or passage using other words. The term itself is derived from Latin 'paraphrasis' meaning "additional manner of expression". It means formulating someone else's ideas in your own ideas. To paraphrase a source, you have to rewrite a passage without changing the meaning of the original text.

Paraphrasing a longer passage can take a little more effort, as you have to ensure it is different enough from the original to be classed as your own work.

Resead the original passage until you understand its full meaning. ~~Remember~~ Remember to change vocab phrases and sentences structure wherever you can.

## The Beauty of Aging

As you ~~get~~ get older, everything inside your body undergoes a change. From your nervous system to your epithelial <sup>outer layer of organs</sup> tissues and to your blood cells, every tiny part of your body undergoes a change. Aging has permanent effects on your skin, health and body.

- ① The student requested that the professor excuses her absence, but the professor refused.

The professor denied the student's request for an excused absence.

### VERBAL ANALOGIES

An analogy is a similarity that is drawn different between two different but sufficiently similar events, situations or circumstances. A verbal analogy draws a similarity between one pair of words and another pair of words.

There are many kinds of relationship which the question pair of words displays. If we are able to decode the relationship between words, we will

## Paraphrases

As you continue to grow older, the interior parts of your body also go through some changes. From the epithelial tissues to the blood cells and the rest of your nervous system, each and every part of your body deals with natural changes. Aging introduces effects that are permanent on the health, skin and body.

look to find out the pair of words among the options where the first word is a tool for the second. Thus, reaching the correct answer becomes easier.

### Types Of Analogies BASED ON MEANINGS OF THE WORDS

- Dictionary / primary meaning based
- Secondary meaning based.

Eg:- The meaning of 'flaws' is mistakes but it also has the primary meaning 'impurities'.

#### EXERCISES

1. PALATE : MOUTH ::

- a) Rainbow : Sky   b) Rivulet : dam   c) Hill : Range  
d) Ceiling : Room

Ans: D

Palate is the roof of the mouth; ceiling is the roof of the room.

2. STUTTER : SPEECH ::

- (\*) a) Blare : Hearing   b) Aroma : Smell   c) Astigmatism :  
sight   d) Novocain : touch

Ans: C

Stutter is a defect in speech, Astigmatism is a defect in sight

3. SEDATIVE : SLEEP ::

- a) Challenging : knowledge   b) Mnemonic : Memory

- c) dranre: story      d) vocal: eloquence

Ans: B

A sedative acts as an aid to sleep; a mnemonic acts as an aid to memory.

4. BACTERIA: DECOMPOSITION::

- a) Volcano: eruption      b) Antibiotic: injection  
c) Yeast: fermentation      d) Oxygen: treatment

Ans: C

Bacteria are minute organisms which cause decomposition.

Yeast are minute organisms which cause fermentation.

5. EXPEL: SCHOOL:

- a) export: factory      b) Exile: nation      c) escape:  
penitentiary, d) Vacate: Building

Ans: B

A person expelled from school cannot reenter it; a person exiled from a country cannot reenter it.

6) Incumbent: OFFICE::

- a) monarch: throne      b) President: Company  
c) Supervisor: employee      d) captain: army

Ans: A

An incumbent is the occupier of an office, a monarch is the occupier of a throne.

## SUBJECT- VERB AGREEMENT

Subject verb agreement means the subject and verb must agree in number. This means both need to be singular or both need to be plural.

BASIC RULE : A singular subject (She, Bill, car) takes a singular verb (is, goes, shines) whereas a plural subject takes a plural verb

She is going to town

\* Bill goes to school everyday (Habitual Action)

+ Car shines

Ex: The list of items is on the desk (is/are)  
If you know that list is the subject, then you will choose is for the verb.

RULE 1 : A subject well come before a phrase beginning with 'of'. This is a key of rule for understanding subjects. The word of is the culprit

A bouquet of yellow roses lend colour and fragrance to the room. (Incorrect)

A bouquet of yellow roses lends (bouquet lends, not roses lend)

Two singular subjects connected by or, either/or, or neither/nor require a singular verb.

Eg.: My aunt or my uncle is arriving by train today

Neither Juan nor Carmen is available

Rule: 3 Use Plural verb with two or more subjects

when they are connected by 'and'

Ex: A car and a bike are my means of transportation

Rule: 4 Sometimes the subject is separated from the verb by such words as along with, as well as, as, besides, not, etc. These words and phrases are not part of the subject. Ignore them and use a singular verb when the subject is singular

Ex: The politician along with the newsmen, is expected shortly

Excitement as well as nervousness, is the cause of her shaking.

Rule: 5 In sentences beginning with here or there, the true subject follows the verb

Ex: There are four hurdles to jump  
There is a high hurdle to jump  
Here are the keys.

Rule 6: Use a singular verb with distances, periods of time, sum of money etc, when considered as a unit

Ex: Three miles is too far to walk  
Ten dollars is a high price to pay

Rule 7: If the noun after of is singular, use a singular verb. If it is plural, use a plural verb

Ex: A lot of the <sup>noun</sup> pie has disappeared  
A lot of the pies have disappeared

All of the pie is gone

All of the pies are gone

#### RULE 8:

#### EXERCISES

1. ~~Singular subject~~ Everyone one of the shirts has a green collar.  
+ Everyone one of the shirts have a green collar

Ans A.

The pronoun 'one' is singular and requires singular verbs.

2. This singer, along with a few others, plays the harmonica on the stage
- A) This singer, along with a few others, play the harmonica on the stage
  - B) This singer along with a few others, play the harmonica on the stage

\* Ans. A

Sometimes the subject is separated from the verb by words such as along with, as well as, besides..  
Ignore these expressions when determining whether to use a singular or plural verb

3. A Sandals and towels is essential gear for a trip to the beach
- B) Sandals and towels are essential gear for a trip to the beach.

\* Ans: B.

~~Sandals and towels is essential gear for a trip to the beach.~~

4.
  - A) The president or the vice president is speaking today
  - B) The president or the vice president are speaking

today

Ans: A

To singular subjects connected by 'or' require  
a singular verb

5. A) Either Cassie or Marie pay the employees this afternoon
- \* B) Either Cassie or Marie pays the employees this afternoon
- \* Ans - B.

Two singular subjects connected by or, either/or, or neither/nor require a singular verb.

#### EXERCISES.

1. Everybody at the party — (was, were) enjoying the food.

The pronoun everybody is singular and requires singular verbs.

2. Either the <sup>singular subject</sup> sculpture or the <sup>plural subject</sup> paintings — (is, are) in the museum today

\* When a singular and the plural subject are connected by or, either/or, or neither/nor, the verb

agrees with the subject closer to it.

3. Everybody <sup>singular</sup> at the party — (was, were) enjoying the food.

The pronoun everybody is singular and requires singular verbs.

4. Mustard greens — (is, are) my favorite vegetable

'Mustard greens' is plural and requires the plural verb 'are'.

5. The coats or the lists <sup>plural subject</sup> are in that closet. (is, are)

### PERSONAL PASSIVE VOICE

Personal passive simply means that the object of the active sentence becomes the subject of the passive sentence.

When we put an object of an active sentence into passive, it becomes subject of the passive sentence.

Active Sentence : The professor gave the students the books.

Passive Sentence : The students were given the books

Active Sentence : The professor gave them the books  
They were given the books

## EMBEDDED CLAUSES

Rewrite the sentences including the correct embedded clauses.

1. The black cat was stuck up the tree who was out of breath
2. John had been playing football who had just heard a joke
3. Mrs. Brown, was laughing hysterically that speed past earlier
4. ~~The red sports car is parked on the street~~ who had been painting
5. The toddler had blue hands that was meowing loudly
6. The train was late with its pointed teeth glistening
7. The T-Rex chased its prey which had been delayed

## CLAUSE

A clause is a part of the sentence that contains a verb. A simple sentence usually consists of a single finite clause with a finite verb that is independent. More complex sentences may contain multiple clauses. Main clauses are those that can stand alone as a sentence. Subordinate clauses are those that would be awkward or incomplete if they were alone.

A clause is comprised of a group of words which includes a subject and a finite verb. A clause contains only one subject and one verb.

The subject of a clause can be mentioned or hidden, but the verb must be apparent and distinguishable.

### INDEPENDENT CLAUSE

It functions on its own to make a meaningful sentence and looks much like a regular sentence. In a sentence two independent clauses can be connected by the coordinators: and, but, so, or, nor, for.

Ex: I want to buy a phone, but I don't have enough money. (Two independent clauses).

He went to London and visited the Lord's.

### DEPENDENT CLAUSE

A dependent clause cannot function on its own because it leaves an idea or thought unfinished. It is also called subordinate clause. Dependent clauses help the independent clauses complete the sentence. A dependent clause alone cannot form a complete sentence.

I know the man who stole the watch

He bought a car which was too expensive

He does not know where he was born

FIND OUT THE INDEPENDENT AND DEPENDENT CLAUSES

There are no birds on the tree.

### DISTRIBUTIVE NUMERICAL ADJECTIVES

Each hand has five fingers

Every child needs love.

Neither method is correct.

### ✓ (Used firmly) EMBEDDED SENTENCES

There are two types of dependent clauses : subordinate clauses and embedded clauses.

Subordinate clauses can be omitted without making the sentence ungrammatical.

Embedded clauses make a sentence ungrammatical if they were omitted.

Embedded clauses must contain a subject and a verb.

Embedded clauses are placed within the main clause of a sentence.

There is usually a comma before and after an embedded clause.

The giraffe, who was the tallest in the zoo, towered over the other animals.

The embedded clause in the sentence is 'who is the tallest in the zoo'. This does not make sense on its own, as it is dependent on the main clause.

People claim that the Mona Lisa is the most famous <sup>object</sup> painting in the world.

The Mona Lisa is claimed to be the most famous painting in the world.

They build houses

Houses are built.

NUMERICAL ADJECTIVES (words used to modify nouns) - <sup>a quick rabbit</sup>  
<sup>a red hat</sup>

Numerical adjectives are those adjectives which are used to denote the number of nouns or the order in which they stand. They are also commonly called Adjectives of Number.

Eg: He bought three eggs at the supermarket.

They were seven patients in the doctor's waiting room and Max was the first.

Definite Numerical Adjectives:

Both Cardinal (one, two, three four) and Ordinal numbers (first, second, third)

Indefinite Numerical Adjectives

They indicate an ~~sort~~ indefinite number. Examples are: some, many, few, all, no, several etc

I have bought some mangoes.

I have bought all the tickets

1. I want some cereal
2. When it is raining
3. Mary likes cats
4. Before you go to bed.
5. Because you are late
6. Tom is a good soccer player.

### CONDITIONALS.

Conditional Sentences are also known as Conditional Clauses or If Clauses. They are used to express that the action in the main clause can only take place if a certain condition is fulfilled.

#### CONDITIONAL SENTENCE TYPE 1

It is possible and also very likely that the condition will be fulfilled.

Form: If + Simple Present, will - Future.

Ex: If I find her address, I'll send her an invitation.

#### CONDITIONAL SENTENCE TYPE 2

It is possible but very unlikely, that the condition will be fulfilled.

Form: If + Simple Past, Conditioned I (would + Infinitive)

Ex: If I found her address, I would send her an invitation.

## CONDITIONAL SENTENCE TYPE 3

It is impossible that the condition will be fulfilled because it refers to the past.

Form: If + Past Perfect, Conditional II (= would + have + Past Participle)

Ex: If I had found her address, I would have sent her an invitation.

Exercise

If Caroline and Sue — (prepare, prepares, will ) the salad, Phil — (decorate, decorates, will decorate) the house

If Sue peels (peel, peels, will peel) the onions for the salad, Caroline (peel, peels, will peel) the mushrooms

If I hit (would hit, hit) the jackpot, I would be

(would be, were) rich

If the referee — (would have seen, had seen) the foul, he — (would have awarded, had awarded) a penalty kick to our team.

## REPORTED SPEECH

In reported speech we usually report what was said at a different time, and so we change the tense to reflect the time we are reporting.

DIRECT SPEECH: "I'm not playing football."

(RS): INDIRECT SPEECH: He said that he wasn't playing football

2. Sometimes the pronoun needs to be changed.

DIRECT SPEECH: Jane: "I don't like living here."

REPORTED SPEECH: Jane said that she didn't like living here.

3. Other words about place and time may also need to be changed.

DIRECT SPEECH: "I like this car."

REPORTED SPEECH: He said that he liked that car.

4. If we report something which is still true, it is not necessary to change the verb.

DIRECT SPEECH: "My car is bigger than yours."

REPORTED SPEECH: He said his car is bigger than mine.

5. When we are reporting past tenses and we see the events from the same viewpoint as the original speaker, it is not necessary to change the tense.

DIRECT SPEECH: "The earthquake happened at half past seven."

INDIRECT SPEECH: The radio said that the earthquake happened at half past seven.

6. Modal verbs could, might, would, should, ought, had better usually do not change in reported speech.

DIRECT SPEECH: "I should go to the dentist."

REPORTED SPEECH: He said that he should go to the dentist.

EXERCISES.

I say T, d, Hc, Eo  
do Df

1. I don't feel well

Tim said that he didn't feel well

2. I can't drive.

He said that he couldn't drive

3. My parents have gone on holiday.

He said that his parents had gone on holiday.

4. I'll help you

He said that he would help me.

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# MODERN DAY RESEARCH AND STUDY SKILLS

SEARCH ENGINES: A search engine is a web-based tool that enable users to locate information on the Worldwide Web. Popular examples of search engines are Google, Yahoo and MSN search.

## REPOSITORIES -

GITHUB - is a GIT repository hosting service, but it adds many of its own features. Github provides a Web-based graphical interface. It also provides access control and several collaboration features, such as a wikis and basic task management tools for every report.

The functionality of GitHub is "forking" - copying a repository from one user's account to another. This enables you to take a project that you don't have write access to and modify it under your own account. If you make changes you would like to share, you can send a notification called a "pull request" to the original owner. That user can then, with a click of a button, merge the changes from your repo with the original repo.

These three features - fork, pull request and merge - are what make GitHub so powerful.

STACK EXCHANGE - Is a network of question and answer (Q&A) websites on topics in diverse fields, each site covering a specific topic, where questions, answers and users are subject to a reputation and reward system based on upvotes, downvotes, and moderation processes.

## OSS COMMUNITIES (MOOC, SWAYAM, NPTEL)

Open-Source Software is a type of computer software in which source code is released under a license in which the copyright holder grants users the rights to study, change and distribute the software to anyone and for any purpose. Open-source software may be developed in a collaborative public manner.

Mooc - A massive open online course (Mooc) is an online course aimed at unlimited participation and open access via the web. MOOCs provide social media discussions to support community interactions among students, professors and teaching assistants as well as

immediate feedback to quick quizzes and assignments. MOOCs are a recent and widely researched development in distance education, first introduced in 2008 and emerged as a popular mode of learning in 2012.

SWAYAM - Study Webs of Active Learning for Young Aspiring Minds) is a programme initiated by Government of India and designed to achieve the three cardinal principles of Educational Policy - access, equity and quality. The objective of this effort is to take the best teaching learning resources to all, including the most disadvantaged. SWAYAM seeks to bridge the digital divide for students who have hitherto remained untouched by the digital revolution and have not been able to join the mainstream of the knowledge economy. All the

courses are interactive, prepared by the best teachers in the country and are available, free of cost to the residents in India.

Swayam platform is developed by Ministry of Human Resource Development (MHRD) and NPTEL, IIT Madras with the help of Google Inc. and Persistent Systems Ltd. It would be ultimately capable of listing 2000 courses and 80000 hours of learning - covering school, under-graduate, post-graduate, engineering, law and other professional courses.

The courses listed on Swayam is in 4 quadrants:

- Video Lecture
- Specially prepared reading material

that can be downloaded/ printed  
self-assessment tests through tests and  
quizzes, and  
an online discussion forum for clearing  
the doubts.

Categories of courses include - Engineering,  
Science, Humanities, Management, English,  
Mathematics, Arts and Recreation, Commerce,  
General Library, Education  
Courses offered through SWAYAM are  
available free of cost to the learners.  
Students wanting certificates need to  
register and shall be offered a certificate  
on successful completion of the course  
with a little fee.

NPTEL - National Programme on  
Technology Enhanced Learning is a  
project of MHRD initiated by

Seven Indian Institutes of Technology

(Bombay, Delhi, Kanpur, Kharagpur,  
Madras, Guwahati and Roorkee) along  
with the Indian Institute of Science,  
Bangalore in 2003, to provide quality  
education to anyone interested in  
learning from the IIT's. The main goal  
was to create web and video courses  
in all major branches of engineering  
and physical sciences at the under-  
graduate and postgraduate levels  
and management courses at the Ph  
level.

Largest online repository in the  
world of courses in engineering, basic  
sciences and selected humanities  
and social sciences subjects

Online web portal - <http://nptel.ac.in>

## QUORA

Is an American question-and-answer website where questions are asked, answered and edited by Internet Users, either factually or in the form of opinions. Its owner, Quora Inc., is based in Mountain View, California, United States. The company was founded in June 2009 and the website was made available to the public for the first time on June 21, 2010.

## PLAGIARISM

It is the stealing and publication of another author's language, thoughts, ideas or expressions and the representation of them as one's own original work.

Plagiarism is considered academic

dishonesty, and a breach of Plagiarism. Plagiarism may not be the same in all countries. Some countries like India and Poland consider plagiarism to be a crime and there have been cases of people being imprisoned for plagiarizing.

Plagiarism is a serious offense and it is important to avoid it. It is a violation of intellectual property rights and can lead to legal consequences. It is also considered as a form of academic dishonesty and can result in expulsion from school or university. Therefore, it is important to always give credit to the original author and to cite sources correctly.