

## Topic 1

### Classroom communication Skills – An Introduction to Communication Skills

#### **Importance of English in Career development**

When we read the above sentence the first and the foremost question comes to our mind is why is the English Language and not other Languages are Important for the career development and ? the reasons are

- a. It gives confidence and promotes self esteem
- b. It is the sole International Language of Business and Communication for quite a long time
- c. It's a known fact English speaking people command respect in the society
- d. Contributes to knowledge and cognitive development, maturity andv decision making ability
- e. IT majors prefer English Speaking workforce, IT is a major growth engine is in India

47% of the Graduates are not employable in any sector of the knowledge economy, For they are not comfortable with English language. The recent statistics says that 85 % of the Engineering graduates struggle to secure even a decent placement. Nearly 74% of the graduates lack English speaking and comprehension skills -NASSCOM. Employers perceive soft skills as more important than core skills, and the English skill is the major component of the soft skills.

#### **Why do we lack in English Skills?**

We Learn English for nearly 12 years at school and 3 years at graduation level, ant it's quite Puzzling to see that, even after studying the Language for 15 years we struggle to frame even a simple sentence in English, Why:

#### **1. We learn the English the written way at school and college**

This means we have to translate every word in English to our Mother tongue and vice versa , it's highly impossible to learn a language by translation , because a language consists of words linked to thoughts and emotions e.g. ' take your seat please' is a polite way of asking people to sit on the chair . if you translate this sentence into your tongue it would become a funny sentence.

#### **2 Using Grammar in communication would hamper fluency**

No matter how good your English grammar is, sometimes you get everything wrong Tenses mixed up, incorrect forms of the verbs. Certain English Grammar Constructs TOO DIFFICULT To Learn

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### **3. Learning hundreds of new English words – would not help!**

You have a notion as if **hundreds and hundreds of English words are floating in your mind** and it becomes nearly impossible to pick the right ones and form a proper speech. On the contrary, when your English speech is normal you just speak without having anything else in your mind!

*Reading News paper, magazines, books or even joining B.A., or M.A., degree in English won't help you speak English.*

**You might think 'I was constantly reading English fiction, newspapers, magazines, I learnt hundreds upon hundreds of new English words – my hand-written vocabulary was always with me! All these things improved my general English fluency a great deal,' that's true. However, there would always be days when you just couldn't speak normally! Blushing, confusion – you just felt like a total loser! Ultimately you would come to know that fluent spoken English has little to do with how hard you study.**

*Using dictionary for learning a new word (for speaking purpose) is of no use because you have to translate everything into your mother tongue*

*The super simple way is to use Google search to find the Right English words to say*  
*e.g. put up file for signature*

### **4. The grammar that we have learned at school and college is of no use for communication purpose, because the grammar is purely theoretical and mechanical.**

*It is easy to see why it may be difficult for students to achieve fluency in English in traditional classroom-teaching methods, **grammar is generally taught as a priority, not the language 'chunks' which students can use almost instantly in conversation. By learning these chunks and using them in appropriate contexts the speech will sound natural, further; knowledge of these lexical chunks enables the learners to predict the meaning easily and the learners can participate in conversations confidently.***

### **5. Mother tongue influence**

*sometimes it's your own language – you speak English, but some pieces of your native tongue's thoughts just wouldn't leave you. In the worst case scenario your mind switches to a mode of preparing the speech even before you speak it out! This one is really bad because it's the hardest to fight with'*

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### **Spoken English Tips**

No one knows about how the very language is formed in our brain – native English speakers use **blocks of words** as they speak rather than linking separate words together

Take your seat please

Put up the file for ....

I would like to.....

Would you like to.....?

I would rather.....

Would you mind me .....?

### **Individuals words vs word-group**

When a natural English; speaker says: “How could you do that to me?” he **doesn't think about the separate words making up the sentence and how to stick them together**. The whole sentence comes into parts – “how could you”, and “do that to me”. These things have been heard in the very childhood when mom told her child “How could you?” and the child's mind memorizes the whole thing as one – “how could you”.

When we, (non-native English speakers speak English), **we tend more to think about the things before we speak them out, we organize them into our mind, unwillingly translate from our native language** (here I'm talking about us who haven't learn the language the natural way and experience lack of English fluency!). This is why it is very important to learn new words as part of a live conversation. We learnt English the Written way at school and college it is **most likely that your journey into the world of English started with**. And actually this is where the biggest problems are hidden! And this means having to **translate the word from our native language to English**.

**1. A language consists of thoughts, of phrases**. Learning words and sticking them together is not going to make your English fluent! It's all about the translation – if you try to use separate words as links to build the chain – sentence – you will use your native tongue in your mind. But you've got to think the language to speak it!

**2. Know how to Learn English Contextually so That Only the RIGHT Words Appear in Your Mind!** (To your utter dismay you can clearly notice that **you think in your mothers tongue** and the resulting speech is a translation – not a normal speech!) **The super simple way is to use Google search to find the Right English words to say**

### **3. Eradicated the subconscious habit of translating from our native tongue to English!**

English language settles itself in their brain as a separate language – not as a translation version of their native language!

### ***4. Develop the ability to think in English as you think in your mother tongue, when you speak***

Even if you don't think in your native tongue you experience an odd thing – **as you speak, wrong words replace the right ones**

### **5. Conquer Your Fear of making mistakes when Speaking English!**

And, of course, the most devastating thing of all – **your confidence is just literally draining away** when you feel these symptoms take place!

**6. Conquer Anxiety:** Don't be anxious, anxiety will hamper smooth flow of speech.

### **7. Slow Down your Speech don't try to compete with the person your are speaking to**

Always start speaking slowly, do not bother about speed, you will pick up the speed gradually.

### **8. Just throw away all the grammar rules from your mind!**

*That's right. This may seem strange to you, but it is very important.*

You know, one question I am asked all too often is "How can I speak English fluently?". Well, I have to say there is no easy answer to this question; learning any skill takes time and dedication. However, there are some things you can do to help yourself progress faster. If you are preparing for an examination, then you should study grammar. However, if you want to become fluent in English conversation, then you should try to learn English without thinking about grammar too much. The reason why I say this is that to become fluent, you need to be able to speak without pausing to think of the correct words and sentence construction.

If you are constantly trying to translate what you want to say from your own language into English, whilst thinking about all the grammar rules you're supposed to be using, you'll most likely become bogged down, hesitant and fail in your fluency goal.

**9. Learn natural phrases or 'chunks' you can adapt for any situation!**

What you need to do is to learn and study phrases instead of trying to speak in sentences. You may be familiar with a large range of vocabulary, but are probably not able to create fluid conversation (natural flowing speech). This could be because you fail to recognize the differences between spoken and written English, people use phrases instead of sentences.

The most important thing for you to improve the fluency of your speech, is to learn English in phrases or "chunks" of language, instead of memorizing grammar rules and so on. To explain what I mean, think of these "chunks" of language as **ready-made phrases** (Lexical Chunks) you can remember by using them often. These include:

10 practice English by talking with people who know English, if you don't have anyone to speak to talk to yourself.

**Components of Communicative English**

**a. collocations** (words that commonly go together) such as '*rich and famous, densely populated, keep a secret, break a promise or take a seat*'; *strong winds, heavy rains etc. (These are right combination of words)*

e.g. tummy ache not stomach pain, stomach ache not stomach pain, fast food not quick food are some of the collocations we use in our routine.

**b. Phrasal verbs** such as '*get up, log on, run out of put off, put up etc.*

**c. Idioms** like '*part and parcel, make ends meet*'

**d. Social formulas** such as '*see you later, have a nice day*' and so on.

**e. Fixed phrases** such as 'if I were you', 'I was wondering', 'as a matter of fact', 'would you mind if', 'as far as I know', 'on the other hand', 'in the mean time', 'in my opinion' etc. (All in this case it is not possible to change the words or order all idiomatic expression are fixed phrases)

**f. Formulaic expressions** such as 'good luck', 'all the best' – these are the mechanically followed word-group (Similar to item 4 – social formulas)

**g. Discourse markers:** These are the words or phrases that link what has been said before to what comes next. *e.g. moreover, in addition to, finally etc.*

**h. Hesitation pause etc.**

**To remember the word/phrase. Please follow the logic:**

1. You need to see the wor
2. You need to say the word
3. You need to hear the word
4. You need to practice using the word (Reading loudly helps)