

Comprehension & Communication Skills in English

Practical Manual

Course Credits :AE-ENP 101



Department of Agricultural Extension & Communication

School of Agriculture and Allied Sciences

The Neotia University

Jhinger Pole, Diamond Harbour Rd, Sarisha, West Bengal 743368

PRACTICAL LESSON - 1

LISTENING COMPREHENSION — SHORT TALKS

What is listening comprehension?

Listening comprehension encompasses the multiple processes involved in understanding and making sense of spoken language. These include recognizing speech sounds, understanding the meaning of individual words/ or understanding the syntax (a set of rules that govern how words are combined to form phrases and sentences) of sentences in which they are presented.

5 TIPS ON HOW TO IMPROVE YOUR LISTENING COMPREHENSION SKILLS

- **Listening Consistency** – To get familiar with the pronunciation of a language, it is key that you expose yourself to the spoken language every day.
- **List with the text** – Watch a video or a movie with subtitles. You can also find audio material with matching transcripts. In that way you can look up words or phrases immediately when you come across something you don't understand.
- **'Write What You Hear' practice** – Find an audio with its transcript (a written version of what was said orally) , keep it short , work on around 20 seconds of it. Listen to it a several times and write down what you have heard. Then compare what you've written with the actual transcript, figure out the mistakes you have made and what causes you to miss them.
- **Listening Repetition** – Try listening to a variety of native speakers saying the same word. Different accents might vary the pronunciation of the words so it's a good practice to get yourself familiar with the different sounds. By listening to the same word repeatedly, you will be able to identify it next time you listen to it.

EXERCISES ON SHORT TALK

- <https://youtu.be/aKIwUXPVOPA>
- <https://youtu.be/CSf2qmRMOWY>
- <https://youtu.be/kfjO8V-GaGI>

EXERCISES

You will hear a short talk. After the talk, you will hear questions about the talk. After you hear each question, read the choices and choose the best answer to the questions you have heard.

Short Talk Test 1

- What is the purpose of the Boy Scouts?
- Why is this speaker talking about the boy scouts?

- What will happen at the Lakeview Mall?

Short Talk Test 2

- Which airline has no flight on the weekend?
- Where does the traveller want to go?
- What is the speaker suggesting?

Arriving Late To Class :

<https://learnenglish.britishcouncil.org/skills/listening/intermediate-b1/arriving-late-to-class>

PRACTICAL LESSON – 2

LISTENING COMPREHENSION -- LECTURES

IMPORTANCE OF LECTURE COMPREHENSION

Listening to the lecture effectively is important as it will help you in better understanding of the lecture content which will enable you to write clear, helpful notes that will lead you to success.

BASIC TECHNIQUES FOR IMPROVING YOUR LISTENING SKILL FOR LECTURES

- Get your mind in the right space
- Get yourself in the right space
- Eliminate distractions
 - Background noise
 - Unusual accents
 - Dialects and language
 - Mistakes
 - Speaker disorganization, emotion or habits
 - Unrelated material
 - Your inner voice
- Look for signals
- Listen for what is not being said
- Take notes
- Ask questions

REFER TO THE LINK – How to improve listening to lectures for further study

<https://youtu.be/FFFm928eiPk>

EXERCISE ON LECTURE COMPREHENSION – 1

Listen to the lecture about the poet Sylvia Plath. Take notes while you listen.

LINK

https://www.examenglish.com/TOEFL/toefl_listening.htm

Answer the following Questions –

- The Bell Jar Was
 - about her father
 - her first novel
 - a very successful collection of poems
 - his last poems
- Sylvia Plath's 'Collected Poems'
 - i) won the Pulitzer Prize 20 years after it was published
 - ii) were written during the last year of her life
 - iii) won the Pulitzer Prize in 1982
 - iv) were never published
- Sylvia's husband
 - made movies
 - died in 2003
 - was also a poet
 - had a movie made about him
- Susan Bassnett thought Sylvia's work

- was about her husband
- was not very good
- was about work life
- was of great interest to women
- Sylvia's brother
 - Was 2 years older than her
 - Was born 2 years after her
 - Was a professor at Boston University
 - Was a highly educated academic
- Sylvia Plath's time at college was difficult because
 - She got bad grades
 - She won a scholarship
 - Boys did not like her
 - She was short of memory
- In 1953 Sylvia
 - Left New York to get a job as an editor
 - Rejected an offer to teach creative writing
 - Worked as a guest editor in New York
 - Returned to New York because she was depressed
- What does the lecturer imply when she says "very few modern poets have captured the popular imagination as much as Plath"?
 - Plath was able to understand the hopes of ordinary people
 - Plath has become very popular
 - It is unusual for a modern poet to become popular with ordinary people
 - Plath's writing was about modern people and their imagination

EXERCISE – 2 ON LISTENING LECTURE COMPREHENSION

Listen to a lecture about tunnels. Then answer the questions.

Link: <https://www.examenglish.com/TOEFL/lecture4.htm>

Answer the questions: -

1. What is a borehole?

- A kind of tunnel
- A smaller version of the final tunnel
- A shaft drilled into the ground
- A tunnel construction method

2. What tunneling system was used to create the tunnels in London underground system?

- Cut and cover
- Boring
- Top down
- Immersed tube

3. What will the choice of boring machine depend on?

- The number of buildings and roads in the area
- The depth and length of the tunnel
- The rock type and ground water content
- The time available to complete the project

4. What is the purpose of ground freezing?

- It increases the stand-up time
- It allows tunnels to be built in hard rock
- It allows water to be pumped out of the ground
- It softens the rock

PRACTICAL LESSON – 3

Listening Comprehension – Speech

Listen to Susan Anthony's famous speech on the video link of which is provided below and answer the questions below. In each case more than one answer is possible.

LINK : <https://www.learning-english-online.net/listening-comprehension/speeches/susan-anthony-on-womens-rights-to-vote/>

- What does Susan Anthony accuse the government of?
- She accuses them of making no distinction between whites and blacks.
- She accuses them of changing the Constitution.
- She accuses them of discrimination against African Americans.
- She accuses them of injustice and aristocracy.
- She accuses them of making sex a qualification to vote.
- What reasons does she name for allowing women to vote?
- Anthony argues that women have played a more important role than men in forming the Union.
- Dictionaries define citizens as people who are allowed to vote. As women are people, they should have the right to vote.
- The Constitution says "We, the people" which Anthony understands as "We, men and women, whites and blacks".

PRACTICAL LESSON 4

ORAL COMMUNICATION-PHONETICS

What is phonetics?

Phonetics is defined as the study of the sounds of human speech particularly how sounds are produced, transmitted and received.

Types of Phonetics

1. Acoustic phonetics- Focuses on the physical properties of the sounds of language.
2. Auditory phonetics- focuses on how listeners perceive the sounds of language.
3. Articulatory phonetics- Focuses on how the vocal tract produces the sounds of language.

Phonetics describes these sounds using the symbols of International Phonetic Alphabet (IPA). The IPA uses a single symbol to describe each sound in a language.

Following is a chart containing the phonemes(sounds) used in English language.

Links: <https://www.londonschool.com/blog/phonetic-alphabet/>

<https://tkacmaz.files.wordpress.com/2014/02/phonemes.jpg>

<https://youtu.be/514ZTYzUWmc> - Monothongs

https://youtu.be/_z3Mua6yVdI - Diphthongs

Consonant Sounds

<https://youtu.be/312yOW1YoII>

Let's practice

/ɪ/ -short vowel

/i:/ -long vowel

Pronounce the following pairs of words:

sheep- ship	lead – lid	team – Tim	feel -ill	seek – sick	weep-wit
sleep- slip	read – rid	keen – kin	eat- fish	heap – hip	see -him
eat- it	deal – dill	seen – sin	be- sick	leap – lip	sill- seal
seat- sit	heel – hill	leave – live	Jinn-jeans	beat – bit	mill-meal

Let's practice

/e/-short vowel

/æ/- long vowel

Pronounce the following pairs of words:

Met-Mat | Send-Sand | Said-Sad | Pen-Pan | Leg-Lag

Let's practice

/ɒ/ - short vowel

/ɔ:/ - long vowel

Pronounce the following pairs of words:

|Pot- Port| Spot-Sport| Cot- Court| Shot-Short|Smog-Small

Diphthongs

/eɪ/ -

Let's practice

/ei/

It sounds pretty similar starting with the tongue at the front of the mouth with the jaw half open [e] and then closing to [i] –

Let's Practice

Cake	Date	Make	Table	Same	James
Wednesday	April	Fail	Tame	Jail	Insane
Rename	Taken	Paper	Eight	Way	Lake
Rate	Sale	Lame	Waiver	Racer	Gate

/ao /

Let's practice:

/əʊ/

OH! is what you say when you're surprised by something or with slightly different intonation, when you are intrigued by something OH! Its spelling nearly always includes an 'o' like in GO, SHOW, LOAN & THOUGH, though some other spellings can occur like SEW.

Let's Practice

Rose	Joke	Focus	Spoken	Role	Coke
Donor	Lonely	Nose	Know	Oath	Joker
Zonal	Foam	Hole	Phone	Both	Toll
Mole	Sole	Tiptoe	Most	Slowly	Drone

IMPORTANT CONSONANT SOUNDS THAT ARE VERY OFTEN CONFUSED BY NON-NATIVE SPEAKERS:

V/W/F

Let's practice: /v/ and /w/ sound

Very	Victor	Vow	Vest	Shovel	Lead
Vine	Vast	Valuable	Variety	Verification	View
Where	Waive	Whenever	However	West	With
Watch	Wiper	Wait	Ways	White	We

Let's practice: /F/ sound

Father	Fairy	Farewell	Frozen	Refrigerate	Carefree
Refugee	Fame	Fail	Scarf	Rough	Phenomena
Flunk	Fluent	Foreigner	Face	Cough	Café
Frame	Tough	Curfew	Refer	Phantom	Perfume

Let's practice: /Z/ sound

Zebra	Zulu	Was	Has	Ways	Days
These	Haze	As	Phase	Exhaust	Ease
Tease	Cheese	Lease	Rise	Rose	Chose
Maze	Chase	Zeal	Nose	Pose	Blaze

Let's practice: /Zh/ sound

Pleasure	Measure	Treasure	Leisure	Television	Confusion
Delusion	Garage	Beige	Closure	Decision	Asian
Vision	Asia	Vision	Rouge	Illusion	Diversion
Mirage	Occasion	Pleasure	Erosion	Version	immersion

Let's practice: /S/ (1st and 3rd row) , /Sh/ (2nd and 4th row) sound

PRACTICAL LESSON -5

ORAL COMMUNICATION- STRESS

What is stress in English language?

Stress is the relative emphasis that may be given to certain syllables in a word, or to certain words in a phrase or sentence. In English, stressed syllables are louder than the non-stressed syllables. Also, they are longer and have a higher pitch.

What is a syllable?

A syllable is a word or a part of a word that can be pronounced with one impulse from the voice. A syllable always contains a vowel sound.

Before learning which syllable to stress on, let's first learn how to count syllables:

Activity	Syllables		
One-Syllable	Two-Syllable	Three-Syllable	Four-Syllable
Can	Af-ter	A-no-ther	Un-der-stand-ing
Have	Al-so	Af-ter-noon	Ev-ery-bo-dy
Suit	Peo-ple	Po-si-tion	Dif-fi-cul-ty
Fill	Cor-ner	Si-mi-lar	Ex-pla-na-tion
Pen	Pret-ty	Sa-tur-day	In-de-pen-dent
Wrong	An-gry	Cer-tain-ly	Re-la-tion-ship
Win	Dan-ger	Con-si-der	Te-le-vi-sion
Pain	Per-cent	Re-pre-sent	Po-lit-i-cal-
Drink	Hand-some	Ac-ci-dent	Trans-por-ta-tion
Slow	Pack-age	A-tten-tion	Op-e-ra-tion

Examples of word stress:

Stress on first the syllable:

Rule	Example
Most 2 syllable nouns	CHIna, TAble, EXport
Most 2 syllable adjectives	SLender, CLever, HAppy

Stress on the last syllable:

Rule	Example
Most 2 syllable verbs	to exPORT, to deCIDE, to beGIN

When a word ends with ic, sine, sion, tion, then the penultimate(second last) syllable is stressed.

Photo GRA phic	Compe TIT ion
Pronunci A tion	Sta TIS tics
Ex PEN sive	Tele VIS ion

When a word ends with – cy, ty, phy, cal, gy, then the antepenultimate (third last) syllable is stressed.

De MO cracy	Availa BI lity
Ge O graphy	Tech nical
Tech NO logy	Eco NO mical

Whenever we pronounce any acronym, then the stress is always on the last letter of the acronym.

UK	WHO
RSVP	USA

Exercise- Count the number of syllables and encircle the stress syllable, pronounce the word by giving stress on the stress syllable:

Realise	Systematic	Syllable	Bibliography	Autobiography	Career
UAE	Academic	Facility	Mentality	Harassment	Information
Supervision	Executive	Appointment	Energetic	Contact	Telephone
Enemy	Energy	Demography	Tentative	Generate	Terminology

Watch syllables and Word Stress -

<https://youtu.be/Vu6UVwkUgzc>

Sentence Stress

In order to speak effectively it is important to know which words are to be stressed in a sentence.

Watch sentence stress for further practice

<https://youtu.be/rnJCKda4oWU>

PRACTICAL LESSON – 6

ORAL COMMUNICATION-INTONATION

What is Intonation?

Intonation is the rise and fall of the voice while speaking which affects the meaning of what is being said. Both stress and intonation are important aspects of speaking correctly and effectively.

Importance of Intonation

- Awareness of intonation helps oral communication.
- Incorrect intonation results in misunderstanding.

Patterns of Intonation

1. Falling intonation
2. Rising intonation

Falling intonation

A falling intonation usually occurs in the following types of sentences:

a) Statements

1. I am a 'student.
2. Nice to 'meet you.
3. I'm going to the 'movies.
4. I'll be back in an 'hour.
5. Have a 'great day.

b) WH-Question asked:

1. What's your name?
2. Where does he live?
3. Why did you do this?

c) In exclamations:

1. That's wonderful!
2. How annoying!

3. What a wonderful surprise!

d) Commands:

1. Put that 'down!
2. Go over there!
3. Sit 'down!

e) Question tags:

1. You 'live here, 'don't you?

f) In questions offering choices:

1. 'Do you 'want 'tea or 'coffee?
2. Will you 'wait or 'go?

Rising Intonation

Rising intonation describes how the voice rises at the end of a sentence . It occurs in the following types of sentences:

a) It is common in yes-no questions:

1. Have you 'understood the, lesson?
2. Is 'that the new, 'doctor?
3. Are you, 'thirsty?

b) In WH-questions asked in a friendly way:

1. What's the time?
2. Where are you going'?

c) In question tags when you are not sure:

1. It's raining, isn't it?
2. You have been waiting for a while, haven't you?

d) Polite requests:

1. 'Could I borrow you pen 'please?
2. 'Would you 'turn off the radio 'please?
3. 'Come here, please.

Practice Intonation:

Ups and Downs: An activity to practice intonation patterns

Copy and cut out.

What are your plans for the weekend? (↘)	Are you doing anything special on the weekend? (→)
How much studying will you do this weekend? (↘)	Will you spend any time outdoors this weekend? (→)
Where do you like to spend your free time? (↘)	Do you play any sports? (→)
When do you usually study English? (↘)	Is the weather going to be nice this weekend? (→)
Can you cook? (→)	When I can find the time, I like to rollerblade. (→ ↘)
I'd like to have a picnic with some friends. (↘)	If the weather is nice, my family will have a barbeque. (→ ↘)
I enjoy reading walking in the park. (↘)	I'll go hiking with friends, and we'll camp over night. (→ ↘)
I like to stay in shape, so I always make time for jogging. (→ ↘)	I know how to cook, but I don't really enjoy it. (→ ↘)

By Jennifer Lebedev

Retrieved from: <http://englishwithjennifer.wordpress.com>

Watch Introduction to intonation

<https://youtu.be/tzh3Owutf5Y>

PRACTICAL LESSON -7

CONVERSATION - RATE OF SPEECH ASSESMENT

What is rate of speech?

This is the speed at which you talk.

This is the number of words spoken in a minute.

In conversation average speech rate is between 120-150 w.p.m

Why is it important?

If the speech is too fast, then listeners will not have time to assimilate what is being said. If speech is too slow, listeners will lose interest. Rate of speech is important for verbal communication as it aids in understanding.

Practice:

Dialogue 1: Two speakers introduce himself

Ravi – Hello! I don't think we have met before. My name is Ravi.

Sanjay – I am Harry. Pleased to meet you Ravi.

Ravi – Where are you from Sanjay?

Sanjay – I am from Delhi. I am a recruiter there.
what about you? What do you do?

And

Ravi – That's great. I am in the Human Resources in Maruti Suzuki.

Sanjay – That's interesting....

Dialogue 2: How to introduce someone else

Ruchi – Dolly, I don't think you know Mahek?

Mahek, this is Dolly Sen from Thailand Embassy.

Dolly – No, I don't think we have met before.

Nice to meet you Ms. Sen.

Mahek – Pleased to meet you too.

Do you also work with Ruchi?

Dolly – No, I'm from the Visa section.

Watch Rate of Speech Video

<https://youtu.be/kUKZ2DE7eT8>

For more practice refer to the following link

<https://youtu.be/w29fFsRFZ6k>

The Neotia University

PRACTICAL LESSON -8

CONVERSATION-CLARITY OF TONE ASSESSMENT

What is Tone in conversation?

Tone of voice is actually the way a person is speaking to someone. It is how you sound when you say words out loud. To communicate well you must make sure that your listener gets your message clearly.

Watch “Tone of voice in Communication”

Link: https://youtu.be/5hvVjOqk_4o

Read the following dialogues to assess your clarity of tone in conversation

Conversation 1- Doctor's Appointment

Amit Kumar: Hello! Can I speak to Dr. Bhatt, please?

Receptionist: I'm afraid she's in a meeting, but I can leave her a message.

Amit Kumar: I would like to arrange an appointment to see her.

Receptionist: She is available tomorrow morning.

Amit Kumar: I could make it at 11:30.

Receptionist: I'm sorry, she's busy at that time. Would 12 noon be okay?

Amit Kumar: Excellent. I will see you tomorrow at 12 noon then!

Receptionist: Goodbye!

Conversation 2- Friendly, telephonic.

A: Hello, may I speak to Alice please?

B: This is Alice. How's it going?

A: I've been trying to call you all day.

B: Sorry about that. I was cleaning up.

A: It's okay.

B: So what were you calling me about?

A: Oh, I just wanted to see if you wanted to hang out tomorrow.

B: Sure, what do you want to do?

A: May be we can go see a movie or something.

B: That sounds like fun. Let's do it.

A: I'll see you tomorrow then.

B: See you then. Goodbye.

Activity:

Conversation topics in class:

1.

- 2.
- 3.
- 4.

The Neotia University

PRACTICAL LESSON- 9

CONVERSATION- FORMAL, POLITE

Polite conversation involves a good balance of talking and listening. No single person should dominate the conversation, so keep your answers to the point.

Formal Conversation – is the way we talk in serious and important situations.

For **example**:

1. Talking to the doctor.
2. Talking to the boss at work.
3. Talking to an important person.

Formal conversation is different from the informal conversation that is the way we talk in relaxed situation with friends and family.

Sample conversation 1:

A: Good morning, this is _____. May I speak to _____ please?

B: Good morning, hold on please. I'll put you through.

A: Thank you.

B: You're welcome. I'm terribly sorry _____ is not available at the moment.

A: Would you like to leave a message?

B: Yes please. Could you tell him/her that _____ called.

A: Yes, of course.

B: Thank you very much, good day! Goodbye!

Sample conversation 2:

3 people having lunch at the restaurant conversation.

Jane: Leslie, may I borrow your cell phone to call my mother after we finish lunch?

Leslie: Yes, of course, Jane. And please, do not forget to ask your mother whether you may go to the movies with us afterwards.

Mary: Jane, could you pass the salt, please?

Jane: Sure, here you are.

Mary: And the pepper too, please. Thank you.

Jane: You are welcome.

Leslie: Would both of you mind if I stop by Marcus bookstore on our way to the movie?

Jane: No, not at all.

Mary: I would love to look at their New Book selection. So, I would like to stop there also.

Jane: Would both of you like to go shopping after the movie?

Leslie: Maybe some other time. I need to be home by 5:00 o'clock.

Mary: I can go with you if you want.

Jane: That would be great. I need to pick up a gift for my brother. His birthday is on Sunday next week. What would you recommend, Mary?

Mary: Just a moment please. Let me think. Maybe a fishing pole since he loves fishing?

Jane: What a clever suggestion! My brother will thank me for the lovely gift. I hope there is a fishing store in the mall.

Leslie: I ordered too many French fries. Would anybody care for some?

Jane: Yes, I would like some.

Leslie: How about you, Mary?

Mary: No, thank you. I have enough food already.

Jane: Leslie, would you like some of my fried rice?

Leslie: Yes, please. Just a little bit.

Jane: Here you go.

Leslie: Oh, that is enough! No more, please.

Jane: Mary, did you remember to bring my Harry Potter book?

Mary: Oh, I am sorry. I completely forgot about it. Could you call to remind me again tonight?

Jane: Certainly.

Leslie: If you do not mind, may I borrow the book after you are done with it?

Jane: I promised to let John borrow it after I get it back from Mary. You are welcome to have it once John is finished. John is a fast reader; he will finish it in no time.

Leslie: I, on the other hand, am a pretty slow reader. How long do you think I may keep it?

Jane: I already read it. So, you may keep it as long as you want. Give it back to me at your earliest convenience.

Leslie: Thank you, Jane. That will save me some money.

Mary: Are we all done? We should leave now to catch the next show; otherwise, we will be late.

Leslie: I am ready anytime you are.

Jane: So am I. Shall we go?

Expressions used in the conversation

Pass the salt, please

Here you are

Would you mind if

On our way to

I would be glad to

May be some other time

That would be great

What would you recommend?

Just a moment, please

A very clever suggestion

Would anybody care for some?

Certainly

A fast reader

A slow reader

Finish in no time

On the other hand

At your earliest convenience

Catch a movie

So am I

Watch formal Vs Informal Example video

Link: <https://youtu.be/CMeLnUQljMQ>

Watch "Speaking: being polite " video

Link : <https://youtu.be/rQN4-I5AXE0>

PRACTICAL LESSON – 10

Reading Skills – Dialogue

Reading is a very important language learning skill. It helps you improve all parts of the English language – vocabulary , spelling , grammar and writing.

Make yourself familiar with those conversations until you can automatically speak it. Reading dialogues provide an opportunity for both reading and speaking practice.

Read and Practice the following dialogues –

Sample Dialogue 1 – Between two friends talking

Angie: Congratulations on your new job, Chris!

Chris: Thanks, Angie. To tell you the truth, I'm not so sure I like working.

Angie: Why do you say that? Last year you wanted to get out of university!

Chris: I know, but that was last year. Now, A Great But Stressful Job

(two friends talking)

it's just work, work, work. I work hard all day, every day.

Angie: Oh, come on. Don't complain. You're making a good salary now. Last year, you didn't make anything.

Chris: Right. Now, I have money, a nice apartment and a car. BUT I don't have any time to enjoy it all.

Angie: It can't be all that bad.

Chris: No, of course it isn't. I still have my weekends.

Angie: So tell me, what do you miss about university?

Chris: I used to go to parties, I stayed up late talking with friends...

Angie: You can go to parties now, and you can stay up late.

Chris: Right, but then I'm tired at work. I can't do that. I have to be serious about things.

Angie: I think you are TOO serious about everything.

Chris: That's easy for you to say, you are still at university.

Angie: Yes, but I don't have a job.

Chris: Would you like to change places with me?

Angie: Oh, come on Chris. It isn't all that bad.

Chris: Hmmm...

Sample Dialogue 2 – A Dialogue between a Master and Pupil on Public Speaking

Master – Well Ram Narain, I hear you are taking part in the speaking competition.

Pupil – Yes sir, and I came to ask you to give me some hints on the art of the public speaking.

Master – With pleasure, Ram Narain. Have you prepared your speech?

Pupil – Yes Sir, and now I am learning it by heart.

Master – Oh! But that is a great mistake. Always carefully prepare what you want to say, but never learn it off by heart.

Pupil – But why, Sir?

Master – Because when you are speaking, you should watch your audience to see whether they are following what you say. You can see by their faces whether they understand and are interested; and if they are not, you can then win their attention by adding, or emphasizing, or changing something. But if your speech is learnt by heart, you cannot alter it.

Pupil – But it seems so much easier to learn it.

Master – It is not so in the end. Memorizing is a great strain. Also, if you forget one sentence, you may break down altogether.

Pupil – Well, I might manage if I could have my notes with me when I speak.

Master – At first you may take a short note of outline, or main points, of your speech, lest you should forget; but when you get used to speaking in public, it is best to do without notes altogether.

Pupil – But if I don't use notes, and must not learn my speeches off by heart, how can I remember what to say?

Master – You must prepare carefully and think out what you want to say, and learn the main points, or outline, of your speech. Then, when you get up to speak, you will find that the words will come.

Pupil – But I feel so nervous when I have to speak.

Master – That is natural, specially at first. But as you get used to speaking in public, you will overcome that. Even practiced speakers often feel very nervous before they begin to speak; but when they get onto their feet, they forget all about it.

Pupil – When I am nervous, I think I speak too fast.

Master – Well, you must practice speaking slowly and distinctly. And don't shout – it strains your voice and prevents people hearing you; and don't speak too low. Speak naturally, so that all can hear.

Pupil – Thank you, sir, for your hints. I will try to follow them.

For Further Practice refer to the following Link

<http://www.english-for-students.com/Easy-English-Conversations.html>

PRACTICAL LESSON – 11

READING SKILLS – RAPID READING

Importance of Rapid Reading

The ability to read faster is a very important skill, especially for students who need to read a large amount of text everyday. It allows the reader to grasp what is being read much faster and helps to cut down the time spent on reading and understanding of the text. This empowers you in your life and career.

Techniques of Rapid Reading

- Avoid pronouncing and hearing each word in your head as you read it (process known as subvocalization)
- Skim lines or groups of words as you can understand words more quickly than you can say them. As you practice this, your eyes will skip faster across the page.

Exercise –

Rapid read the materials provided in the handout and summarize the contents.

Handouts to be provided

- Topic 1
- Topic 2
- Topic 3
-
-

PRACTICAL LESSON -- 12

Reading skills : Improving Reading Skills

Importance of reading skills

Improving reading skills helps students tremendously when they need to study for tests and exams. It also helps them improve writing skills. Reading well allows one to spend less time figuring out words, and it increases speed and concentration.

Methods to improve Reading Skills

1. Find a distraction-free zone

Don't answer text messages or respond to social media posts.

2. Before you start reading, ask yourself,

What's the topic? What do you already know about it? Why has the instructor assigned this reading now?

3. Identify and define any unfamiliar terms.

4. Look for the main idea or thesis.

5. Write questions — and answers.

As you peruse a textbook, write queries in the margins, then answer those questions in a separate notebook.

6. Change titles and subtitles to questions that you then seek to answer.

7. Try the “what it says” exercise.

Read a paragraph, then write a sentence summarizing the main point that paragraph conveys.

8. Write a summary.

This is a longer version of “what it says.” W

9. Write your own exam question based on the reading.

This exercise gives students a chance to think like professor.

10. Describe what you have learned to someone else.

11. Break up the reading into bite-sized sections.

When your attention wanders, stand up and take a quick break.

12. Start with the toughest assignments.

Tackle the hardest reading first.

13. Build in rewards.

After slogging through a difficult assignment, reward yourself with a break — have a snack or a chat with a friend.

14. Avoid rereading.

15. Pace yourself.

Reading dense, difficult material is hard work. So schedule regular breaks.

Reading Skills -- Practice reading the following passages for improving

Read a series of book summaries to practise and improve your reading skills.

Before reading

Do the preparation task first. Then read the text and do the exercises.

Preparation task

Match the definitions (a–h) with the vocabulary (1–8).

Vocabulary Definitions

1. tribalism

2. a mindset

3. a lifespan

4. a demagogue

5. to dismiss

6. to distort

7. to occur

8. fatalism

a. to change something (like information) so that it is not true or accurate any more

b. a way of thinking about things

c. the behaviour and attitudes that come from strong loyalty to your own social group

d. a belief that says you cannot stop things happening, especially bad things

e. the length of time a person is expected to live

f. to happen especially in an unexpected way

g. to reject serious consideration of something

h. a political leader who gains power by appealing to people's emotions, passions and prejudices

Reading text: Four book summaries

Four positive books about the world

Factfulness – Hans Rosling with Ola Rosling and Anna Rosling Rönnlund

In Factfulness, Professor Hans Rosling, along with two collaborators, asks simple questions about the world. Questions like ‘How many girls finish school?’ and ‘What percentage of the world’s population is poor?’ It turns out the majority of us get the answers to these questions completely wrong. Why does this happen? Factfulness sets out to explain why, showing that there are several instincts humans have that distort our perspective.

For example, most people divide the world into US and THEM. In addition, we often believe that things are getting worse. And we are consuming large amounts of media that use a sales model based on making us afraid.

But according to the authors, the world isn’t as bad as we think. Yes, there are real concerns. But we should adopt a mindset of factfulness – only carrying opinions that are supported by strong facts. This book is not concerned with the underlying reasons for poverty or progress,

© 2019 British Council

or what should be done about these issues. It focuses on our instinctive biases, offering practical advice to help us see the good as well as the bad in the world.

Enlightenment Now – Steven Pinker

Are things getting worse every day? Is progress an impossible goal? In Enlightenment Now, Steven Pinker looks at the big picture of human progress and finds good news. We are living longer, healthier, freer and happier lives.

Pinker asks us to stop paying so much attention to negative headlines and news that declares the end of the world. Instead, he shows us some carefully selected data. In 75 surprising graphs, we see that safety, peace, knowledge and health are getting better all over the world. When the evidence does not support his argument, however, he dismisses it. Economic inequality, he claims, is not really a problem, because it is not actually that important for human well-being. One cannot help wondering how many people actually living in poverty would agree.

The real problem, Pinker argues, is that the Enlightenment values of reason and science are under attack. When commentators and demagogues appeal to people’s tribalism, fatalism and distrust, then we are in danger of causing irreparable damage to important institutions like democracy and world co-operation.

The Rational Optimist – Matt Ridley

For more than two hundred years the pessimists have been winning the public debate. They tell us that things are getting worse. But in fact, life is getting better. Income, food availability and lifespan are rising; disease, violence and child mortality are falling. These trends are happening all around the world. Africa is slowly coming out of poverty, just as Asia did before. The internet, mobile phones and worldwide trade are making the lives of millions of people much better.

Best-selling author Matt Ridley doesn’t only explain how things are getting better; he gives us reasons why as well. He shows us how human culture evolves in a positive direction thanks to the exchange of ideas and specialisation. This bold book looks at the entirety of human history –

from the Stone Age to the 21st century – and changes the notion that it's all going downhill. The glass really is half-full.

The Great Surge – Steven Radelet

The majority of people believe that developing countries are in a terrible situation: suffering from incredible poverty, governed by dictators and with little hope for any meaningful change. But, surprisingly, this is far from the truth. The reality is that a great transformation is occurring. Over the past 20 years, more than 700 million people have increased their income and come out of poverty. Additionally, six million fewer children die every year from disease, millions more girls are in school and millions of people have access to clean water.

This is happening across developing countries around the world. The end of the Cold War, the development of new technologies and brave new leadership have helped to improve the lives of hundreds of millions of people in poor countries.

The Great Surge describes how all of this is happening and, more importantly, it shows us how we can accelerate the process.

© 2019 British Council

or what should be done about these issues. It focuses on our instinctive biases, offering practical advice to help us see the good as well as the bad in the world.

Enlightenment Now – Steven Pinker

Are things getting worse every day? Is progress an impossible goal? In Enlightenment Now, Steven Pinker looks at the big picture of human progress and finds good news. We are living longer, healthier, freer and happier lives.

Pinker asks us to stop paying so much attention to negative headlines and news that declares the end of the world. Instead, he shows us some carefully selected data. In 75 surprising graphs, we see that safety, peace, knowledge and health are getting better all over the world. When the evidence does not support his argument, however, he dismisses it. Economic inequality, he claims, is not really a problem, because it is not actually that important for human well-being. One cannot help wondering how many people actually living in poverty would agree.

The real problem, Pinker argues, is that the Enlightenment values of reason and science are under attack. When commentators and demagogues appeal to people's tribalism, fatalism and distrust, then we are in danger of causing irreparable damage to important institutions like democracy and world co-operation.

The Rational Optimist – Matt Ridley

For more than two hundred years the pessimists have been winning the public debate. They tell us that things are getting worse. But in fact, life is getting better. Income, food availability and lifespan are rising; disease, violence and child mortality are falling. These trends are happening all around the world. Africa is slowly coming out of poverty, just as Asia did before. The internet, mobile phones and worldwide trade are making the lives of millions of people much better.

Best-selling author Matt Ridley doesn't only explain how things are getting better; he gives us reasons why as well. He shows us how human culture evolves in a positive direction thanks to

the exchange of ideas and specialisation. This bold book looks at the entirety of human history – from the Stone Age to the 21st century – and changes the notion that it's all going downhill. The glass really is half-full.

The Great Surge – Steven Radelet

The majority of people believe that developing countries are in a terrible situation: suffering from incredible poverty, governed by dictators and with little hope for any meaningful change. But, surprisingly, this is far from the truth. The reality is that a great transformation is occurring. Over the past 20 years, more than 700 million people have increased their income and come out of poverty. Additionally, six million fewer children die every year from disease, millions more girls are in school and millions of people have access to clean water.

This is happening across developing countries around the world. The end of the Cold War, the development of new technologies and brave new leadership have helped to improve the lives of hundreds of millions of people in poor countries.

The Great Surge describes how all of this is happening and, more importantly, it shows us how we can accelerate the process.

Tasks

Task 1

Circle the correct answer.

1. Which book talks about how we can continue to make things even better?
a. Factfulness b. Enlightenment Now c. The Rational Optimist d. The Great Surge
2. Which book covers a long period of human history?
a. Factfulness b. Enlightenment Now c. The Rational Optimist d. The Great Surge
3. Which book claims that human intuition negatively affects the way people think about the world?
a. Factfulness b. Enlightenment Now c. The Rational Optimist d. The Great Surge
4. Which book says that current establishments are under threat from politics?
a. Factfulness b. Enlightenment Now c. The Rational Optimist d. The Great Surge
5. Which book explains that we tend to mentally divide humans into two clear groups?
a. Factfulness b. Enlightenment Now c. The Rational Optimist d. The Great Surge
6. Which book claims that trade has helped make life better around the world?
a. Factfulness b. Enlightenment Now c. The Rational Optimist d. The Great Surge
7. Which book makes the claim that unfair distribution of wealth does not affect happiness as much as people think?
a. Factfulness b. Enlightenment Now c. The Rational Optimist d. The Great Surge
8. Which book focuses primarily on developing countries?
a. Factfulness b. Enlightenment Now c. The Rational Optimist d. The

Task 2

Complete the sentences with words from the box.

consume make adopt progress

lead public access irreparable

1. Innovation is one of the most important factors in human across history.
2. Many people all their media on smartphones.
3. The young politician is trying to get people to a positive mindset about coping with climate change.
4. Pinker thinks that now is the time to the case for science and reason.
5. The details of the law were agreed after lengthy debate in the media.
6. Millions of people simply do not have to clean water.
7. The United Nations said that everyone should have the same chance to a healthy life.
8. We have caused damage to our rivers and lakes.

Refer to the following links for further practice

https://www.ets.org/toefl_junior/prepare/standard_sample_questions/reading_comprehension
<https://www.testprepreview.com/modules/reading1.htm>

PRACTICAL LESSON -- 13

MOCK INTERVIEW

Mock Interview Session **Interview Dos and Don'ts**

Before the interview

- You need to be very clear about the job that we have applied for – what is the job description, what are the duties and responsibilities that go with it.
- You need to do a proper research on the company we have applied to – the company's history, products/services future prospects.
- You can practice some questions and answers in front of the mirror.
- Learn some deep breathing exercises to calm yourself and be confident at the interview
- You should prepare well for the interview.

At the Interview

- You must be dressed in smart formal clothes. Do not wear loud colours or prints.
 - You need to be well groomed with a neat hairstyle, a fresh and a clean look.
 - You must carry all relevant original documents and their photocopies.
 - You need to arrive at the interview venue at the right time.
 - You should switch off your cell phone.
-
6. Your attitude and soft skills will be very important in the assessment of your suitability.
-
7. You need to introduce yourself smartly.

FREQUENTLY ASKED QUESTIONS

1. Tell me something about yourself.
2. What are your goals?
3. What do you like doing the most?
4. What are your strengths and weaknesses?
5. What do you know about our company?
6. Why do you want to work in our company?
7. Why should we hire/recruit you? /How are you different from others sitting outside?
8. What motivates you in the work environment?
9. What frustrates you in the work environment?
10. Where do you see yourself in 5 years/10 years?
11. What are some of your outside activities and interests?
12. What are you thinking about relocation?
13. How would you describe your own personality?
14. How would your close friends describe you?
15. Are you a leader or a follower?

16. How long do you expect to work for this company?
17. Are you willing to relocate?
18. What interests you about the job?
19. Tell me about an accomplishment you are most of?
20. What level of salary are you seeking?

The Neotia University

PRACTICAL LESSON – 14 – GROUP DISCUSSION

What is a group discussion?

GD is a discussion by a group of people which involves an exchange of thoughts and ideas.

Objective

Your main objective is to get noticed and make a meaningful contribution to help the group to reach the right consensus. The evaluator's main task is to observe and evaluate each candidate's performance and judge his/her suitability for the post.

What is evaluated?

- Depth of knowledge.
- Group behaviour.
- Leadership qualities.
- Communication skills.
- Use of appropriate verbal and non- verbal language.
- Effective listening.
- Level of confidence.
- Clarity of expression.
- Reasoning ability.
- To take initiative and be flexible.

DOs and DONTs of GD

DOs

- You must initiate the discussion, only if you are familiar with the topic.
- Listen to others.
- You must intervene if the discussion is turning out to be hostile. It shows your leadership skills.
- Speak to the point without repeating.
- Substantiate your points with fact and figures.
- Be gentle with your presentation.
- Be natural, calm and maintain your composure.
- Be participative and reciprocative.
- 'Thank you' before ending your presentation.

DONTs

- Do not be loud or aggressive.
- Do not be over enthusiastic or speak first if you are not familiar with the topic.
- Do not interrupt other speakers.
- Do not discourage other speakers.
- Do not ask irrelevant questions.
- Do not exhibit your emotions.
- Do not stop abruptly.

TIPS

- It is good to be the initiator and concluser of the GD.
- Always try to be the key participant by sharing important points.
- If you find that the discussion is going off the track, then bring it back to stream.
- Try to keep the latest information on the current events.

GD Topics

1. More Subsidies to Farmers or a Better Mechanism for Loan - What should Govt. do?
2. Villages are the Pride of India.
3. Advanced food processing technologies or Organic Farming?
4. Are Farm Subsidies Necessary?
5. Is Agriculture a Fertile Ground for Digitalisation?
6. Will Population Growth impact Agricultural Sector Negatively?
7. Does Agriculture promote rural development?
8. Will Urbanization stop the development of rural agro-businesses?
9. Is Agriculture in India evolving or devolving?
10. Will Agroforestry Destroy the Environment?
11. Can Aqua farming help the Indian Economy?
12. Are Agricultural Subsidies Causing More Harm Than Good?
13. Is Automation in Agriculture a Good Thing?
14. Are Agricultural Subsidies Still Relevant?
15. Biotechnologies in Agro Food Processing: Opportunity or Challenge?
16. Climate Impact on Farming System and Food Supply
17. Collective Farming: Boon or Bane?
18. Conventional or Organic Farming?
19. Don't End Agricultural Subsidies, Modify Them
20. Effect of Global Warming on Agriculture
21. Genetic Engineering in Agriculture: Good or Bad?

22. Natural Versus Factory Farming
23. Organic Versus Chemical Farming
24. Organic Versus Sustainable Agriculture
25. Smart Farming: The Future of Agriculture?
26. Who Benefits from Agricultural Subsidies: Farmer or Consumer?
27. Women's Role in Agriculture
28. Zero Budget Farming

PRACTICAL LESSON- 15

REVISION CLASS: GROUP DISCUSSION AND MOCK INTERVIEW

The Neotia University