

SPEAKING SKILLS

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- * Speaking skills are necessary and important in many ways in academic and professional contexts.
- * for example to interact with fellow students or colleagues, to answer questions, to make presentations, to participate in discussions, and to attend a viva or an interview.
- * communicating well in spoken English includes pronouncing - words correctly, using the right sentence structures and language expressions to perform different communicative - functions, such as requesting and apologizing, and using polite language and the right level of formality when speaking to others.
- * The ability to speak fluently develops a long time and helps increase our confidence
- * The most effective way of improving your speaking skills in English is by listening to people speak the language in real-life situations and listening to radio/television news and discussions as well as films and plays.
- * you must try to use the expressions you hear whenever you talk to your friends, classmates and other people -



LISTENING SKILLS (OR) LISTENING COMPREHENSION

Para-1

- Good listening skills help us understand what someone says and respond it in an appropriate manner
- Hence, they have an important place in communication in the class room and work place, where we are required to listen to lectures and talks and participate in debates, meetings and group discussions
- we listen for general information, facts, details, pronunciation of newly learnt words and, of course pleasure.

SOME USEFUL TIPS FOR EFFECTIVE LISTENING

- * prepare yourself to concentrate on what you are going to hear.
- * In order to be good listener, don't interrupt others while they are speaking or complete their sentence for them.
- * wait until the speaker has finished speaking before expressing your opinions or asking questions.
- * When listening to a lecture or talk, interrupt to ask for clarification only if it is necessary in order to follow what you are listening to.
- * otherwise, Jot down your questions and thoughts and

- * Try to understand the ideas the speaker expresses instead of listening only to the words used to formulate them.
- * Pay attention to the tone of the speaker and, if they are physically present before you, to their facial expressions and body language.
- * These will tell you a little more than words that are spoken.
- * Finally, ask questions and paraphrase what you listened to in order to confirm that you have understood the speaker correctly.

Listening skills

- * Listening for meaning
- * Listening to talks
- * Listening to lectures
- * Listening to conversation
- * Listening to discussions
- * Listening to Jokes
- * Listening to riddles → (a difficult problem (brain teaser))
- * Listening for sounds
- * Listening for words
- * Listening for word stress
- * Listening for theme
- * Listening for details and taking notes
- * Listening for announcements and directions



READING SKILLS (OR) READING COMPREHENSION

→ para 1

→ Reading is a very important skill required in academic and professional context

→ It is not only increases our knowledge but also adds new dimensions to what we already know

→ In order to be a competent reader, you must ask yourself - what ~~what~~ your purpose of reading is - for pleasure, the theme, the gist, main ideas, details or some specific ~~purpose~~ pieces of information

→ There are different kinds of reading that suit each of these purposes.

→ Three main strategies that you must use to read well are skimming, scanning and intensive reading. ||

para 2

→ Skimming:- skimming is a mode of fast reading that gives us a quick general idea of what a reading text is about.

→ Scanning:- scanning is another mode of fast reading that helps us find out if a reading text contains information of the kind we are looking for

→ Intensive Reading:- Intensive reading helps us get a detailed understanding of a reading text.

→ In this kind of reading, our general knowledge of the world around us, with which we begin our attempt to understand what a writer says, is provide right or wrong or modified by what we read.

→ The comprehension exercises in the reading section in the book will require you to do all the three kinds of reading

TIPS FOR IMPROVE READING SKILLS:-

- * Before you start reading, go through the text quickly to get a first impression of what it is about and its features.
- * The title itself, the table of content, the write-up on the back cover, the preface and/or introduction, the introductory paragraphs in each chapter, the conclusion or chapter summaries will all help you do this.
- * ask yourself what you already know about the subject of reading text and whether it can give you the information you want or fulfil the purpose you are reading it for
- * when reading, give your attention first to what you understand and go back later to what is not clear
- * mark unfamiliar words that you think are important for you to understand the text and look up their meanings in dictionary after you finish reading.
- * Read the parts of the text where these words appear again to understand them better

continue Reading Skills

- Try to relate what you read to what you know, your experiences or other texts that you read earlier.
- * When reading for study or work purpose, underline important points, examples, etc., and make notes.
- * Use your notes to write a summary of what you read.
- * Doing this will help you recall it whenever you need it.

WRITING SKILLS

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- written communication is an important part of all study and work situations.
- In order to be able to handle a writing task well, you have to learn to use the writing norms and conventions characteristic of different forms of writing, such as essays, official letters, reports and project proposals
- Each of these forms has its own special set of language expressions, style and format.
- ~~It~~ is also important to inform, describe, narrate, persuade the readers to accept a particular point of view, debate an issue, or give your observations or recommendations on something?
- There are specific techniques you will need to learn to write for different purposes.
- Further, many fields for example journalism, law and medicine, have their own special vocabularies and formats.
- Finally, you must remember who your readers will be - teachers, subject experts, colleagues or non-specialists

Para 2

- The first step in producing a piece of writing is to make complete grammatical and meaningful sentences

→ well-formed sentences are linked to form longer pieces of writing, such as paragraphs, letters, essays, articles, and reports.

→ There are several factors that relate to the correct form of sentences that go to make a good piece of writing

SOME USEFUL TIPS FOR EFFECTIVE WRITING

- * presence of a subject and finite verb
- * use of the correct tense form
- * subject-verb-agreement
- * word order according to the type of sentence - positive or negative statement, question, command/request or exclamation.
- * use of a variety of sentence types - simple, compound and comp
- * absence of grammatical errors, relating to the use of, for example, articles, conjunctions, prepositions, plural forms, adjectives, comparatives, adverbials, quantifiers, passive voice and - indirect speech.

General.

- casual conversation
- formal conversation
- social interactions
- public speaking
- announcements
- radio
- television programming
- news reports

academic

- lectures
- tutorials and practicals
- seminars and workshops
- technical presentations
- academic discussions
- academic interactions
- viva voce

professional

- professional interactions
- meetings
- conferences
- interviews
- professional discussions
- professional presentations
- teleconferencing
- video conferencing

active listening

whole person listening

appreciative

attentive

casual

Biased

comprehension

content

Deep

Dialogic

Empathetic

Discriminative

Evaluative

False

Full

High - integrity

Inactive

Informative

Initial

Judgmental

Partial

Reflective

Relationship

Total