TRINITY COLLEGE FOR WOMEN

**(ARTS AND SCIENCE)**

**TRINITY NAGAR, MOHANUR ROAD, NAMAKKAL – 637002, TAMILNADU**

**(Permanently affiliated to Periyar University, Salem & 2f and 12b status Granted by UGC-New Delhi)**

**DEPARTMENT OF ENGLISH**

**COURSE FILE**

**Staff Name : Mrs.S.KEERTHANA**

**Class : B.A., ENGLISH LITERATURE Paper Code : 23UFEN01 (I SEMESTER)**

**Paper Name** : **ENGLISH FOR COMMUNICATION**

**PERIYAR UNIVERSITY SALEM 638 011**

**BACHELOR OF ARTS IN ENGLISH LITERATURE (B.A., ENGLISH LITERATURE)**

**SEMESTER PATTERN**

**Under Choice Based Credit System**

**REGULATIONS AND SYLLABUS FOR AFFILIATED COLLEGES**

**(Effective from the Academic year 2021-2022 onwards)**

# PERIYAR UNIVERSITY REGULATIONS

**OBJECTIVES OF THE COURSE**

* To educate students in both the artistry and utility of the English language through the study of literature and other contemporary forms of culture.
* To make students aware of the different communicative skills, and to develop among them an ability to effectively communicate in English, both in written and spoken modes.
* To provide students with the critical faculties necessary in an academic environment, on the job, and in an increasingly complex, interdependent world.
* Above all, to help students explore what is to be human
* To understand people, culture, societies and events of the entire globe.

**B. A. ENGLISH SEMESTER – I**

**SEC I – ENGLISH FOR COMMUNICATION**

**OBJECTIVES:**

* To provide learners an insight into the evolution of English Prose from the Elizabethan Age the modern age.
* To enable learners to analyse and appreciate Prose critically.

**OUT OUTCOME:**

* Develop understanding the passage and grasp its meaning
* Enhance the reading with correct pronunciation, stress, intonation, pause and articulation of voice.

# UNIT-I

# Communication :Basic communication styles –Passive ,Aggressive ,Assertive-Significance of communication.

# UNIT-II

# TYPES OF COMMUNICATION –Verbal –Non –verbal

**UNIT-III**

Effective communication skills

# UNIT-IV

# Skills to be acquired in communication-Speaking / Reading/Writing/Listening

# UNIT-V

# Application of Learning

# Recommended Books:

1. Effective technical communication by M.Ashrafrizvi, The McGraw-Hill companies
2. Understanding body language by Alen Pease.

**UNIT-I**

**Communication**

There are four communication styles that are particularly important to look at. By the end of this article, you will have an understanding of the four basic communication styles; aggressive, passive, passive-aggressive, and assertive.

You will also be able to identify if you practice any of the four types of communication styles and when.

There is a time and place for all 4 types of communication style, and it is up to you to understand when it is appropriate to use each one. Through our understanding and identification methods, you will be able to stop unhealthy communication in its tracks and build a newer, healthier communication style for yourself.

**Aggressive Communication Styles:**

Aggressive communication style is when you state your needs to leave less room for others who are involved and their needs. Aggression tends to come from a place of insecurity.

The aggressive communication style commonly arises when you feel threatened, perhaps when you feel as though your best interest is in jeopardy. Aggressive communicators may come off as verbally abusive to others.

Persons with aggressive communication characteristics may struggle to communicate with their partner because their hostility triggers their partner’s fight or flight instinct and the need to protect themselves.

Here are some examples of an aggressive communication style:

• Speaking in a loud and overbearing voice

• Criticizing others

• Using humiliation to control others

• Attempts to dominate

• Frequent interruption

• “You” statements

• Easily triggered temper

People who use an aggressive communication style may alienate themselves from others, confirming that they have something to be insecure about by producing fear or hatred in others. Not wanting to face these insecurities, aggressive communicators often struggle to take responsibility for their actions, making it difficult to learn from situations and get the support and love they are yearning for.

Choosing to use an aggressive communication style in certain interactions can be beneficial. If you’re feeling taken advantage of or need to make sure you’re seen, an aggressive communication style can be useful. For example, if you’re up against a co-worker for a promotion, you may need to be aggressive to get ahead. Or, for children who tend to get bullied at school, they may need to show the other children that they can handle themselves and are not to be messed with.

An aggressive communication style can also be helpful when exerting physical activity, like at the gym or in a race.

**Passive Communication Style:**

A passive communication style occurs when individuals tend not to express their feelings or opinions to others. People take on a passive communication style for various reasons. Sometimes it’s to protect them out of fear of confrontation. Other times it’s because they have a genuinely laid-back personality and like to go with the flow.

Passive communicators may have a higher tolerance for others’ behaviors. A passive communication style tends to involve

compromise more and allow the other person to have their way, sometimes leaving the person using a passive communication style feeling unfulfilled. For example, when your partner is having a bad day, you may choose to take a passive stance on an issue you’re having with them. You may think to yourself, “eh, I don’t need to bother them with this today; it will be there tomorrow,” but tomorrow never comes. Or, if your friend has finally found someone they are connecting with, you may choose to tell them your good news next time as not to take away from their shining moment.

When encountering a perceived aggressive communication style, a passive communication style may find themselves agreeing when they actually disagree or have something to add to the conversation. Oftentimes, the passive communication style is channeling the fear of confrontation and avoiding making the seemingly aggressive communication style more hostile. For example, if your boss is angry with you, it can be best to be submissive and accommodating to keep your job.

Though using a passive communication style can be helpful to your relationships, consistently using this communication style can reinforce passive behaviors and send a message to those around them that their needs don’t matter as much as others’ needs. Continuous passive communication style may lead to suppressed emotions causing unhealthy interactions with others. Specifically, those people that the passive communication style has been passive with. Their passive nature may drive them to avoid that person. A passive communication style may feel voiceless, like they don’t matter or uncherished. They may eventually feel like they are being taken advantage of, that their partner “just isn’t listening,” or resentful to their partner because they feel the relationship is uneven. This can sometimes be seen in relationships with narcissists.

Here are some examples of unhealthy passive communication styles:

• Failure to speak up for oneself

• Speaking softly or apologetically

• Poor eye contact and shrinking body language/posture

• Allowing others’ to consistently get their needs met over their own

• Avoiding conflict at all costs

• Ignoring situations that need to be handled sooner than later

Using a passive communication style has a negative effect, it may lead to feeling out of control, which can be anxiety-provoking. Hopelessness or depressed thoughts may ensue. Due to the hopelessness or depressing thoughts, a passive communication style sees no point in asking for their needs to be met.

In essence, taking on learned helplessness, which looks to the outsider like a passive-aggressive communication style. The passive communicator does not ask for their needs to be met; the aggressive communication style holds resentment.

**Passive-Aggressive Communication Style:**

Passive-Aggressive communication style appears to be passive, but behind the scenes, they act out angrily in indirect ways. Passive-aggressive communicators tend to have a fear of confrontation, indirectly dealing with difficult situations, which may look like they’re “sneaky” to others. Instead of directly asking for their needs to be met, a passive-aggressive communication style will show their negative emotions in subtle and oftentimes harmful behaviors.

Here are some Passive-Aggressive communication style examples:

• Sarcasm

• Subtle sabotage

• Pretending to be cooperative while subconsciously doing tasks incorrectly

• Mumbling to themselves instead of confronting the person

• Emotional withdrawal

• Talking behind someone’s back

• Quitting unexpectedly with no explanation

The passive-Aggressive communication style experiences a lot of the same negative effects that come with aggression and passivity. Short-term, a passive-aggressive communication style can be a much better alternative to acting out negative emotions such as rage.

Frequently, a passive-aggressive communication style is subtle and may go unnoticed, leading to a vicious cycle of conflict avoidance and conflict. For example, to relax after a hard day’s work, a partner will come up with excuses that allow them to put off chores they promised they’d complete. In this situation, the partner avoids a potential fight they think will come due to putting off what they said they’d do. In a healthy interaction, if the partner directly states they are exhausted from their day, and they need a few minutes to unwind before they jump into chores, the other partner will be okay with this and show them empathy. Instead, avoiding conflict will most likely lead to conflict, thus reinforcing that it is not safe to share their thoughts and feelings. The partner may have avoided a fight at the moment, but they didn’t give their partner the chance to understand their needs and meet them.

A passive-aggressive communication style often feels powerless, voiceless, and less than because they rarely get a chance to take ownership of their needs and appropriately address their issues to get the healthy support they want.

**Assertive Communication Style:**

Using an assertive communication style is the communication type that tends to be effective in most situations. An assertive communication style is when one clearly and firmly expresses their needs and/or opinions in a calm and controlled manner and without violating the rights of others.

Assertive communication entails being mindful of your own emotions and personal needs while also considering someone else’s emotions and needs. Since they are in tune with their needs and work to get them met, assertive communicators have the capacity to be empathic towards others.

Here are some behaviors of an Assertive communication style:

• Expressing needs clearly, respectfully, and appropriately

• “I” Statements

• Active Listening- listening without interrupting and reflecting on what you’ve heard.

• Speaking calmly

• Good eye-contact

• Relaxed body language/posture

• Feeling in control

• Empathy

Assertive communication can be a tough skill to master because it requires a great deal of self-control. Emotions make us human, and they can get the best of us, which can happen when communicating. Intense emotions can lead to unhealthy interactions with others if unmanaged. Practicing mindfulness can help master an assertive communication style. Assertive communicators usually feels like they have control over their lives through taking responsibility for their issues as they arise. Therefore, helping people maintain healthy relationships, mental health, and overall well-being.

The first step to using effective communication is recognizing when appropriate to use each of these communication styles. By learning about these four communication styles, you will be able to improve your interpersonal skills, and you will also be able to advocate for your needs the right way. Selecting a communication type is not easy and can be extremely nerve-wracking. Luckily, the more you educate yourself on the topic, the more confident you will become! Be honest with yourself and take responsibility if you realize that you are not always practicing healthy communication.

**Significance of communication**

Communication can be defined as sending and receiving information through face-to-face conversation or via email and phone about anything. When one is good at communicating information the receiver can perceive it very clearly and there is no scope for misunderstandings. Being a good communicator comes in handy in every aspect of life whether one is a student, in professional as well as personal life. If one is not able to convey well it leads to miscommunication.

Here in the importance of communication essays in English, we will explore different ways to write them. We have provided a long and short essay on the importance of communication.

**Long Essay on Importance of Communication**

In this long importance of communication essay, we will go through the meaning, types, and importance to give a proper idea in simple words to the reader.Communication meaning has changed drastically throughout only a couple of years since the advent of technology. Earlier communication meant having to converse about feelings, emotions, views, and ideas all while sitting before one another or in a group. With technology, one can communicate via email where one can send a message to an entire group.

The influx of smartphones has brought about an entirely different culture of communication. Smartphones have cameras that make it easier to communicate via video calls and conference calls between a group of people are also possible today. This generation of millennials is also adapting to social media platforms like Twitter, Facebook, and Instagram for business and personal communication as well.However, with the rapid changes in technology the fact that only good communication will get the job done remains unchanged. Before understanding the ways to better communicate with others we should understand the parts and types of communication.

**UNIT II**

**TYPES OF COMMUNICATION**

There are many different types and modes of communication, like verbal, non-verbal, written, visual and formal, and informal communication.

1. The most common one is Verbal Communication which involves the use of speech and language by both the sender and receiver. The message here is conveyed through the usage of words.
2. In non-verbal communication, the body language of the parties involved in communication or discussion is important. It is not an overly loud way of conversing, so the signs can likely be missed or misinterpreted in this type of communication. One should be a shrewd observer to understand the subtle ways of non-verbal communication. It is in the movement of limbs, eyes, the direction of tilted shoulders, or whether one is fidgeting and flinching, etc.
3. The written form of communication is a crucial one and at the same time, it is very tricky. One must very carefully construct the words in a written form as this can be documented for years to come. The use of written communication is in professional terms like circulars, memos, letters, and bank statements. Only experts get involved in drafting written statements when legalities are concerned.
4. Visual communication means conveying information through graphical representation like statistical data, pie charts, and bar graphs. All of this should also be based on facts and not mere assumptions.
5. The formal way of communicating is obeyed with colleagues and seniors wherein the sender needs to be controlled and measured in words as everything is for official purpose.
6. Informal communication is with peers and friends groups where there is a camaraderie between such groups and it can be casual with no rules and obligations and formalities.

When one is not a good communicator the repercussions can be of varying degrees to different people. In an official environment if miscommunication occurs one might even be suspended or lose their job. So one must learn the ways and importance of good communication.

**Ways to Be a Good Communicator:**

1. Knowing the audience one is addressing is the primary and most important step. If there is a younger audience the language must be simple and targeted specifically to them. Using difficult language and big words to show off one’s ability in such a case is futile.
2. Usage of a non-verbal mode of communication can be very effective. Like making eye contact when speaking can give a better understanding of the extent of grasping information of the audience.
3. Preparation before speaking is very important. One must be fully aware of the importance and objective of the message to be conveyed.
4. Usage of images and drawings, if need be one must explain using pictures as they can give a different perspective to the audience you are passing on the information to.
5. Be clear and precise and there is no need to add extra pieces of information when not required.
6. Listening more attentively before jumping to conclusions is very important.

**Need and Importance of Good Communication:**

1. Promotes cooperation and improves the working environment. When everyone is on the same page about what is expected, then people work in teams to complete the task.
2. Enhances working relationships and fosters a strong team. When there is good communication practice there are no misunderstandings and people find it easier to trust others.
3. Effective communication increases managerial efficiency. As higher management can trust their subordinates to do the work in less time than allotted.
4. Decision-making becomes easier as everyone can contribute their ideas and brainstorming also can be fun and creative.
5. Healthy relationships can be formed be it professional or personal. When one can communicate themselves well enough then they earn the respect of others and this only forms lasting bonds.

**Short Essay on Importance of Communication**

In this short importance of communication essay, a brief account of the communication methods and importance is discussed.

Communication and the need for it to be good has become increasingly important in all fields of life. Communication is a way to pass on information about a certain belief, emotions, feelings, and ideas from one person to another or from one person to a group of people. In today’s world English is the most important language to communicate with others and socialize.

The formal way of communication is usually in an official setup and people use more formal language and controlled ways of conveying information. Whereas informal communication is the opposite, there are no set rules and only casual language in such a form of communication.

However, the importance of good communication is as important in any form of communication as it improves the work environment, there is no communication gap, all jump on the same bandwagon, one can easily find solutions when they communicate their issues and problems with clarity.

Good communication also helps create healthy boundaries in both personal and professional life so it is important to be a good communicator for a stress-free life with no misunderstandings.

**Why Communication Skills are Evergreen!**

There are so many skills in the present context but communication skills are always useful in every aspect of life. They are useful not only in day-to-day life but also to express our views at the time of interview or at your workplace. Communication skills are needed for an hour. Though you  have hard skills, if you don't have communication skills, nothing is going to work for you.

Learning new skills are always  essential to progressing your career. It gives you various  job options and helps you develop new techniques to keep up with the fast-changing world. But there are other benefits, too. Here are some benefits of learning new skills—no matter your age or profession, or type of skill you learn.

**Improve Communication Skills**

The things to be considered to improve skills

* Listen a lot. It will make you a better speaker.
* Improve your Body language , the way you carry yourself, your walk.
* Watching News and listening to podcasts or interviews of famous people can help you a lot.
* Write  down things and work on them.Accept your flaws and try to work on them.
* Think before you speak.Avoid ego problems and stay down to earth to learn new things.
* Write a few lines daily which will improve your writing skills also.

**UNIT III**

**EFFECTIVE COMMUNICATION SKILLS**

**Effective Communication**

Improving Communication Skills in Your Work and Personal Relationships It sounds so simple: say what you mean. But all too often, what we try to communicate gets lost in translation despite our best intentions. We say one thing, the other person hears something else, and misunderstandings, frustration, and conflicts ensue. Fortunately, you can learn how to communicate more clearly and effectively. Whether you’re trying to improve communication with your spouse, kids, boss, or coworkers, you can improve the communication skills that enable you to effectively connect with others, build trust and respect, and feel heard and understood.

**What is effective communication?**

Communication is about more than just exchanging information. It's about understanding the emotion and intentions behind the information. Effective communication is also a two-way street. It’s not only how you convey a message so that it is received and understood by someone in exactly the way you intended, it’s also how you listen to gain the full meaning of what’s being said and to make the other person feel heard and understood. More than just the words you use, effective communication combines a set of skills including nonverbal communication, engaged listening, managing stress in the moment, the ability to communicate assertively, and the capacity to recognize and understand your own emotions and those of the person you’re communicating with. Effective communication is the glue that helps you deepen your connections to others and improve teamwork, decision making, and problem solving. It enables you to communicate even negative or difficult messages without creating conflict or destroying trust. While effective communication is a learned skill, it is more effective when it’s spontaneous rather than formulaic. A speech that is read, for example, rarely has the same impact as a speech that’s delivered (or appears to be delivered) spontaneously. Of course, it takes time and effort to develop these skills and become an effective communicator. The more effort and practice you put in, the more instinctive and spontaneous your communication .

**Barriers to effective interpersonal communication**

• Stress and out-of-control emotion. When you’re stressed or emotionally overwhelmed, you’re more likely to misread other people, send confusing or off-putting nonverbal signals, and lapse into unhealthy knee-jerk patterns of behavior. Take a moment to calm down before continuing a conversation.

• Lack of focus. You can’t communicate effectively when you’re multitasking. If you’re planning what you’re going to say next, daydreaming, checking text messages, or thinking about something else, you’re almost certain to miss nonverbal cues in the conversation. You need to stay focused on the moment-to-moment experience.

• Inconsistent body language. Nonverbal communication should reinforce what is being said, not contradict it. If

you say one thing, but your body language says something else, your listener will likely feel you’re being dishonest. For example, you can’t say “yes” while shaking your head no

• Negative body language. If you disagree with or dislike what’s being said, you may use negative body language to rebuff the other person’s message, such as crossing your arms, avoiding eye contact, or tapping your feet. You don’t have to agree, or even like what’s being said, but to communicate effectively without making the other person defensive, it’s important to avoid sending negative signals.

**Improving communication skills**

: Become an engaged listener People often focus on what they should say, but effective communication is less about talking and more about listening. Listening well means not just understanding the words or the information being communicated, but also understanding the emotions the speaker is trying to communicate. There’s a big difference between engaged listening and simply hearing. When you really listen—when you’re engaged with what’s being said—you’ll hear the subtle intonations in someone’s voice that tell you how that person is feeling and the emotions they’re trying to communicate. When you’re an engaged listener, not only will you better understand the other person, you’ll also make that person feel heard and understood, which can help build a stronger, deeper connection between you.

By communicating in this way, you’ll also experience a process that lowers stress and supports physical and emotional well-being. If the person you’re talking to is calm, for example, listening in an engaged way will help to calm you, too. Similarly, if the person is agitated, you can help calm them by listening in an attentive way and making the person feel understood.

**How do you become an engaged listener?**

If your goal is to fully understand and connect with the other person, listening in an engaged way will often come naturally. If it doesn’t, try the following tips. The more you practice them, the more satisfying and rewarding your interactions with others will become.

• Focus fully on the speaker, his or her body language, tone of voice, and other nonverbal cues. Tone of voice conveys emotion, so if you’re thinking about other things, checking text messages or doodling, you’re almost certain to miss the nonverbal cues and the emotional content behind the words being spoken. And if the person talking is similarly distracted, you’ll be able to quickly pick up on it. If you find it hard to concentrate on some speakers, try repeating their words over in your head—it’ll reinforce their message and help you stay focused.

• Favor your right ear. The left side of the brain contains the primary processing centers for both speech comprehension and emotions. Since the left side of the brain is connected to the right side of the body, favoring your right ear can help you better detect the emotional nuances of what someone is saying. Try keeping your posture straight, your chin down, and tilting your right ear towards the speaker—this will make it easier to pick up on the higher frequencies of human speech that contain the emotional content of what’s being said.

• Avoid interrupting or trying to redirect the conversation to your concerns, by saying something like, “If you think that’s bad, let me tell you what happened to me.” Listening is not the same as waiting for your turn to talk. You can’t concentrate on what someone’s saying if you’re forming what you’re going to say next. Often, the speaker can read your facial expressions and know that your mind’s elsewhere.

• Show your interest in what’s being said. Nod occasionally, smile at the person, and make sure your posture is open and inviting. Encourage the speaker to continue with small verbal comments like “yes” or “uh huh.”

• Try to set aside judgment. In order to communicate effectively with someone, you don’t have to like them or agree with their ideas, values, or opinions. However, you do need to set aside your judgment and withhold blame and criticism in order to fully understand a person. The most difficult communication, when successfully executed, can lead to the most unlikely and profound connection with someone. • Provide feedback. If there seems to be a disconnect, reflect what has been said by paraphrasing. "What I'm hearing is," or "Sounds like you are saying," are great ways to reflect back. Don’t simply repeat what the speaker has said verbatim, though—you’ll sound insincere or unintelligent. Instead, express what the speaker’s words mean to you. Ask questions to clarify certain points: "What do you mean when you say..." or "Is this what you

**Tips for improving how you read nonverbal communication**

• Be aware of individual differences. People from different countries and cultures tend to use different nonverbal communication gestures, so it’s important to take age, culture, religion, gender, and emotional state into account when reading body language signals. An American teen, a grieving widow, and an Asian businessman, for example • Look at nonverbal communication signals as a group. Don’t read too much into a single gesture or nonverbal cue. Consider all of the nonverbal signals you receive, from eye contact to tone of voice to body language. Anyone can slip up occasionally and let eye contact slip, for example, or briefly cross their arms without meaning to. Consider the signals as a whole to get a better “read” on a person. Tips for improving how you deliver nonverbal .

• Use nonverbal signals that match up with your words. Nonverbal communication should reinforce what is being said, not contradict it. If you say one thing, but your body language says something else, your listener will likely feel you’re being dishonest. For example, you can’t say “yes” while shaking your head no. • Adjust your nonverbal signals according to the context. The tone of your voice, for example, should be different when you’re addressing a child than when you’re addressing a group of adults. Similarly, take into account the emotional state and cultural .

• Use body language to convey positive feelings even when you're not actually experiencing them. If you’re nervous about a situation—a job interview, important presentation, or first date, for example—you can use positive body language to signal confidence, even though you’re not feeling it. Instead of tentatively entering a room with your head down, eyes averted, and sliding into a chair, try standing tall with your shoulders back, smiling and maintaining eye contact, and delivering a firm handshake. It will make you feel more self-confident and help to put the other .

**UNIT IV**

**SKILLS TO BE ACQUIRED IN COMMUNICATION**

Improving the LSRW Skills of the Students

Dr. Radhika Kapur

Abstract

In order to achieve personnel and professional goals, and to sustain one’s living

conditions in an appropriate manner, it is essential for the individuals to bring about

improvements in LSRW skills. These are referred to listening, speaking, reading and writing.

The significance of education is comprehensively acknowledged throughout the country. The

individuals, belonging to all categories and backgrounds aspire to acquire educational

qualifications. But individuals vary in their acquisition of education. Some individuals

acquire higher educational qualifications, whereas, some are just middle school or high

school graduates. Hence, irrespective of the educational qualifications, it is necessary for the

individuals to augment their skills regarding listening, speaking, reading and writing. The

main objective of this research paper is to acquire a satisfactory understanding in terms of

bringing about improvements in the LSRW skills of students. It is essential for the educators

to put into operation, the teaching-learning methods and instructional strategies in such a

manner that would impart not only sufficient information in terms of academic concepts, but

also in terms of LSRW skills. One needs to pay attention on a continuous basis in bringing

about progressions in these skills. Developments in these skills would help in enriching the

overall quality of lives of the individuals.

Improving the LSRW Skills of the Students

Dr. Radhika Kapur

Abstract

In order to achieve personnel and professional goals, and to sustain one’s living

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about progressions in these skills. Developments in these skills would help in enriching the

overall quality of lives of the individuals.

In order to accomplish individual and expert objectives, and to continue one's standard of living in a proper way, it is crucial for the people to make enhancements in LSRW skills. These are known as Listening, speaking, reading and writing skills. The criticality of education and learning is completely recognized all through the nation. The people, having a place with all classes and foundations seek to get educational qualification. Yet, people vary in their obtaining of education. A few people get higher instructive capabilities, while, some are simply high school or secondary school graduates. Thus, independent of the educational qualifications, it is vital for the people to increase their skills with respect to listening, speaking, reading and writing. The principle goal of this paper is to gain a palatable comprehension in terms of achieving upgrades in the LSRW abilities of students. It is basic for the instructors to place into activity, the educating learning techniques and instructional procedures in such a way, that would grant not just adequate data regarding scholarly ideas, yet additionally improve LSRW abilities.

**Listening Skills :**

Listening is a strategy for correspondence, which requires the listeners to hear, comprehend, and decipher. The capacity to listen effectively empowers the people to realize enhancements in their communication skills and intelligent capacities. Furthermore, they are able to reduce problems and issues, generate awareness. The primary aspects that comprise listening are, comprehending, retaining and responding (Sharma, 2011). Listening skills are regarded to be of great importance, especially when the people are devoted towards accomplishment of individual and expert objectives. Aside from generating information through web and other reading materials, people are required to speak with others in an appropriate way. At the point when they are communicating with others, essentially to look for thoughts and proposals that would help them in getting answers for their issues, they have to have powerful listening abilities. Aside from obtaining of compelling listening abilities, it is pivotal to actualize the procedures to create productive results. It is imperative for the people to guarantee that they utilize data that they have tuned in to, for advancing prosperity of their families and networks. Procurement of legitimate listening abilities would empower the people to frame great terms and associations with others.

**Methodologies for Developing Listening Skills**

Language Acquisition: Listening is viewed as the most crucial step that is executed towards obtaining of language. To build up one's listening skills, it is imperative for the people to promote acquisition of language. The instructors and students need to utilize basic language to speak with one another and create listening abilities. Tuning in to Ideas and Suggestions: Problems and difficulties are viewed as integral part of the lives of the people. At times, people formulate their own measures and techniques to adapt to issues and difficulties, yet in others, they are required to tune in to thoughts and recommendations. When people are overpowered by issues and challenges to a significant degree, at that point it is fundamental to take thoughts and proposals from experts and specialists.

Advancing Teamwork: Promoting cooperation empowers the people to create powerful listening abilities. In the understanding and strong terms and associations with others. They have to create viable communication skills and guarantee that they occur in a good and moral way. Viable Decision Making Processes: In many cases, when new strategies, projects and methods are to be started, conversation gatherings are sorted out, in which the people .

**Speaking Skills** :

Speaking is alluded as a way toward building and sharing of meaning, using verbal and non-verbal images in a variety of contexts. It is an interactive process of constructing meaning that involves producing, receiving and processing information .Speaking is viewed as an essential part of one's life. When centering upon the advancement of speaking skills, the people need to produce mindfulness regarding different viewpoints. These incorporate, profound quality, morals, values, standards, and principles. When speaking, people need to guarantee that they utilize better than average words and contemplate the attributes of good manners and etiquette. Another significant factor in the event of speaking is, people ought to be clear, familiar and expressive. Procurement of speaking skills empowers the people to follow social and social standards, principles and measures. Methods to improve Speaking Skills When bestowing speaking abilities to the students, the teachers are required to implement

**Content:** As much as possible, content utilized while educating, ought to be useful and usable, in real-life circumstances. Within the content, it is necessary to avoid too much vocabulary or grammar (Shrouf, n.d.). The content provided, ought to create awareness among the people in terms of different viewpoints.

**Correction of Errors:** The teachers are required to give appropriate criticism and correct the defects and irregularities that have been experienced by individuals, during the course of their learning. When making rectifications, it is vital to ensure that the communication procedure doesn't get intruded. At the point when others are speaking either on an individual basis, or in gatherings, it is indispensable to take notes. Taking notes would not just empower the people to procure information regarding subjects, they would also have an option to improve their speaking abilities. Conversation Strategies: While speaking, it is important to mull over discussion techniques. These strategies principally center upon the use of non-verbal communication, stances and gestures.

**Amiability and Decorum:**

It is indispensable for the people to be considerate and correct, while addressing others. The people need to guarantee that they utilize respectable, moral and ethical words and language. When people utilize courteous words and correct expressing abilities, then they are not only ready to keep up effective correspondence terms with others, but also, they are additionally ready to achieve their individual as well as professional objectives and continue their day to day living in an efficient manner. Instructor Intervention: When teachers feel that students don't take interest in speaking exercises, they are required to detail different measures and techniques, which would permit them to render a powerful commitment towards upgrade of speaking abilities among students. Interaction: Communicative language teaching depends on genuine circumstances that require correspondence. In speaking classes, students are furnished with the chance to collaborate with one another. Their associations might be based on

formal or casual discussion. Through collaboration, they can get engaged in practice sessions to improve speaking abilities. Formation of Communicative Learning Environment: Within the classroom environment, students should have the opportunity to participate in real-life communication, authentic activities and meaningful tasks that promote oral language The execution of various errands and exercises additionally are viewed as critical .

**Conversations**:

Discussions are viewed as a fundamental part of different errands and exercises in associations and instructive foundations. Through conversations, people usually express their perspectives and viewpoints and tune in to thoughts and recommendations, given by others. Interviews: When going for the interviews, people are required to prepare themselves well by generating information in terms of different viewpoints, improving speaking abilities and upgrading their own appearance. Confidence: When concentrating on speaking, it is fundamental for the people to be sure and defeat apprehensiveness and powerlessness. Confidence is alluded to self-reliance, affirmation and sureness. Speaking is viewed as a vital aspect of communication. So as to speak with others in a successful way, do one's assignments and exercises in an efficient way and improve the overall quality of lives, it is critical for the people to center upon their speaking abilities. When speaking with others inside just as outside the home, it is imperative for the people to teach the attributes of profound quality and morals and stay away .

**Reading Skills** ;

The advancement of reading skills, principally happens based on interests of the people. A few people don't feel keen on reading and simply read the materials, as an aspect of their workplace or educational responsibility. Though, some people are devoted readers and spend number of hours reading. In schools, especially in secondary and senior secondary levels, inside the classrooms, instructors regularly advise their students to develop reading abilities. They advise their students that to accomplish the ideal scholarly results, aside from course books, they should likewise peruse different books, articles, papers, etc. Reading is viewed as the most crucial step in the learning procedure. When one needs to start an undertaking, assimilate data, make, investigate, create, help, complete, improve or recall, at that point it is fundamental for them to read with concentration and mindfulness. Writing is the stage of learning and comprehension after reading. After one has gained a proficient comprehension of the ideas through actualizing reading abilities, at that point individuals write down the concepts. Faculty at all degrees of training, basically tell their students that they should read first, comprehend and write the ideas in their own words. This learning strategy is effectual in helping the students to render an attractive scholastic execution.

**Methodologies for Improving Reading Skills**

The methodologies that are executed for improving reading skills have been expressed as follows: **Improving Existing Knowledge**: Less information is viewed as unsafe. Achieving upgrades in existing information is a significant technique for improving reading skills.

**Planning Speeches and Presentations**: Within instructive organizations just as inside business settings, presentations are made, utilizing Power Point. Along these lines, people need to secure productive comprehension of the ideas through reading and set up their presentations.

**Research Projects:** In order to implement the research venture in a productive way, the people are required to create data through reading. For this, broad reading happens through books, articles, reports, papers, magazines, archives, web, etc. Memorizing: With advancements occurring inside the arrangement of instruction, educators regularly prescribe students to comprehend the ideas as opposed to cramming or memorizing them because of which they read different books or articles on web which improves their reading skills.

**Generating Awareness**: One can expand one's reading skills, especially when one generates mindfulness in terms of specific ideas or viewpoints. For example, when one needs to prepare/make a food item or an artwork, then they may generate awareness secure the important data by reading. Presentation of Activities: Introduction of exercises is regarded as most significant, especially when instructors are imparting information and knowledge to the students regarding upgradation of reading abilities. The most widely recognized exercises are alluded to the vocabulary and different things that are found fundamentally inside the text-books read by students. These units are based upon curriculum materials and some students take responsibility for their own learning by developing a personal dictionary in terms of various topics, subjects and other categories of language on a continuous basis (English, n.d.). Educators are the ones, who settle on the choices with respect to implementation of exercises and activities. Participation of students in exercises and various activities, render a significant contribution in improving their reading skills.

**Writing skills** :

The advancement of viable writing skills not only helps people to seek after their scholastic objectives, but also makes them ready to secure great business openings. In reputed employment opportunities, people are required to utilize their writing abilities. Writing is a workmanship. A few people have capable writing skills, while, a few people don't have great writing abilities. People usually are associated with the advancement of writing skills according to their inclinations and abilities. Since childhood, when individuals take admissions in pre-schools with the main target of building up the foundation for learning, they develop awareness for writing abilities. Methodologies for Improving Writing Skills To achieve improvement in writing abilities, it is fundamental for the people to execute certain techniques. These have been expressed as follows: Reading: Reading is one of the effective methodologies that is accustomed to bring improvement in skills. If one wants to develop writing skills, it is imperative for the people to read various texts, gain information and later compose, utilizing their own words and language. Writing: When one is writing, there are many aspects that should be mulled over. The people ought to delineate their own thoughts and perspectives in their composition. In case they are utilizing different sources, it is fundamental for them to refer to the sources and put them in book reference at the finish of the task. It is fundamental to maintain a strategic distance from counterfeiting. While writing, people need to consider certain strategies. These incorporate, language, vocabulary, sentence structure, etc. Typically, people guarantee that when

they are writing their articles, they have to utilize proper data, ideas and maintain a strategic distance from syntactic mistakes. People additionally execute broad measure of writing through messages, diaries, instant electronic communication, web sites and web journals. Encouraging Learning among Students: In instructive organizations, students are required to portray their writing skills in execution of assignments, reports, projects, etc. Consequently, it is evident that when they have the option to obtain a proficient comprehension of the concepts, they can portray their writing abilities in an efficient way. Writing Books: When one is occupied with writing books, it is indispensable for the people to generate mindfulness in terms of themes, ideas and chapter designs. They have to read many articles and conduct broad research, especially in terms of areas of study. It is fundamental for them to follow appropriate techniques and structures, when writing books. Settling Issues and Problems: Within the course of improvement of writing skills, there are number of issues that people experience. These incorporate, issues in reading the ideas, absence of data, absence of viable communication skills, issues in vocabulary, punctuation and sentence structure, inability to comprehend the word implications and learning disabilities. To develop one’s writing abilities, it is important to get support from others. These incorporate, their teachers, directors, mentors or family members.

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**Conclusion:**

In instructive organizations at all levels, significant accentuation is put upon the LSRW skills of students. The advancement of these abilities would not just empower the students to accomplish scholarly objectives, however they would have the option to adapt successfully to issues and difficulties, keep up great terms and associations with others, develop interpersonal and intrapersonal communication and improve their living standard in a suitable way. The procedures for developing listening skills are, acquisition of language, tuning in to thoughts and recommendations, advancing cooperation, powerful dynamic procedures, directing and direction, accomplishment of scholastic objectives, achieving work targets, participation in social, monetary and political exercises, management of household responsibilities and speaking with family members.

Techniques to advance speaking abilities are, content, correcting mistakes, conversation strategies, politeness and decorum, educator intervention, collaboration, arrangement of communicative learning condition, conversations, interviews, and confidence. Methodologies for improving reading abilities are, improving existing information, discourses and presentations, execution of research ventures, language support, memorizing, creating mindfulness, reading materials that are relevant, creating focus, presentation of exercises and creating awareness with respect to standards, principles and norms. Methods for improving writing skills are, reading, deciphering writings, setting up successful communication, encouraging learning among students, development of friendly natural conditions, writing books, settling problems and issues, utilizing innovation, and helping people to cope up with increasing demands of writing ventures. In order to ensure that students can adequately procure an understanding of these skills, it is crucial for the teachers to create awareness in regards to these techniques and give them sufficient activities and exercises that would render an important contribution in expanding student learning. Students are also required to adapt the qualities of persistence, creativity and integrity. Moreover, they are required to give satisfactory consideration, particularly when the educators are instructing.

**UNIT V**

**APPLICATION OF LEARNING**

The purpose of English teaching is to cultivate students' ability to make practical communication in English. Communicative teaching method advocates students as the center, which considers students are decisive factors of learning, emphasizes students' autonomous learning and interaction between teachers and students. Teaching activities should pay attention to cultivating students' innovation ability and communication skills that use languages in the real environment. Communicative teaching method gives priority to listening and speaking, which is very suitable for English oral teaching. Aiming at the problems exist in the college English oral teaching, combining the characteristics of oral English, analyzes the factors affecting English oral teaching, put forward application methods of communicative teaching method in college English oral teaching, which serves for promoting the college English teaching reform, improving the level of English oral teaching and students'.

**Introduction** :

Spoken English is the language form of oral communication which is widely used by people in English speaking countries. Spoken English is usually spread through sound. "Listening, speaking, reading and writing" are important forms for people to communicate with each other through language, which is an important means for people to understand the world, gain knowledge, develop intelligence, communicate feelings.

Linguists divide into language skills linguists from different perspectives. From the perspective of the forms of language, listening and speaking are oral languages, reading and writing are written languages; spoken language is the sound form of written language, written language is the written record of spoken language. From the perspective of the development of human language, spoken language is primary, written language is secondary; spoken and written language have obvious differences in the aspects of the manner and means of expression, as well as vocabulary, syntax, information density and language function.

From the perspective of cognitive, listening and reading are discourse understanding and information input abilities, speaking and writing are ideas expression and information output skills. The four skills promote each other in the language learning and communication, the lack of any skill will affect normal communication activities. All the time, students' accepted English learning in the school is mainly to take an exam, in order to cope with various English exams give priority to written, teachers' teaching are more vocabulary and grammar knowledge, a little amount of students can use English fluently to communicate, "dumb" English becomes the biggest obstacle to learning English. Oral English is a skill, especially in accordance with the current situation, the communication between China and the international is getting closer and closer, learning practical oral knowledge can deal with the practical problems encountered in work, business and abroad, etc. The purpose of college English teaching is to

cultivate students' comprehensive application ability, especially the ability of listening and speaking, which promotes students can effectively make the information communication of spoken and written in English. Communicative teaching method is the college English teaching method adapts to the requirements, which has a positive promoting effect for improving the teaching level of oral English and students' oral application .

**Communicative Teaching Method** :

Communicative approach thinks that language is a communication tool, learning a language should not only master the form and application rules of language, but also learn to make concrete application. Teaching language should teach students how to use the language to achieve communicative purposes, rather than regarding teaching grammar rules and fragmentary words phrases as the ultimate goal. Therefore, communicative teaching method emphasizes that teaching the knowledge of language function, if students don’t master language's communication function, there is no ability to use language to communicate.

Communicative teaching method emphasizes that put students in real communication scene as far as possible, and it is up to students to go through communicative activities. According to the principles of communicative teaching method, teachers and students all should pay attention to applying learned language in real classrooms and extracurricular communicative activities, it can be conductive to cultivate language communicative competence that teaching and learning in the communicative situation simulates reality. The basic principles of communicative method teaching include three aspects: first, all activities are around the communication. All teaching activities carried out by teachers in the classroom must take the communication as the center; second, try to reproduce the communicative process. The communication with people is rich and colorful in real life, used language is richer and more colorful in the communicative process, English teaching should reproduce this kind of communicative process;

Adopting a more tolerant attitude towards students' language errors, especially grammatical errors. The practice that wrong must be rectified can make students not dare to boldly express because of the fear of making mistakes, which interferes with students' free communication. The form of oral classroom communicative activities mainly has the following kinds: ask and answer with each other, which can be between teachers and students, also between students and students; free dialogue, which can talk about the weather, news and notifications, etc; table activities, two persons discuss something or ask another person to participate in an activity; look at the picture to speak, watching as well as talking, talking as well as asking questions, explaining each other; telling stories, roles can be divided to tell stories, or each person speaks one piece; group activities, several people are divided into a group to put forward their own opinions according to a certain problem; situational dialogue, according to different situations to talk; role play, according to the requirements of the situation, different roles are played by students; character interview, students play a role of reporter to interview for classmates or social celebrities played by classmates; workshops, collective or group discussion is made for a certain project, each person put forwards opinions or views; debates, students are divided into two sides to make a debate on a controversial subject; news broadcast, collect and select news programs from the radio and television or newspapers and magazines to report; speech contest.

**Characteristics of Spoken English**;

"Speaking English" is not only a kind of ability, what is more that a skill, a person's English reading and writing level does not represent oral communicative ability, there are essential differences between oral and written. English spoken language features are embodied in discourse, pragmatics, syntax and vocabulary, etc. Specific description is as follows: First, discourse features of spoken English. A slip of the tongue and hesitation pause in daily communication often trouble the speaker, which are all normal phenomenon, because speakers do not have enough time to plan what to say. Discourse's significant signs include: hesitation pause, which is normal inconsistent phenomenon in the oral communication; repeat, successful communication can be repeated, repeat attributes to the normal phenomenon; correction, in the process of communication, the speaker stops to correct inappropriate or incorrect statements. Chaos refers to the phenomenon that the beginning of a sentence or clauses is inconsistent with the ending vocabulary; incomplete, the speaker pauses for a moment for failure to continue the conversation..

**Second, pragmatic characteristics of spoken English**

Language is the pronunciation symbols system used for human communication, pragmatic is the application used for language by users in a certain context. Pragmatic characteristics of spoken English include: approach and priority, some types of discourse usually come in pairs, for example, greetings and responses, question and answer, invite and accept, etc; fuzzy refers to a speaking skill used for avoiding too much explanation in the daily conversation; emotional expression, parenthesis in the daily conversation, including thanks, please, bye, would you, could you and sorry to express speakers' feelings; dialect, usually indicates speakers' education background and

Third, grammatical characteristics of spoken English. The most obvious characteristic is informal and non-standard. Informal is closely combined with traditional habits, informal refers to draw further apart with traditional habits; non-standard link to the language's influence, which refers to the language type different with standard types. Specific features include: ellipsis, ellipsis of a certain or some words in the complete grammatical structure; word abbreviations, short form of a word; the "number" in the grammar, English has a singular and plural, which should be consistent in the sentence; tense, English has two kinds of tenses and two types of bodies, the present tense and past tense, the progress and complete body. Two kinds of tenses and bodies can be applied to make up different kinds of combinations. Fourth, vocabulary characteristics of spoken English. In daily informal communication, people often use inaccurate vocabulary, verb phrases or slang to make the discourse more accord with the occasion. Specific characteristics are as follows: commonly used vocabulary, native language speakers prefer to use common words in daily conversation; limited vocabularies, smooth daily communication only need five thousand words in one million vocabularies of English; radiation of significance, although oral vocabulary is limited, does not represent the amount of transferred information are less; abstract, in order to deliver more information in limited time, tend to avoid too specific to express; inaccurate vocabularies, in the daily communication it is not necessary to use every vocabulary accurately, which makes people feel comfortable and relaxed; slang, produced in some special occasions, or some non-standard use for standard vocabulary. Influence Factors of Oral English Teaching There are many factors affect the ability of oral English, which are summarized

into three aspects: teaching, teachers and students. First, teaching. The disadvantage of the traditional English teaching modes is the lack of the necessary context. In the language teaching,

the context is the premise of teaching, and the background of learning. In the process that non-active students learn language, complete and real context is not only the foundation of learning a language, but also can promote the non-native language learning; oral practice mode is usually dull in the classroom teaching, which is often simply imitation and retelling, the demand is lower, students' enthusiasm is not high, and the practice time is also limited; classroom practice atmosphere is not natural, students need to face students from the whole class or more classes, who are afraid of making mistakes, easily produce the sense of anxiety and tension. Second, teachers. The low level of English teachers' oral is an important factor that affect teaching, pronunciation is not accurate, applying English cannot be fluent, which are very unfavorable to cultivate students' oral ability; teachers grasp inaccurately students' English levels, often occurs that requirements are too much high, topics are too large or tasks are too difficult, which makes students produce the emotion of fear or anxiety; some teachers always think students do not understand, after speaking clearly in English, also explain in Chinese, which is not conducive to cultivate students' English thinking ability; some teachers worry about students' oral speed is slow or there is an error, do not give opportunities to students to speak with each other in the classroom, students lack of proper training in the classroom.

Third, students. The object of education is students, students are the study main body, the teaching effect is directly related to students' level and effort. Students' English basis knowledge is not solid, pronunciation and intonation are not accurate, vocabulary is poor, grammar is not

**Application on Communicative Teaching Method in College Oral English Teaching** :

Based on the basic principles of communicative teaching method, in view of the factors influence on spoken English teaching, with reference to previous research results, the application methods of communicative teaching method in college spoken English teaching are as follows: First, provide a real language environment. Communicative teaching method emphasizes language's authenticity. In the college spoken English teaching method, teachers should filter the language scene really used in students' real life to train. Through language learning, students should not only master the language form and basic rules of applying, but also learn how to use the language in a real context. In the teaching process, teacher should first arouse students' enthusiasm, consider in advance what kind of language materials are closely linked to the real life, the purpose of teaching students to learn English is communication rather than a test. Students are more familiar to their own professional topics, pay more attention on hot issues, students' attention will be focused on using appropriate language to express their views. The new college English teaching materials pay much more attention to cultivating communicative competence, which provide many communicative materials, some sentence patterns provide the context content for the actual communication, teachers should make full use of these contents to create oral communication environment, through

the ways that students read conversation in roles or simulate the actual situation to show, which lets students actively participate in classroom interaction. Second, weakening the grammatical problems in oral expression. Grammar is the common law in the use of human language. Learning grammar well can obtain a systemic knowledge of language, daily communication also can more accurately express, as well as the passport to open advanced usage of English. Therefore, traditional English teaching, from the initial phase which trains the ability of using language conforms to grammatical norms, students' oral expression appears non-standard usage, teachers immediately correct, stress the importance of using standard language. This approach affects the interest and enthusiasm of learning English. Communicative teaching method thinks that students make mistakes is a normal phenomenon, which not only is not a problem, but conducive to learning. The purpose of English learning is not the test, but the application, and makes learning has a correct grammar consciousness, through understanding and application, cultivates sensitivity for English and the ability to judge right and wrong, lets students conclude grammatical phenomenon by themselves in the learning process, and have the ability to autonomously learn grammar in the communication. Communicative teaching method emphasizes that fluency degree of speaking is more important than accuracy. Teachers constantly correct mistakes will disturb students' thinking ways, divert attention.

With the continuous improvement of expression ability, students can gradually correct grammar mistakes. Third, cultivate students' intercultural communicative competence. Intercultural communication is the communication between people of different cultural background, cultural differences impact on intercultural communication, cultural differences reflect in all aspects of culture, including religious beliefs, values, ways of thinking, way of life and relationships. The greater cultural differences are, the greater the possibility of difficulties occur in intercultural communication. Intercultural communicative competence is the intrinsic ability of individual, which be able to handle the key problems in intercultural communication, such as cultural differences, cultural strangeness, the attitude within cultural groups, and the consequent psychological pressure, etc. Intercultural communication competence consists of knowledge factors, emotional factors, situational features and mental activity characteristics. Among them, knowledge factors refer to that communicators should understand the purpose of cultural communication object, context and people's requirements on appropriate behavior; emotional factors refer to the attitude that communicators treat communication objects from different cultures and intercultural communicative behavior, cultural differences in intercultural communication context bring potential uncertainty; situational characteristics, including environment, cultural contact and social role; mental activity factors are the embodiment of knowledge and emotional factors, the content includes verbal and nonverbal expression, role playing. Fourth, cultivate students' English thinking ability. Developing students' intelligence and cultivating thinking ability are an

important task of classroom teaching. Language is a tool of thinking, language thinking is the medium that transforms language learning into language communication. Using English thinking is to make use of language to express without the intervention of mother tongue, without the process of "heart translation", fully thinking in English, comprehension and expression in English. In English teaching, teachers should adopt various methods, fully mobilize students' various senses, link up language materials and thought directly. Specific methods include: creating a relaxed classroom atmosphere to provide a good growth space for students' English thinking ability; encouraging students cooperate and interact to make the mind active, creative thinking is usually produced in the collision of mind; carefully designing study cases to inspire innovative thinking potential based on the combination of theory and application; creative thinking cultivation cannot do without imagination, encourage students to elaborate imagination; positive comments on learning activity, which let students experience the joy of success, strengthen the awareness of innovative thinking.

Fifth, actively create interactive language classroom to promote exchanges. Creating an interactive language classroom lets students participate in social practice, which creates a relaxed and natural atmosphere to arouse students' interest. Designing interactive activities should follow the following principles: starting from students' needs, including language form training and information transmission practice that improve fluency degree; apply real language and context; arouse students' intrinsic motivation; provide appropriate feedback and appropriate error correction; fully reflect the natural link of speaking and listening; provide students with the opportunities of active oral communication; encourage students to improve oral expression ability. Based on these principles, a variety of methods can be used in the classroom such as communicative games, role playing, drama, interview, group discussion and double activities. At the same time, in order to make up for the lack of time in class, more rich and colorful extracurricular activities actively are carried out, constructing the second classroom, including the English corner, clubs, salon, party and academic reports, etc, which causes student to gain more experience, actively participate in the opportunities to speak English

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