Just a Minute!

Work under Progress

DO NOT COPY

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Success Mantra

Delineate Success in terms of common man’s vocabulary

- Identifying a goal and achieving it
- Investing time, money and mind: looking at the resources

Factors Contributing to Success: Knowledge

- Communication Quotient (CQ)
  - Intelligence Quotient (IQ)
  - Emotional Quotient (EQ)
  - Spiritual Quotient (SQ)
  - SeXual Quotient (XQ)
  - HQ (Health Quotient)

Thinking into the Right Direction

- Thinkact: Minimize the time gap between thinking and acting
- Learning and Teaching

Communication Skills

- Receptive Skills
- Productive Skills
Working on Communication Skills
Communication as Sharing

What is communication?

Functions of Communication

- Exchange of information (facts, messages, opinions through discussions and debates)
- Motivation of an individual/mass (through radio, television, cinema, electronic & print media)
- Education of an individual (through classes, seminars etc.)
- Influencing opinions (to meet the socio-economic and political goals of a nation)
- Connecting isolated cultures and bringing them to the mainstream of the development.

TOPIC, MODE & STYLE versus TARGET AUDIENCE & RESOURCES

Topic of Communication

- Academic
- Non-academic
- Philosophical

Mode of Communication

- Print,
- Handwritten,
- Oral,
- e-means such as telephone, mails etc
• Choosing the right kind of means
  o Audio-visual means through multi-media is fit for awareness programs such as AIDS etc.
  o Street shows and dramas
  o Promos to begin with for films
• Learning about the target audience (Age, SEC, Education)
  o Rural vrs Urban
  o Urban Uneducated vrs Educated
  o Literate vrs Illiterate
  o Slum dwellers vrs Upper Class
• Language and Style
  o Code
  o Vocabulary
  o Style (Length, type of sentences etc.)

Barriers to Communication
• Code:
• Vocabulary:
• Concept & Background Knowledge:
• Pronunciation, Accent, Intonation And Stress:
• Culture Specific Communication:
• Physical Environment:
• Affective Factors:
Fundamentals of Speech Communication
(16 week program comprising of 32 hours)

Program Policies

a) Attendance  b) Preparation Time  c) Failure to Submit Assignment  d) Plagiarism  e) Avoid- Sexist, Ageist, Homophobic and Racist Language in writing and speaking.

Communication Theories and Principles (for Easy, Efficient and Effective Communication)

- Model of Communication
  - Working on Language (2 hrs.)
  - Speech Mechanism
  - Social Grammar
- Mode of Communication (4hrs.)
  - Formal (Speaking & Writing)
  - Informal (Speaking & Writing)
- Barriers to Communication

Interpersonal Communication and Small Group Process

- Strategies for perfect communication
- Space for Speaker: Only a good listener can be good orator. (2 hrs.)
o Turn Taking
  • Use of Body Language (2 hrs.)
    o Appearance in Public Places

Speaking in Standard Speaker-Audience Situation

  • Strategies for on-the-spot speaking (Preparing Outlines, Controlling Nervousness)
    o Public Speaking: Speech Practice (2 hrs.)
  • Group Discussion (2 hrs.)
  • Interview (2 hrs.)
  • Presentations (2 hrs.)
Reading Skills and Subskills
(TOT_C=10 hrs + Practice Hours)

- Purpose, Method and Practice
- Method
  - Reading aloud
  - Silent reading
  - Picture reading
- Types of reading
  - Global
  - Local
  - Skimming
  - Scanning
- Reading Literary Pieces
  - Poems
    - Short Stories
  - Novellas
  - Novels
  - Biographies and Autobiographies
  - Epics and Religious Texts
- Reading Texts
  - Academic Texts
  - Science Texts
  - Philosophic Texts
- Reading Dailies, and other magazines
  - Newspaper
Other Magazines
- Other Magazines
- Advertisements, Classifieds and Opportunities

- Reading Webpages

**Analytical Writing**

**Introduction**
- Purpose
- End of the Test

**Method**
- Finding out the conclusion
- Finding out the premises (min. three) and arguments
- Finding out the assumptions in developing the premises
- Analysis of the premises with focus on weaknesses and strengths

**Organization**
- Introduction
- Analysis
- Conclusion

**Practice Sessions**
Writing on Issues

Language

- Opening line
- Sentence structure
- Vocabulary
- Navigation between lines and paragraphs
- Signal expressions (contrast, similarity, comparison, conclusion)

Introduction

- Declaration of the topic
- Introduction to the two sides of the story
- Striking the positive cord of the story

Body

- Splitting up the major issue into smaller ones (at least three)
- Investigating at least the two sides of the smaller issue
- Supporting with details (Statement, examples from the real life, quotes, +technical part)

Conclusion

- Repetition of the topic / restatement of the topic in the other words
- Logical conclusion based on the points raised
- Ending with an optimistic line of thought
Writing Ads
Advertisements and impact

Why Ads?
- To attract audience
- To promote products
- To create demand in the market
- To encourage materialism

How to write ads?
- Language
- Advertisement Ethics
  - Objectionable parts

Repercussions

- Positive- encouraging competitive price in the market
- Negative- encouraging kids to the violence and unreal world
Reporting Seminars and Conferences

Seminars are easy way to convey messages to the members of any organization that includes discussion on particular issues relevant for the group. It also gives participants a chance to interact with various other people, since seminars happen to invite participants from outside the organization also to share their visions and experiences.

A reporter must be good at the following things:

- Language concerned, both in writing and listening and comprehending the talks presented in the seminars.
  - It should be passive and indirect revealing the facts and figures presented by the participants.
  - Use of titles such as Mr. and Mrs. or Dr also. It impersonalizes the report besides taking the cooler and positive side of the talk.
  - It should be topic oriented and not person centric.
  - It must be written in third person to avoid any personal involvement in the talk, thus, leaving some space for the modification and escaping any scolding at boss’ hands.
- It must be made sure that he or she does not lose the information and details presented in the talks
- He or she should be expressive enough to tap the nuances of the talks.
• First of all, he or she must prepare the outlines, clearing the aim and objectives of the seminar, venue, time, date and day and participants.
• He or she should leave no room for uncertainties and confusions.
• He or she avoid jargons and round about expressions to bring vividness and brevity in the reporting.
• He or she should also keep a bird’s eye view on the various aspects of the talks, so that he or she should make some comments beneficial for his or her organization and for further advancement of the knowledge. He or she is required to be critical also besides being a reporter.
Differences between speaking and writing

Language

• Structure-wise
  o Contracted forms
  o Ellipsis
  o Addressing terms
  o Salutations
  o Permissible errors
  o Expressing time gap and tone and rhythm and intonation

• Choice of words

• Length of sentences

• Body language

Functions

• Societal functions
Listening and Speaking Skills

Listening Session

- Short audio clips (30 min.)
- Lectures (45 min.)
- Speeches of prominent people (30 min.)
- News Reports (20 min.)
- Practice for academic purpose and Tests (45 min.)

Speaking Session (Preparing outlines, beginning and ending expressions, time mgmt, handouts, language etc.)

- Public Speech (45 + 5x1 min.)
- Group Discussion (45 min.+ 3 sessions for each group)
- Extempore (one session)
- Presentations (5 min. for each)
- Seminar Talks (One session of 2 hrs)
- Interviews (Mock interviews for each)
- Texts and Practice Sessions
Voice and Accent Training

- Alphabet (to be trained on the parameters of articulation, audition)
  - Vowels
  - Plosives
  - Nasals
  - Fricatives
  - Other consonants
  - Clusters
  - Practice Sessions

- Stress
  - Primary Stress
  - Secondary Stress
    - Stress Rules in the language concerned
  - Practice Sessions

- Dictionary
  - Finding words
  - Learning Pronunciation
  - Meaning
  - History and Relevant Information
  - Practice Sessions

- Tone
  - Falling tone

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- Rising tone
- Falling-Rising Tone
- Rising-Falling Tone
- Leveled Tone
- Practice Sessions

- Discourse
  - Scientific
  - Philosophic
  - Religious
  - Academic
  - Practice Sessions

**Introducing Phonetics and Phonology**

Based on the intent and content of the course material designed to address the issues in the communication skills, the following charts and diagrams happen to be learnt about. We have summed up the larger issues into two sections for the learners’ ease and application. The two sections addressed here are i) place of articulation and ii) manner of articulation. This shall also help learners understand the exact pronunciation scheme to be followed in their language such as Hindi and English.

The phonetic symbols have also been compared with the native language sounds schemes to give learners an exposure to the improve on sound and speech mechanism of their languages. Since the present talk happens

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to be given to Hindi native speakers, we have compared it with Hindi sound matrix.

But before we know about the sound symbols, it is better to learn about the speech mechanism i.e. how speech sounds are produced by human beings.

The following is the vowel chart:

Nasal Cavity
Regions identified with American and British English
Use identified with Am or Br English

**Distinction at the level of structural grammar**

- Pronunciation
  - Consonants
  - Vowels
  - Stress
  - Affixes
    - 8.5 Miscellaneous pronunciation differences
- Spelling
  - Past tense forms such –t and –ed; fitted and fit
  - American English further allows other irregular verbs, such as *thrive* (throve–thiven)
  - Directional suffix -ward(s): English *forwards, towards, rightwards*, etc.; American *forward, toward, rightward*. 

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Verbs in British English that are spelt with *-ise*, such as organise, legalise, are spelt with *-ize* in American English.
The same goes for the nouns and and adjectives derived from those verbs: *organisation* -> *organization*.

- Use of structural expressions such prepositions etc.
- Use of articles
  - A few "institutional" nouns take no *definite article* when a certain role is implied:
    - Agentive –er
    - Compound nouns and phrases

- Punctuation
- Meaning variation

Distinction at the level of social grammar
Communication through gestures and postures

Appearance in Public

- Eyes’ movement
- Hands and fingers
- Legs and stem
- Head movement
- Hair Style

Dress Code

- Shirt and pants and coat
- Shoes and Shocks
- Tie and watch

Gait and sitting postures

- Interview
- G. D.
- Public and Private Parties

Countenance

- Smiles
- Officer’s look
- Instructor’s look
- Various other looks
Oral Presentations

Introduction
- Topic
- Time
- Length
- Resource

Language
- Structure
- Vocabulary
- Style

Presentation
- Organization
- Power Point Presentations
- Slide paper presentation

Tools
- Audio-Video Tools
- Slide paper projector
In the current word of shark-eat-shark competition, GD is one of the many ways of rejecting the incompetent candidates. Thus, being good at the GD is significantly necessary.

Do’s

• Always try to be the first in initiating the talk.
• Speak confidently, effectively, efficiently.
• Gesture and posture should properly be displayed.
• Forget all supposing none is present in the room where GD is held.
• Try your level best elucidate in an organized manner.
• Pay attention to your accent.
• Speak rhythmically and in the audible voice.
• Dress yourself smartly to bear a gentlemanly look.
• Make the vicinity to your feeling friendly and congenial.
• Your effort should to be group leader.
• Quote to prove your point.
• Put lively and recent examples.
• Catch eyes of all.
• Let other also speak and put points.
• Let other also speak and put points.

Don’ts

• Don’t show nervousness.
• Don’t move your eyes to and from before starting GD, it shows your low confidence.
• Don’t get aloud at any point.
• Don’t speak unnecessarily and move your body more than usual.

Improving Vocabulary

Yes, you can do it!! You can learn new expressions only through a routine work that you must chart for yourself in person and not copy anyone else. There are some steps, which can guide you in that regard.

➢ To learn words that you find on your own, get in the habit of reading good books, magazines, and newspapers. Start paying attention to the words you come across, for which you don’t know the definition. You might be tempted to just skip past these as usual, but train yourself to write them down and look them up.
➢ When you look up the word, say it out loud, being careful to pronounce it correctly.
➢ When you look up your word in the dictionary, don’t assume that the first definition is the only one you need to know. The first definition may be an archaic one, or one that applies only in a particular context, so scan through all the definitions.
➢ Now that you have learnt the dictionary’s definition of your new word, restate it in your own words. You’ll find it much easier to remember a word’s meaning if you make it your own.
Mnemonics- Use your imagination to create a mental image to fix the next word in your mind. For example, if you’re trying to remember the word voracious, which means having an insatiable appetite for an activity or pursuit, picture in your mind an incredibly hungry boar, eating huge piles of food. The voracious boar will help you recall the meaning of the word. The crazier the image, the better.

Keep a vocabulary notebook. Simply having a notebook with you will remind you to be on the lookout for new words, and using it will help you to remember the ones you encounter. Writing something down also makes it easier to memorize. Jot down the word when you find it, note its pronunciation and definition (in your own words) when you look it up, and jot down your mnemonic or mental image. You might also copy the sentence in which you originally found the word, to remind yourself of how the word looks in context.

Do the same thing with flash card. Write the word on one side and the pronunciation, the meaning, and perhaps a mental image on the other. Stick five or six of your flash cards in your pocket every morning and use them when you can.

Use your new word every chance you get. Make it part of your life. Insert it into your speech at every opportunity. Developing a powerful vocabulary requires lots of exercise.

If you’re really serious about it, you must also draw some drill of your own and work on it. Otherwise there are several magazines publishing it.
on regular basis, which you can use for the same purpose. But all the way, you have to go after it. It is not very difficult to do so.

-----BEST OF LUCK-----
Reading poems

Reading poems requires the reader to keep in mind the following things:

Larger Picture:

- Why do we read poem or other literary works?
- How does it contribute to our efficiency in language?
- What makes a poem different from other poems or other forms of literary works?
- Does serve to our emotional quotient? If yes, how?
- How does language through literature train our brain to communicate in the most beautiful way?
- Can there be literature without language and language without literature?
- If literature is beautiful what is the contribution of language.
- Does beautiful constitute the meaning, easy i.e. simple, straight forward or direct; efficient i.e. well-organized or professional; and effective i.e. successful?

Focus on the poem:

- The period to which it belongs
- The author’s major thrust
- The author’s works
- The kind the of the poem
- Its **structure**
  1. no. of **stanzas**
  2. no. of **lines** per stanza
  3. pattern of **rhythm and rhyme**
  4. source of **musical pleasure** derived through reading
  5. kind of expressions, especially action words
  6. **Figure of speech**

- **Images** created by the expressions and the whole picture through the poem

- The **message**

- Can **take on the same poem** vary with varying readers?
Reading Short Stories

Introduction

- Intent and Content of short stories
- Author and the Story
- Theme line and major issues

Reading

- Reading in chain
- Reading in groups
- Dramatization / role playing

Analysis

- Character sketching
- Method of presentation (Flashback, narration etc)
- Language and style

Assignment

- Character building
- Method of reaching the climax
- Cultural significance
• Author’s project: critique
Study Skills

• Communication Skills
  o Reading Skills and Subskills
  o Listening Skills and Subskills
  o Writing Skills and Subskills
  o Speaking Skills and Subskills
  o Communication through gestures

• Note-taking and Note-making

• Time Management
  • Working off-class hours
  • Revision works

• Retrieval Techniques
  • Memory Management

• Vocabulary Enrichment
  o Developing a habit of reading
  o Moving into the direction of understanding positivity and negativity
  o Learning new expressions
  o Actions words
  o Words of perception
  o Through Cards
  o Nativization
Looking into the structure of words (roots, derivations, sounds and meanings)

- Writing Exams
  - Objective Exams
  - Subjective Exams
  - Online Tests
Facing Interviews

Interview focuses on the overall personality. It is a test of candidate’s subjective, objective, logistical, managerial, and psychological aptitude. Therefore, one should be fully aware of the following facts before facing an interview.

- Before interview
  - Check the interview date, day, time and venue.
  - Communicate to the organization and confirm authorities of your presence or absence. It is easier now in the age of emailing.
  - If possible visit the venue once before to check the whereabouts and also that to give yourself an exposure to the organization. It kills your nervousness and makes you bolder.
  - If staying in other city and you have to travel to the venue; better reach the venue city one day before the date of interview. Book a comfortable hotel room and make sure that you do not miss the interview.
  - Better go through all the testimonials before attending the interview.
  - Make sure that remember exact year of earning degrees and joining and leaving the previous jobs.
  - Make also sure that you have thoroughly gone through the area of your interest.

- Appearance (clothes, shoes, tie, hair-do, shaving etc.)
- Make sure that you wear formal dress suitable for the job.
- It should be properly washed and ironed.
- Make sure that buttons are not missing and zip is properly working to avoid any embarrassing situation.
- Shoes must be polished. It is not necessary to buy a new pair of shoes.
- Even if you but new pair, make sure that you buy days before to feel at ease in shoes.
- Knot the tie, it possible use the clip to keep it in place.
- Do not use highly scented oil in hair-do.
- Do it properly to make sure that it adds up to your personality.
  - **Body language**
    - Walk gently without any affectation and also without any overweening attitude.
    - Always get the permission by gently knocking the door; and also do so before sitting in the chair.
    - Sit properly and do not show any sign of hesitation.
    - Better sit in a comfortable posture and make it sure that you do not change it time and again.
    - Have an eye-to-eye contact with all the members of the board.
  - **Verbal language**
    - Make sure that your language is soft, direct, polite, audible, and convincing and topic centered.
- Make sure that you have authentic knowledge of the area concerned. It should be of good quality and quantity. Do not bluff.
- You should be confident talking about your educational and experiential background. It should reflect that you have not only gathered degrees and diplomas but you deserved it.
- Never feel hesitant telling ‘No’ if you do not know any particular thing or idea. Better accept and avoid misleading the board. The board has all the significant details about you; and a psychologist in the board keeps track of all your lies and bluffs or hyperboles.

- Before you leave the board room
  - Make sure that you thank them all for their cooperation.
  - Do not show any haste in leaving the place. Take your time to walk out of the room.
  - Make sure that you do not bang the door behind you. It burns you the bridge behind you.
How to begin talk?

- Building up a congenial atmosphere
  - Cracking a joke
  - Offering puzzles and questions
  - Telling an anecdote
- Putting the class on the action track
- Understanding the class (Empathetic Approach)

How to make the classes lively?

- Involving in activities
- Fixing the role of the class
  - Teacher’s role
  - Considering the future leads

How to end the session?

- Ending with a Good note
- A puzzle for the next show
- Impressing the class for the complex issues to ponder upon
- An interesting but inspiring end note to make the class think in between
Teaching Literature (90 minutes)

• Introduction to the piece

  1. Why this work of art?
  2. Author’s background, major works, period, current significance
  3. Cultural Difference between the work of art and the audience

• Reading Session

  1. In Chain- one after another
  2. In Groups- making small groups and assigning sections
  3. Dramatization- role playing

• Analysis Session

  1. Message to the audience
  2. Approaches to do so (Hermeneunitic, Feminist, Deconstructionist etc )
  3. Organization of the text (Language, Literary Devices, Climax)

• Assignment Session

  1. Action words

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2. Phrases and punch lines
3. Personal Take
4. Text through Picture sequence

**Teaching Language (90 minutes)**

- Introduction (3-5 min.)
  1. Necessity,
  2. Process and
  3. End Product of the Session

- Lecture on the Theme (50 min.)
- Discussion Session (15-20 min.)
- Assignment (20 min.)

  1. Class room assignment
  2. Home assignment