

Listening comprehension: TED Talk**1. Match the words to their definitions:**

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| 1. roughly | a. a mixture of loud, unpleasant sounds |
| 2. a cacophony | b. approximately |
| 3. a sound bite | c. a short memorable extract from a recorded interview or speech |
| 4. trivial | d. a situation that could happen |
| 5. conscious | e. done on purpose |
| 6. embedded | f. fixed into |
| 7. understated | g. not trying to attract attention |
| 8. a scenario | h. unimportant |

1+B

2+A

3+C

4+H

5+E

6+F

7+G

8+D

2.

A) Watch a sound expert talk about how to listen better. Then put T (True) of F (False) next to the statements below

Ted Talk: <https://www.youtube.com/watch?v=cSohjIYQI2A>

1. We spend about 40 percent of our communication time listening. => F
2. People are not usually aware that they filter different sounds. => T
3. The ways of recording things that we have invented mean we don't listen as carefully to things. => T

4. Silence will help you to listen better.=> T
5. Paying attention to everyday sounds isn't a good way to enjoy listening to things => F
6. To change the way that you listen, try listening from a different position.=>T

B) watch the second part of the talk, do the same as in the previous activity and put T (True) of F (False) next to each of the statements below.

1. The acronym to achieve better listening is an ancient word for “conscious”.=>F
2. The word 'so' is very important when you are communicating with someone. =>T
3. According to the speaker, listening is taught as a skill in some schools.=>F

3. Match the words and/or phrases in the talk to their meanings below:

<i>reverberation</i>	<i>contemplation</i>	<i>try this one for size</i>	<i>down to</i>	<i>mundane</i>
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1. a sound that echoes and makes things seem to shake *reverberation*
2. think about an idea or thing to form an opinion about it: *try this one for size*
3. ordinary and boring, usually because it happens regularly: *mundane*
4. in a way that includes everything, from the most to the least important part: *down to*
5. thinking deeply about something for a long period of time: *contemplation*

4. Match the adjectives on the left to the words on the right to make collocations from the talk.

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|---------------|----------------|
| 1. a mental | a. basis |
| 2. absolute | b. environment |
| 3. a noisy | c. process |
| 4. a slippery | d. range |
| 5. a whole | e. silence |
| 6. a daily | f. slope |

1+c /2+e /3+b /4+ f/5+d /6+a

Reading:

Read the following passage carefully.

(1) It is rare to find someone with good technical and communication skills. You can get far ahead of your colleagues if you combine the two early in your career. People will judge, evaluate, promote or block you based on your communication skills. Since habits form by repeating both good and bad forms of communication, learn to observe great communicators and adapt their styles and traits in written and verbal forms. The art of listening and learning from each and every interaction is another secret recipe. Develop the subconscious habit of listening to yourself as you speak and know when to pause.

(2) Learning what not to say is probably more important than learning what to say. As your career develops, you will realise that the wise speak less. Speak when you have value to add, else refrain. Poorly constructed e-mails with grammatical errors are acceptable between friends, but they should be seriously avoided while communicating formally with your seniors. Avoid any communication in an emotional state when you might say things you will regret later.

One unnecessary word uttered at the wrong time or place can ruin a relationship, career or even your life. Such is the power of words. If such a thing happens, you should immediately apologise, else it may haunt you for life.

(3) Another problem to overcome is speaking too fast since our minds are working faster than our speech, we are inclined to speak fast. This does not necessarily mean that the person hearing it will get it any faster. On the contrary, it is always the reverse. So slow down, think before you speak. "When I get ready to speak to people," Abraham Lincoln said, "I spend two-thirds of the time thinking what they want to hear and one-third thinking what I want to say."

Adding humour and it is also essential. But realise that not all jokes are funny and observe certain boundaries. Never say anything that could offend. Remember you are not a comedian who must offend as many people as you can to be witty.

Questions:

1. Answer the following questions briefly.

(a) Why is it necessary to have good communication skills?

It's necessary to have good communication skills because people judge, evaluate, promote or block you based on your communication skills.

(b) How can communication skills be developed?

Communication skills can be developed by observing great communicators, adapting their styles and traits in both written and verbal forms. Developing the subconscious habit of listening to oneself while speaking and knowing when to pause is also a way of developing communication skills.

(c) What according to the writer should be avoided while communicating?

According to the writer, poorly constructed communication with grammatical errors, especially in formal communication with seniors, should be avoided.

People also should avoid communicating in an emotional state when they might say things they will regret later.

(d) Why should you be careful when you tend to be humorous?

You should be careful when you tend to be humorous because not all the jokes are funny, and there are certain boundaries to observe. It's also important not to say anything that could offend others, as the goal is not to offend but to add humor without causing any harm or discomfort.

2. Choose the most appropriate meaning of the given words from the options provided.

A. Evaluate:

(i) estimate (ii) assume

(iii) punish (iv) evolve

=>estimate

B. Trait:

(i) treaty (ii) trail

(iii)quality (iv) liberty

=>quality

C. Utter:

(i) flatter (ii) speak

(iii) rot (iv) unique

=> speak

D. Haunt:

(i) hunt (ii) chant

(iii) trouble (iv) avoid

=> trouble

Linking words

Fill in the blanks with the correct subordinate conjunctions or similar expressions chosen from the pairs given in brackets.

For example: I went for a walk because the sun was shining. (because, otherwise)

- 1- We recognized her at once, _____ although _____ we had not seen her for years. (**although, in case**)
- 2- He kept reading _____ until _____ he fell asleep. (**for, until**)
- 3- The moon will rise _____ as soon as _____ the sun sets. (**as soon as, than**)
- 4- It looks _____ as though _____ the train will be late. (**while, as though**)
- 5- In the end, he decided to sell his car. This, _____ incidentally _____, proved to be a mistake. (**incidentally, also**)
- 6- _____ After _____ she got her degree, she became a teacher. (**After, Than**)
- 7- We will not go skiing _____ unless _____ the weather is good. (**as if, unless**)
- 8- Towards the end of the party, he got up and danced on the table. _____ However _____, he made a complete fool of himself. (**in other words/however**)
- 9- _____ Before _____ he left, he made sure he had his keys with him. (**Before, For**)
- 10- _____ Even if _____ I told the truth, you would not believe me. (**Even if, So that**)

2- Choose the correct linking word from the list :

even though - however - in order to - no sooner - not only - only if - under no circumstances

1. ____Not only____ are larger cars more expensive, but they also cost a lot to maintain.
2. Milk from our factory is tested regularly ____in order to____ give our customers the best possible quality.
3. ____no sooner____ had we moved in than our neighbours started complaining about the dog.
4. All countries voted in favour of the plan, ____except____ France.
5. ____even though____ we knew who the murderer was, we enjoyed most of the film.
6. ____under no circumstances____ must this door be left open.
7. I should punish you for disobeying, ____however____ , I am prepared to give you another chance.
8. ____only if____ we book today will we get a 50% discount.