MODULE -1



SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY

(Deemed to be University u/s 3 of the UGC Act, 1956)

(Centrally Funded Technical Institution, Established by: MHRD, Govt. of India)

LONGOWAL -148106

Let's Learn to Talk

A Beginners' Course for Enhancing Communication Skills and Personality

For Students of Integrated Certificate and Diploma Programs

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Communication Skills and Personality Development Cell (CSPDC)

Dear Students

The title of the course may lead you to think.....

"But we already talk a lot, so much so, that our parents and teachers are always telling us to **STOP TALKING**!!!"

Well...What about talking in English?

Now I guess I have got your attention.

So here we are to learn how to talk in English.

Now, why is it important? You might say, I am fine using my mother tongue or regional language! But it is important

- Because English is a global language
- Because it is the language of Science and Technology
- Because it is the language of International business
- Because it enables us to communicate across national and international borders

•	I guess you would want to add a few more reasons, wri	te
	in the box underneath	

All languages are good and we should try to learn as many as we can. But for now, let's learn to talk in English.

First thing first, recognize that all of you are familiar with the English language, yet you hesitate, because you are afraid that others will laugh at you.

Or else,

You will use wrong English, or you will not know how to express yourself in English.

So how do we overcome our fears?

- By deciding to STOP being afraid
- By recognizing that all of us are in the same boat
- By beginningto work on our own self

Remember, all of us are born with the ability to communicate, but communication skills must be acquired by one's own efforts.

I may guide you, but you must walk by yourself on this journey...

So, LET'S LEARN TO TALK IN ENGLISH

ACTIVITY 1 <u>Learning to use the</u> <u>Dictionary</u>

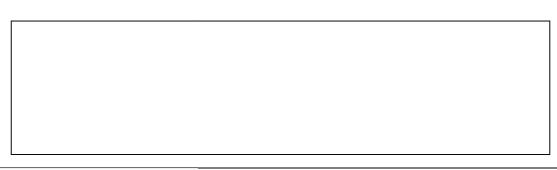


TASK 1: Find any English dictionary and check the Alphabetical order in which the words are arranged.

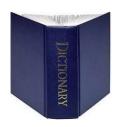
TASK 2: Find the following words in the dictionary and note their meanings in your notebook

Institution, Hostel, Mess, Market, Scenery, Laboratory, Scientific, Committee, Seminar, Altogether, Harmony, Society, Auditorium

Task 3: Arrange the above listed words in the Alphabetical order.



Task 4: Select **Fifty words** from a **dictionary** and write their meanings.



Task 5: Discussion: Most Important

Whenever you do not understand a word, Note it down in your notebook.

Then, Consult the dictionary to learn its Spelling, Meaning and Pronunciation. Use the word at least five times in your conversation to make it part of your memory. (Check the meaning of 'Pronunciation?' Also, learn its spellings)

Tips: Dictionary is freely available online.

Mobile Phone -Check in your mobile phone, Google the words you need to look up. You can not only find meanings of words but can also listen to their pronunciation.

So, go ahead and make Good Use of your Mobile Phone

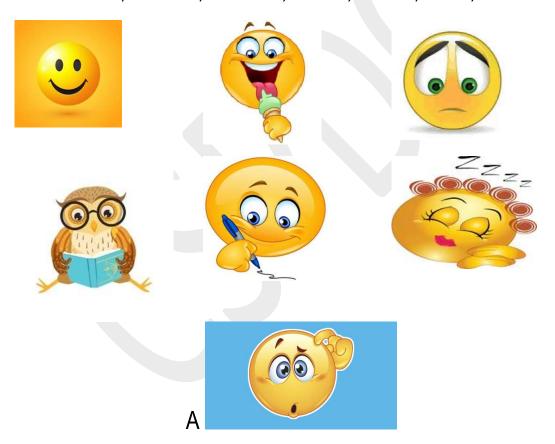
Golden Tip: Read story books and newspapers to build up on your vocabulary. Remember, a Good Vocabulary is the foundation of acquiring Good Communication Skills.

ACTIVITY 2

Let us understand some action words

TASK 1 :Speak the following words aloud and also Act them out:

SMILE, LOOK, EAT, CRY, DRAW, READ, TOUCH, SPEAK, WRITE, SLEEP, LISTEN, TYPE, JUMP, RUN, WAVE



Write an appropriate word for A and think, why this expression?

TASK 2: Arrange the above words in the Alphabetical order:
TASK 3: Put the letters in order:
AET, ISLME, YCR, EPYT, EPAKS, RWAD, OKLO, ESLPE, NTSLIE, NUR, PUMJ, UCHOT, WTEIR, EVWA, EDAR

TASK 4: Complete the following sentences by using the words:

Jump, Write, Draw, Type, Sleep, Eat, Cry, Touch, Read, Smile



• We	when we are happy.
• We	_ on a keyboard.
• We	when we are full of joy.
• We	when we want to hear something.
• We	when we are hungry.
• We	when we are sad.
• We	a picture.
We like to _	books.
When we	something we feel it with our hands.
First we	then we post letters.

TASK 5: Make a list of 20 more action words and learn their spellings.

Activity 3: Let us learn about Appearances.

Look at the following words



Beautiful, Fat, Handsome Thin, Tall, Short, Old, Young Slim, Fair, Dark Hair, Bald



Explanation: These words indicate the way our bodies look like.

TASK 1: Arrange the above words in the alphabetical order.

TASK 2: Complete the following sentences.

A good-looking man is ______.
A good-looking woman is ______.
You are _____ when your age is seventy years.
A woman who is 5 feet 5 inches in height is quite_____.
A man who is 5 feet in height is ______.
You can get _____ if you eat junk food.
He is only twenty-one, he is quite _____.
A man without any hair is _____.
An Indian woman with long _____ is considered beautiful.
A _____ person is attractively thin.

She hardly eats, that is why she is quite _____.

TASK 3:

Discussion: Do you make friends based on how they look like? If yes, why? If not, then list the qualities you look for in a friend? Do you think that people should be described by the way of their appearance? Give reasons for your answer.

ACTIVITY 4

Let us learn some more about appearances.

Look at the following words:



Happy, Confident, Scared, Sad Depressed, Smart, Jovial, Optimist, Pessimist Kind Cheerful, Angry, Bored



Explanation: All the words given above refer to how one is or was feeling.

TASK 1: Arrange the above words in the alphabetical order in the box given below.





TASK 2: Complete the following sentences:



- She is never afraid, she is quite_____.
- She is an _____, she always looks at the bright side of things.
- One should be _____ towards the poor.
- She faces every difficulty with a _____ manner.
- Do not think negatively and be a ______.
- Children often make mistakes; parents should not get
- He was to know about the death of his uncle.
- No matter how hard life may seem to be, one must not feel
- Do not be _____ of the dark.
- Due to the lock down there is nothing to do, I feel so ______
- He dresses well, that is why he looks very _____.
- He is always telling jokes; he is quite jovial.
- I am very ____ to know about your success.

TASK 3:

Discussion: Describe yourself by listing 5 good things about your personality. Also list your 3 weaknesses. How do you think you can overcome your weaknesses?

ACTIVITY 5

Understanding Time



Explanation: While speaking and writing, sometimes we convey time in words. For learning to do so, you need to understand a few terms, such as, Quarter, for 15 minutes, half past for 30 minutes,a.m. for morning, p.m. for afternoon or evening, etc. In this manner you can describe time in different ways.

TASK 1: Look at the following times:

12.00p.m., 8.15 a.m., 2.30p.m., 1.40a.m., 7.45p.m., 3.55p.m., 4.25 p.m., 12.30a.m.

TASK 2:

Match the times to the phrases:

- Quarter past Eight
- Twelve Noon
- Twenty-five past four in the evening
- Half past midnight
- Twenty to two in the morning
- Quarter to Eight in the evening
- Half past two in the afternoon
- Five to four in the afternoon





Activity6: Giving your Introduction

Explanation: The way you give your introduction changes as per the situation.

TASK 1: Let us first learn about how to introduce oneself while meeting fellow-students/peers for the first time:



Hello. I am (Your name)

(TIP: Never start your introduction by saying, Me or Myself...)



To continue

I am from (Your city/state)
Or
I belong to (Your city name).
(Tip: Do not say I belongs to Remember, He/She belongs tobut, I belong to)
Next:
May I know about you?
Or
What about you?
(After listening to the other person, you could say)
So glad to meet you.
You could also add:
I am a First- year student of Integrated Certificate & Diploma Program in (Your trade)
I have got Hostel number,

Task 2: Giving your Introduction to your teacher:



Good Morning Mam/ Sir

Mam I am (your name)

I am from (Your city/state)

My father is a (Tell his profession) and my mother is a (Housewife/or her profession)

Mam I want to become a (Your aim in life)

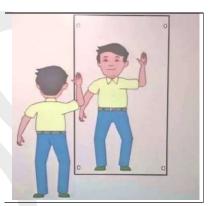
My hobby is (give your hobby, it should not be negative, such as sleeping, doing nothing, watching movies, playing cards, gossiping, roaming here and there, etc.)

Remember to say Thank you, Mam before you sit down.

TASK 3:

Stand up and imagine giving your introduction in both situations. Speak up aloud.

Practice in front of a mirror till you learn to give your introduction in a natural manner. It should not look as if you are repeating memorized lines.



TASK 4:

Practice with your friends several times till you are comfortable and confident speaking about yourself.



TASK 5:

Discussion: Sit with yourself and decide what can be your hobby. Remember, pursuing a hobby is serious business. You should not say something just for the sake of saying it. It should be your hobby. Also remember, what is your hobby is a question you will be asked many times in your professional life. Hence it is important that you decideit now.







ACTIVITY 7: Reading a Notice



Explanation: The institute administration informs the students through Notices. These Notices are displayed on various Notice-boards as well as on the Institute website. It is very important to read these notices regularly, correctly, and completely to know about important information and to avoid spread of misinformation.

TASK 1: Read the following Notice.

INSTITUTE YOGA CLUB NOTICE

Come and join our evening Yoga class with experienced Yoga Instructor, Mr. Mohan Sharma.

The classes will be held every Friday at 5.30p.m. in Hall 2, Science Bock. The fee is Rs. 50 for four 30 minutes classes.

Come dressed in comfortable clothes. You will get Yoga mats at the venue.

To join, write to Mr. Vijay Verma at vijayverma@...mail.com

Offer open for 50 students only, so Book Now.

SLIET YOGA CLUB

TASK 2:

Answer the following:

- Which day of the week does the Yoga class take place?
- How many classes can you take for Rs. 50/-
- What time will the class end?
- What kind of clothes you need to wear for the class?
- What do you need to send Mr. Vijay Verma if you want to join?
- When should you book if you want to join?

TASK 3: Point out whether True or False:

- Mr. Vijay Verma is the Yoga Instructor.
- The Yoga class is once a week.
- The Yoga class is at Lunch time in Hall 1.
- You need to bring your yoga mats.
- The class cannot take 60 students.
- You need to call Mr. Vijay Verma if you want to join the class.

TASK 4:

Discussion: Are you doing any classes other than regular course classes? Which special class would you like to join?

Reading AnotherNotice

SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY NOTICE

End term Exam Instructions

As you all know, End term exams will commence from May 6th, 2020.

All the students are informed that

- Doors close 5 minutes before the exam.
- Show your Identity card at the entrance.
- No Phones, No books are allowed inside the Hall.
- Arrive 15 minutes before the start time.
- Listen carefully to the instructions and follow them.
- In the exam, Mobile phone must be switched off and put away.
- Identity card should be visible on the desk.
- No talking and No Cheating.
- No bags allowed inside the Hall.
- Please use blue or black pen only.
- If you have a question, raise your hand.
 All students must follow the above instructions strictly.

Signed by DR Academics

CC

- 1. Director's cell...for the kind attention of Director
- 2. Dean Academics...for information please
- 3. All HODs
- 4. All Class Counsellors
- 5. All Notice boards
- 6. File copy

T	ASK 1: Look at the Notice and say something about	Talking.

TASK 2: Choose the sentence that has the same meaning

- i) No Talking
 - You cannot talk
 - You can talk.
- ii) Identity card visible on the desk
 - You can see the identity card
 - You cannot see the identity card.
- iii) Mobile phone switched off and put away
 - Do not have your mobile phone on the table.
 - It is okay to have your mobile phone on the table.
- iv) Doors close five minutes before the exam.
 - You must arrive early.
 - You can be five minutes late.
- v) If you have a question, raise your hand.
 - You can ask questions.
 - You are not allowed to ask questions.

TASK 3:	
Discussion: What instructions did you get during your boar exams? Do you like exams?	d



ACTIVITY 8: Brushing up on Grammar

Explanation: Learning to speak in English implies that we learn to speak correct English.

You have been studying Grammar in school for many years. Let us have a quick revision.

TASK 1: Understanding words as parts of speech Explanation: We already know, there are Eight parts of speech

- A Noun is name of a person, place, thing, or idea
- A Pronoun is a word used in place of noun
- A Verb expresses action or being
- An Adjective modifies or describes a noun or pronoun
- An Adverb modifies or describes a verb, an adjective or another verb
- A Preposition is a word placed before a noun or pronoun to form a phrase
- A conjunction joins words, phrases, or clauses
- An Interjection is used to express emotion

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Look at the following terms: noun (n), verb (v), article (art), pronoun (p), adjective (adj), adverb (adv), preposition (prep)

Match the parts of speech with the group of words

- Teacher/ car/ Institute
- Go/ study/ work
- quickly/ quietly/ sadly
- good/ happy/ sad
- a/ an/ the
- for/ in/ at/ on

TASK 2: Read the following passage and try to place words as per the parts of speech:

Once upon a time, there was a king. He was worried that his three sons were without the wisdom to live in a world of wile and guile, Hence he asked a learned man named Vishnu Sharman to teach them ways of the world. Since his students were quite stupid, Vishnu Sharman decided to pass on wisdom to them in the form of stories. In these stories he made animals speak like human beings. Panchtantra is a collection of attractively told stories about the five ways that help people succeed in life. Pancha means five and tantra means ways or strategies

or principles. Addressed to the king's children, the stories are primarily about statecraft and are popular throughout the world. The stories have been translated in almost every language in the world. The stories are immensely popular among all the children.

TASK 3:

Discussion: Have you read any story from the Panchtantra? If yes, tell us about it. If not, do you know these stories are available online? Do find them and read them.

ACTIVITY 9: Use of Articles, a/an/ the

Explanation: While trying to speak in English, we often make silly mistakes. Let us learn the correct usage of Articles; a/an/the.

TASK 1: Look at the following sentences,

- Her mother is a teacher.
- I need an umbrella.
- Have you read the book?
- I do not like lizards.

_

Explanation: Rule

 Use 'a' before consonant sounds and 'an' before vowel sounds (Tip: You know there are five vowels a,e,i,o,u. But here we are talking about vowel sounds, this means sounds created by the vowels. Hence, a teacher, a cat, a boy, a girl but an apple, an engineer, an ice-crème, an umbrella.)

TASK 2: Use a or an in the blank

doctor

• <u> </u>	000101.
• _	elephant.
• _	car.
• _	onion.
•	interesting story

- hour.
- _____ university.

Tip: Look at the last two examples. For hour you must put 'an' because h is silent in this word. And with university, 'a' will come because though 'u' is a vowel, here it is not a vowel sound.

Rule: Countable nouns always have an Article. We use 'a/an' when we talk about something for the first time, or something that is part of a group or type. We use 'the' to talk about what is already known to the listener. For example:

- I saw a movie yesterday.
- Would you like a drink?
- My sister has a car and a scooter. The car is old, but the scooter is quite new.

- I bought a laptop last year. The laptop works quite fine.
- Do you have a pen? I have the pen that Mohan gave me.
- A doctor
- An elephant.
- A car
- An onion
- An interesting story
- An hour
- A University

Tip: Do not put a/an with uncountable nouns.

Examples:

- Water
- Tea
- Coffee
- Sugar
- Love
- Air
- Knowledge
- Beauty

TASK 3: Find the errors

- A car
- An easy question
- A green shirts
- An idea
- A beautiful girl
- A water
- A happiness

Rule: Use 'a/an' with jobs or category or type of persons or things. For example

- She is a professor.
- She is an architect.
- My car is a 2018 Ford.
- His daughter is an intelligent girl.
 Rule: We normally do not use articles with names of continents, most nations, cities, towns, lakes, mountains, or universities. For example:
- Asia, Africa, Europe
- India, China, Poland
- Delhi, New York, London
- Lake Victoria, Lake Superior
- Mount Everest, Mount Kanchanjanga
- Manchester University, Harvard University

However, some countries with 'United' in their names have article 'the.' For example

- The United States of America, The United Kingdom, The United Arab Emirates
- I live in India and she belongs to the United States of America.

Similarly, some universities with 'of' in their name have article 'the,' for example:

The University of Delhi, the University of Tokyo

Seas, oceans, Mountain ranges, and rivers have 'the', for example

The Atlantic, The Himalayas, The Ganges

TASK 4: Write 30 sentences using articles 'a, an, the'.

ACTIVITY 10: Learning to use Prepositions

Explanation: You already know, prepositions are used to show a relationship in time and space between two or more people, places, or things. Most often their usage is confusing. These can easily be learnt through reading books. Many of these go with certain words as a rule. Some notable examples are as follows:

- 'Laugh' is always followed by the preposition 'at'.
 - ✓ We should not laugh at the poor.
 - ✓ No one likes to be laughed at.
 - ✓ Everybody laughed at his jokes.
- 'Listen' is always followed by 'to.'
 - ✓ You should always listen to your parents.
 - ✓ Why don't you listen to me?
 - ✓ My hobby is listening to music.
- Use 'at' with adjectives such as good, bad, amazing, brilliant. Terrible while talking about skills and abilities.
- ✓ She is good at Maths.
- ✓ She is brilliant at solving puzzles.
- ✓ They are terrible at organizing events.

- Use 'about' with adjectives of feelings such as, angry, nervous, excited, worried to explain what is causing the feeling.
 - ✓ I am excited about going on a trip.
 - ✓ Do not be nervous about your interview.
- However sometimes we use 'of' with feelings such as afraid, proud, scared.
 - ✓ I am afraid of the dark.
 - ✓ We all are proud of you.
 - ✓ I am scared of falling sick.
- Use 'to' to show connection between people and things.
 - ✓ He is married to a beautiful girl.
 - ✓ She was very nice to us.

Here are some more examples:

- Use 'in' with 'interested' and 'involved'.
 - ✓ I am interested in reading.
 - ✓ I did not wish to get involved in their fighting.
- Use 'for' when saying;
 - ✓ Anger is bad for you.

✓ The town is famous for its gardens.
 Use during. ✓ I was asleep during the flight.
 Use 'with'put up. ✓ I cannot put up with lazy people.
 Use 'in' for specific location. ✓ There is some milk in the fridge.
TASK: Make a list of fifty sentences usingprepositions.



GET TO KNOW YOUR SURROUNDINGS

Explanation: Improve your observation skills. Look around you and try to describe your surroundings in words.

ACTIVITY 11: Describe the Pictures

Look at the pictures. Can you identify the location in the campus?













TASK: Write a Paragraph on SLIET:A Gurukul in the lap of Nature

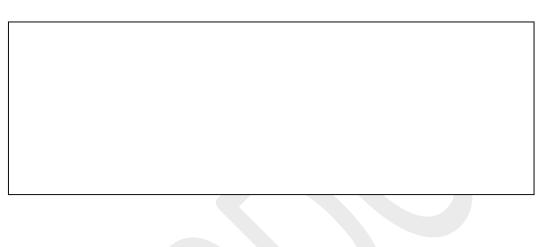
ACTIVITY12: Know Your Campus

TASK 1: Answer the following

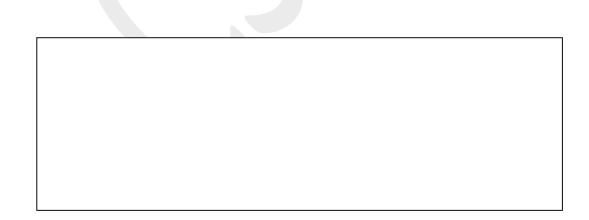
- What is the full name of your Institute?
- What is the name of the Director of the Institute?(Tip: While writing names, be very careful to use titles such as Prof., Dr., Mr., Ms., as applicable) (Another Tip: These days, Ms. Is used instead of Miss or Mrs. for women. It is used both for married as well as unmarried women. It is pronounced as 'Meez.'
- Write a few lines on your institute; give its brief history, location, size, status, and importance, etc.

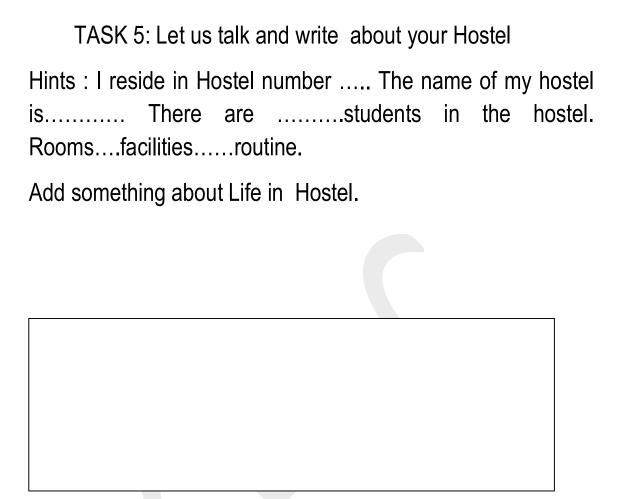
Tip: Find details from the Institute website www.sliet.ac.in

TASK 2: Write a brief description of the orientation program attended by you on admission to the institute.



TASK 3: Give a description of your Department.





TASK 6: Describe the Market Area.

 Talk about the various eating joints in the campus. Which one is your favourite and why?

TASK 7: Learn about the Sports' Department.

Write a few lines on the sports facilities in the institute.
 Which sport would you like to participate in?

TASK8:

Check the Institute website for the information. Interact with seniors, peers to know about the institute system. Find out about various activities, functions, events organized in the institute and how you can participate in them.

TASK9:

Visit the Central Library, Administrative Block, Students' Activity Centre, and the Academic Departments and write their brief descriptions. Practice speaking about them.

Important Tip: Learn about the Institute and Hostel Rules and Regulations.

ACTIVITY 13: Greetings Others

Explanation: Wishing your teachers, seniors and fellow students/peers is part of institutional life. It demonstrates that you are a *smart*, *intelligent*, *educated*, *well-behaved person* who knows how to interact with others.

TASK 1: Learning to wish. Look at the following expressions:

Good Morning Mam/Sir (When you meet your teachers any time in the morning before 12 noon.)



Good Afternoon Mam/Sir (When you meet your teacher during 12 noon to 4 p.m.)



Good Evening Mam/Sir (When you meet your teacher from 4 p.m. onwards)

Good Evening

Good Night Mam/Sir (at the end of your meeting and while leaving at night)



Tip: You wish Good Evening even if you meet someone at 9 p.m. Good night is wished only while leaving after the meeting.



Another Tip: You do not wish Hello Mam/Sir to your teachers. While in India, you could also wish Namaste/ Sat Sri Akal/ or any other Indian greeting.



ACTIVITY 14: A Healthy Mind in a Healthy Body

Understanding the **Importance of Exercising Regularly**.

Explanation: Along with good diet, it is equally important to exercise regularly. Physical exercising improves our muscle strength and helps us fight all diseases.

As you move out of your home and away from the care of your parents, you must learn to look after yourself on your own. Exercising regularly

- enables us to stay fit and healthy.
- Increases energy levels.
- makes us feel active and strong.
- Helps us maintain healthy weight.
- Improves our brain function.
- Enhances our immune system.
- Makes us sleep soundly and reduces stress.
- Keeps us cheerful as it does not let us be sad or depressed.
- Makes us feel powerful and in control of our life.
- Makes our friendships stronger as we exercise with our friends.

Tip: Exercising does not mean walking, running, on the treadmill alone, it can also be a **lot of fun with friends** while

- Dancing
- Cycling



- Playing football
- Participating in fun cricket



TASK 1: Make a list of ten exercises that you can do to keep fit and healthy.

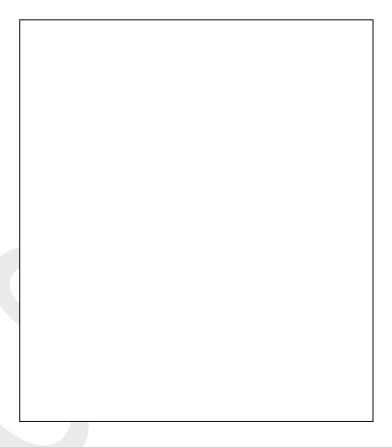
Tip: Your campus offers you excellent facilities to take up the following activities:

Walking
Running
Cycling
Swimming
Yoga
Games
Sports
Gym

TASK 2: Write briefly on the benefits of every kind of activity listed above.

TASK 3:

Discussion: Which of the above listed exercises would you like to do? (You can pick more than one)



ACTIVITY 15: Learning to use social media safely and responsibly

Explanation: Living amidst the pandemic has led to enhanced use of social media. We use it to stay connected with others as also to carry out our academic, professional, and official tasks. This means that we must learn to use social media safely and responsibly.

REMEMBER: Everything you share on social media is in the public domain. Hence what is private must remain private. Thus

- Guard your privacy
- Stay away from fake posts
- Stay away from hate posts
- Do not forward any post which may hurt someone's sentiments
- Stay away from all posts, information that you would not like your parents and family to see
- Do not comment negatively on any one's caste, region, religion, gender, and appearance
- Remember that not only is it unethical but also illegal to indulge in any bad behaviour on social media
- As per law you are responsible for every comment, observation, idea you share or forward
- Use online tools to learn and do better at understanding concepts and ideas.

TASK 1: Make a list of the kinds of social media you use

TASK 2:

Discussion: What do you think about the Role of social media in students' lives? Could you make a list of Do's and Don'ts?

ACTIVITY 16: Learning to Stay Positive and Happy in Life

Do you see the glass half empty or half full?

TASK: Start a Gratitude Journal

Explanation: You have heard it said all your life that one should have a positive attitude. So, how to acquire a Positive Attitude.

Remember, life is always a mixed bag of joys and sorrows. We have good things happening to us and, some not so good. Nevertheless, one can choose to be positive and happy in life. For this you need to train yourself by

- Maintaining a gratitude journal. (gratitude means being in a state of thankfulness to God, and journal means diary)
- Every day write about five things that made you happy during the day. These do not have to be big things. It may be as simple as looking at a beautiful flower or hearing a bird sing; or somebody praising you for something, or just giving you a friendly smile, or appreciating you for something, or making a new friend, or learning something new, reading a nice story, listening to a beautiful song, and so on.

- The only rule is that you must write about five things every day for at least a month.
- Do this exercise religiously.

TASK:

Discussion: At the end of the month, read your journal. Tell us how many times it makes you smile. Also recall, how you went around during the day looking for happy things to write about in your journal. Also consider, have you learnt to think positively always? Have you acquired the positive attitude towards life? Do you think of yourself as being a happy person or not? Continue writing in your journal every day and feel the changes in your personality.

Stay Happy always...

TO SUM UP

Dear Students

The activities suggested here are just to help you take the **First step** towards enhancing your communication skills and personality development.

Remember, communication skills' enhancement is an ongoing process. You must continue to keep on

- building up on your vocabulary
- reading books other than your course books
- practice speaking

Alongside,

- exercise regularly
- maintain personal hygiene

- brushing up on grammar
- Reading newspapers
- practice writing
 - Stay healthy
 - Stay happy

In Nutshell

- Read a lot
- Learn to write correctly

eat well

Practice speaking

Strive for Excellence in Speaking, Reading and Writing.

Continue to work on yourself and success will be yours.

Blessings and Best Wishes...

Prof. JapPreet Kaur Bhangu