

make notes

Here are concise notes summarizing the key points from the provided unit on "Learning Language Skills through Language Functions" ^[1]:

Notes: Learning Language Skills through Language Functions

2.0 What are Language Functions?

- **Definition:** Language functions are the purposes for which we speak or write (e.g., greeting, apologizing, asking for information).
- **Contextual Learning:** Language functions are best learned through dialogues and practice in specific situations.
- **Levels of Formality:** Expressions can be classified as:
 - **Formal:** Used with seniors, teachers, or strangers.
 - **Informal:** Used with friends or close relatives.
 - *(For school learners, focus on formal and informal only.)*

2.2 Greeting and Taking Leave

Formal Greeting Example:

- **Dialogue:** Two neighbors address each other as "Mrs. Soni" and "Mr. Kamar."
- **Greetings:** "Good afternoon," "How are you?"
- **Taking Leave:** "Have a nice day," "Goodbye."

Informal Greeting Example:

- **Dialogue:** Friends use first names and pet names.
- **Greetings:** "Hello," "Hi."
- **Taking Leave:** "Bye," "See you."

Key Points:

- **Formal:** Use titles and polite greetings.
- **Informal:** Use first names and casual language.
- **Greetings for Occasions:** Learn specific greetings for national, religious, and social events.
- **Practice:** Enact dialogues and complete exercises to reinforce learning.

2.3 Enquiring and Giving Information

Formal vs. Informal Queries:

- **Formal:** Use polite phrases like "Excuse me," "I was wondering if you could tell me..."
- **Informal:** Direct questions are acceptable.

Sample Dialogues:

- **Asking for Directions:** "Excuse me, could you tell me the way to the library, please?"
- **Responding:** "Sure. Go straight ahead and then turn left."
- **Phone Inquiries:** Be clear, brief, and polite.

Expressions for Enquiring:

- **Formal:** "Would you be kind enough to tell me...?"
- **Informal:** "Do you happen to know...?"

Responding to Queries:

- **Formal:** "Definitely, sir."
- **Informal:** "Yeah! Sure."

Practice: Complete dialogues, role-play phone conversations, and make lists of useful expressions.

2.5 Apologizing and Responding to an Apology

Formal Apology Example:

- **Dialogue:** Student apologizes to teacher for talking in class.
- **Expressions:** "I'm really sorry," "I won't do it again."
- **Teacher Response:** "It's OK, Satish. Let it not happen again."

Informal Apology Example:

- **Dialogue:** Friend apologizes for being late.
- **Expressions:** "I'm really sorry I'm late."
- **Friend Response:** "No problem."

Key Points:

- **Structure of a Written Apology:**
 1. Expression of regret
 2. Explanation
 3. Acknowledgment of responsibility
 4. Declaration of repentance
 5. Offer of repair

6. Request for forgiveness

Common Expressions:

- **Apologizing:** "I must apologize for...", "I'm sorry for..."
- **Accepting Apology:** "That's okay," "Don't let it bother you."

2.6 Appreciating

Definition: Showing gratitude or admiration for someone's help, abilities, or deeds.

Sample Dialogues:

- **Complimenting Appearance:** "You look lovely."
- **Appreciating Work:** "You've done a good job."
- **Responding to Compliments:** "Thanks," "Thank you very much."

Writing Appreciation:

- **Features of a Letter:**
 - Mention the deed you appreciate.
 - Explain its importance.
 - Express willingness to cooperate.
 - Send promptly.

Practice: Prepare lists of appreciation expressions and complete exercises.

2.7 Asking for and Giving Directions

Key Points:

- **Asking for Directions:** "Excuse me, could you tell me the way to the library?"
- **Giving Directions:** "Go straight down this path, turn left, go up the stairs..."
- **Practice:** Read and enact dialogues, trace routes on maps, and give oral directions.

Common Expressions:

- **Asking:** "Can you tell me where...?"
- **Giving:** "It's opposite the State Bank, next to the Kamath Hotel."

Summary Table: Language Functions

| Function | Formal Example | Informal Example |
|--------------|--------------------------|------------------|
| Greeting | Good morning, Mr. Sharma | Hi, Parvati! |
| Taking Leave | Goodbye, Mrs. Soni | Bye, see you! |

| Function | Formal Example | Informal Example |
|-------------------|------------------------------------|---------------------------------|
| Enquiring | Excuse me, could you tell me...? | Do you know...? |
| Apologizing | I'm really sorry for... | Sorry, I'm late. |
| Appreciating | I appreciate your help. | Thanks, you're awesome! |
| Giving Directions | Go straight ahead, then turn left. | Walk down the road, then right. |

These notes cover the main concepts, sample dialogues, and practical exercises from the unit on language functions^[1].

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1. First-Year-English2.pdf