

VIJAYAM INSTITUTE OF TECHNOLOGY

**(Approved by AICTE, New Delhi & Affiliated to JNTUA,
Anantapuramu)**

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COMMUNICATIVE ENGLISH LAB MANUAL (23A52201P)

Name:

Roll number:..... Section:

Year:Semester:

COMMUNICATIVE ENGLISH LAB (23AHS06)

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Course Objectives:

The main objective of introducing this course, Communicative English Laboratory, is to expose the students to a variety of self-instructional, learner friendly modes of language learning. The students will get trained in basic communication skills and also make them ready to face job interviews.

Course Outcomes:

CO1: Understand the different aspects of the English language proficiency with emphasis on LSRW skills.

CO2: Apply communication skills through various language learning activities.

CO3: Analyze the English speech sounds, stress, rhythm, intonation and syllable division for better listening and speaking comprehension.

CO4: Evaluate and exhibit professionalism in participating in debates and group discussions.

CO5: Create effective Course Objectives.

List of Topics:

1. Vowels & Consonants
2. Neutralization/Accent Rules
3. Communication Skills & JAM
4. Role Play or Conversational Practice
5. E-mail Writing
6. Resume Writing, Cover letter, SOP
7. Group Discussions-methods & practice
8. Debates-Methods & Practice
9. PPT Presentations/Poster Presentation
10. Interviews Skills

Suggested Software:

- Walden InfoTech
- Young India Films

Reference Books:

1. RamanMeenakshi,Sangeeta-Sharma.*TechnicalCommunication*.OxfordPress.2018.
2. TaylorGrant:*EnglishConversationPractice*,TataMcGraw-HillEducationIndia,2016
3. Hewing's,Martin.CambridgeAcademicEnglish(B2).CUP,2012.
4. J.Sethi&P.V.Dhamija.*A Course inPhoneticsandSpoken English*, (2ndEd),Kindle,2013

Web Resources:

Spoken English:

1. www.englishmedialab.com
2. www.englishinteractive.net
3. <http://www.britishcouncil.in/english/online>
4. <http://www.letstalkpodcast.com/>
5. https://www.youtube.com/c/mmmEnglish_Emma/featured
6. <https://www.youtube.com/c/ArnelsEverydayEnglish/featured>
7. <https://www.youtube.com/c/engvidAdam/featured>
8. <https://www.youtube.com/c/EnglishClass101/featured>
9. <https://www.youtube.com/c/SpeakEnglishWithTiffani/playlists>
10. https://www.youtube.com/channel/UCV1h_cBE0Drdx19qkTM0WNw

Voice & Accent:

1. <https://www.youtube.com/user/letstalkaccent/videos>
2. <https://www.youtube.com/c/EngLanguageClub/featured>
3. https://www.youtube.com/channel/UC_OskgZBoS4dAnVUgJVexc
4. https://www.youtube.com/channel/UCNfm92h83W2i2jc5Xwp_IA

COMMUNICATIVE ENGLISH LAB (23AHS06)

S. No.	List of Topics	Page No.
1	Vowels & Consonants	5 - 10
2	Neutralization/Accent Rules	11 - 15
3	Communication Skills & JAM	16- 18
4	Role Play or Conversational Practice	19 - 20
5	E-mail Writing	21- 22
6	Resume Writing, Cover letter, SOP	23 - 26
7	Group Discussions-methods & practice	27 - 29
8	Debates-Methods & Practice	30 - 32
9	PPT Presentations/Poster Presentation	33 - 35
10	Interview Skills	36 - 38

1. PHONETICS (VOWELS & CONSONANTS)

Phonetics is the science or study of speech sounds and their production, transmission, and reception, and their analysis, classification, and transcription. Phonetics includes the description and classification of the actual sounds that speakers produce. Phonology concerns itself with those sounds that can convey different meanings as well as how sounds combine with other sounds. The sounds that distinguish meaning are called phonemes.

Phonetic alphabet: An alphabet containing a separate character for each distinguishable speech sounds.

The world of sounds, especially so of speech sounds, is an exciting world. It's a new experience to realize the sound qualities of words and tunes in sentences. This awakens us a vivid sense of the rhythm of English speech. The human speech mechanism is capable of producing a considerably large number of sounds. **The sounds of English:** English has 26 letters in its alphabet, among them there are 5 vowel letters (a, e, i, o, u) and 21 consonant letters. British speakers use 44 sounds in their speech.

44 Sounds from 26 Letters:

English has 20 vowel sounds and 24 consonant sounds. Generally, one letter will have to be pronounced in different ways, but certainly there cannot be any one-to-one correspondence between them. Speaking is organized sound which should be taken in by the ear. How can a book, which is nothing but marks on paper, help anyone to make their English sound better? Generally language starts with the ear, it is never easy to establish good habits, it is always the bad ones which come more naturally. All we need is a little determination and concentration to master the art of good pronunciation. We may never sound like a native speaker, but at least we will have get as close to it as we can.

What is Pronunciation? We mean speaking a language by taking care of stress, rhythm and intonation the language.

Pronunciation: The correct production of the speech sounds.

Importance of Pronunciation: good pronunciation undoubtedly an ornament to the speech and passport to the sophisticated society.

Stress and Intonation: The force (Accent) used in speaking the different syllables is stress. The rise and fall off the voice (speech melody) is intonation.

The International Phonetic Alphabet:

Vowels:

Vowels are those when we pronounce them if the air escapes through the mouth freely without any friction.

Pure vowels – 12

S. No	Sound Symbol	Initial	Middle	Final
01	/ʌ/	ugly	double	---
02	/ɑ: /	army	pardon	far
03	/ɪ/	it	pit	empty
04	/i: /	eat	feed	fee
05	/ʊ/	---	could	---
06	/u: /	---	fool	due
07	/e/	end	bed	---
08	/ɒ/	honour	cot	---
09	/ɔ:/	orange	caught	four
10	/ə/	above	buttering	butter
11	/ɜ: /	early	curd	fur
12	/æ/	and	bad	---

Diphthongs – 08

The union of 2 vowel letters into 1 symbol to produce a sound is a diphthong. There are 8 diphthongs or vowel glides.

S. No	Sound Symbol	Initial	Middle	Final
01	/eɪ/	eight	daily	away
02	/aɪ/	eyes	price	try
03	/ɔɪ/	oil	choice	toy
04	/əʊ/	own	gold	no
05	/aʊ/	---	house	now
06	/ɪə/	---	real	clear
07	/eə/	---	daring	dare
08	/ʊə/	---	cured	sure

Consonants – 24

Consonants are divided into six categories they are:

- 1. Plosives – 6*
- 2. Affricates – 2*
- 3. Fricatives – 9*
- 4. Lateral – 1*
- 5. Approximants – 3*
- 6. Nasals – 3*

1. Plosives – 6

A consonant sounds made by closing the air passage and then releasing the air in a way that can be heard are called plosives.

S.No	Sound Symbol	Initial	Middle	Final
01	/p/	pot	apt	Cup
02	/b/	bath	rubbed	Cub
03	/t/	ten	sits	Cut
04	/d/	drink	reading	Good
05	/k/	kite	cooking	Cook
06	/g/	good	ragging	Mug

2. Affricates– 2

Affricates are pronounced with a stricture of complete closure and slow release.

S. No	Sound Symbol	Initial	Middle	Final
07	/tʃ/	church	catching	Catch
08	/dʒ/	jeep	judging	Judge

3. Fricatives – 9

Fricatives are pronounced by forcing breath out through a narrow space in the mouth with the lips, teeth, tongue etc., in a certain position.

S. No	Sound Symbol	Initial	Middle	Final
09	/f/	first	offering	Off
10	/v/	vein	loving	Love
11	/θ /	think	bathing	Bath
12	/ð/	then	bother	Bathe

13	/s/	sing	pastry	Rise
14	/z/	zip	buzzing	Buzz
15	/ʃ/	ship	fishing	Fish
16	/ʒ/	---	pleasure	---
17	/h/	him	behind	---

4. Lateral

The tip of the tongue makes a firm contact with the teeth ridge there by blocking the oral passage of air, the sides of the tongue are lowered and the air escapes along the sides of the tongue without any friction.

S. No	Sound Symbol	Initial	Middle	Final
18	/l /	like	feeling	Fill

5. Approximants

Approximants are pronounced with a stricture of open approximation i.e. they are vowel like in their articulation but they are classified as a consonants.

S. No	Sound Symbol	Initial	Middle	Final
19	/r/	ring	caring	---
20	/j/	yellow	music	---
21	/w/	wet	sweet	---

6. Nasals – 3

Nasal consonants are pronounced with a stricture of complete oral closure. The active and passive articulators make a firm contact with each other, but there is opening so that the air escapes freely through the nostrils.

S. No	Sound Symbol	Initial	Middle	Final
22	/m/	much	coming	Am
23	/n/	nose	winning	An
24	/ŋ/	---	singing	Sung

2. NEUTRALIZATION/ACCENT RULES

Introduction:

Stress, rhythm and intonation are the most important features of English as the native tongue. These features are called “Prosodic Features of *supra segmental features*” “constitute what may be called the music of English.

Word Accent:

Word accent is an important feature of English. Accent is the articulation of a syllable with some force, or more than one syllable, not all the syllables are equally prominent. Those that are more prominent than others are said to receive the accent. In a dictionary, the stressed syllable which is also called the primary syllable is indicated by a vertical bar or mark / ' / above and before the stressed syllable. Any secondary stress is shown by a mark / , / below and before that syllable.

Ex: / əntə'tein /

In a poly syllabic word the syllable on which a pitch movement takes place is said to receive “primary accent” or “tonic accent”. Any other prominent syllable in the same word is said to receive secondary accent.

Here are a few examples of English words in phonemic transcription with both primary and secondary accents marked.

Ex:

- | | | |
|------------------|---|------------------|
| 1. International | - | / intə'næʃənəl / |
| 2. Understand | - | / ʌndə'stænd/ |
| 3. Disappoint | - | / disə'pɔɪnt/ |
| 4. Examination | - | / ɪgzæmi'neɪʃən/ |
| 5. Entertain | - | / əntə'tein / |

Some Rules for Word Stress:

Generally it is somewhat difficult to the non-native speakers of English to mark the accent on the correct syllable or syllables.

1. If there is only one syllable, it is stressed

Ex: 'man, 'class, 'book, 'look

2. If there are two syllables (disyllabic words), generally the first syllable is stressed. Ex: 'English, 'master, 'table, 'caption
3. If the word begins with a weak prefix / a / the stress falls on the second syllable.

Ex: a'long, a'mong, a'loud, a'side, a'live, a'lone, a'gain, a'head, a'part, a'bout, a'fraid, a'sleep, a'cross

4. If the word is a number ending in ' - teen' then the stress falls on – teen. Ex: thir'teen, four'teen, fif'teen, six'teen, seven'teen, eigh'teen
5. In the reflexive pronouns generally the stress falls on the second syllable. Ex: my'self, your'self, itself, her'self, your'selves, them'selves
6. In a number of common disyllabic words the stress falls on the second syllable.
Ex: be'fore, be'side, ca'reer, ca'fé, de'ceive, e'vent, e'nough, ho'tel, i'dea, po'lice, un'til
7. In compound words the primary stress is generally on the first element. Ex: 'blackboard, 'mailbox, 'bookshelf, 'postman, 'goldsmith
8. Sometimes in the compound words both the elements are stressed but the tonic accent is on the second element. It is marked with an oblique bar (/) pointing downwards to indicate the tonic accent and a vertical bar (|) to indicate the pre-tonic accent.
Ex: 'after 'noon, 'long-'lived,

Functional Change of Stress :

There are a number of words of two syllables in which the accentual pattern depends on whether the word is used as a noun, an adjective, or a verb. The accent is on the first syllable when the word is a noun or an adjective and the accent is on the second syllable when it is a verb.

S. No	Word	Noun/ Adjective	verb
1	Absent	'absent	ab'sent
2	Contact	'contact	con'tact
3	Conduct	'conduct	con'duct
4	Conflict	'conflict	con'flict
5	Increase	'increase	in'crease
6	Import	'import	im'port
7	Protest	'protest	pro'test
8	Progress	'progress	pro'gress
9	Present	'present	pre'sent
10	Convict	'convict	con'vict
11	Export	'export	ex'port
12	Insult	'insult	in'sult
13	Object	'object	ob'ject
14	Produce	'produce	pro'duce
15	Project	'project	pro'ject

It is to be remembered, however, that not all disyllabic words which can be used as nouns and verbs undergo such a shift in the accented syllable. There are words like *'limit*, *'order*, *'remark*, *'visit* etc., which are accented on the same syllable whether they are used as nouns or as verbs.

The foregoing account may give one the impression that word accent in English is something that is irregular and unpredictable. There are, however a few useful rules for word-accentual patterns in English.

Rule – 1

In the flexional suffixes – ed, es and – ing do not affect the accent.

Ex:

- | | | | |
|-------|---------------|----------------|---|
| -es : | 1. com'pose | • com'poses | - |
| | 2. dis'ease | • dis'eases | |
| | 3. 'focus | • 'focuses | |
| | 4. suc'cess | • suc'cesses | |
| -ed: | 1. sub'mit | • sub'mitted | |
| | 2. re'late | • re'lated | |
| | 3. recom'mend | • recom'mended | |
| - ing | 1. 'happen | - 'happening | |
| | 2. com'mit | - com'mitting | |
| | 3. ad'vance | - ad'vancing | |

Rule – 2

The derivational suffixes – age, - en, - ance, - er, - ess, - ful, - hood, - ice, - ish, - less, - ly, - ment, - ness, - or, - ship, - ter, - ure, and – zen do not normally affect the accent.

Ex:

- | | | | | |
|----|--------|---------|---|-------------|
| 1. | - age | 'marry | - | 'marriage |
| 2. | - ance | at'tend | - | at'tandance |
| 3. | - en | 'light | - | 'lighten |
| 4. | - er | 'attend | - | 'attender |

- | | | | | |
|-----|--------|----------|---|--------------|
| 5. | - ess | 'author | - | 'authoress |
| 6. | - ful | 'beauty | - | 'beautiful |
| 7. | - hood | 'brother | - | 'brotherhood |
| 8. | - ice | 'coward | - | 'cowardice |
| 9. | - ish | 'fever | - | 'feverish |
| 10. | - ive | a'buse | - | a'busive |
| 11. | - less | 'manner | - | 'mannerless |
| 12. | - ly | 'certain | - | 'certainly |
| 13. | - ment | a'chieve | - | a'chievement |
| 14. | - ness | 'lovely | - | 'loveliness |
| | | | | |
| 15. | - or | col'lect | - | col'lector |
| 16. | - ship | 'scholar | - | 'scholarship |
| 17. | - ter | 'laugh | - | 'laughter |
| 18. | - zen | 'city | - | 'citizen |

Rule – 3

Words ending in “- ion” take the primary accent on the penultimate syllable (second from the last) Ex:

appli'cation admi'ration 'nation 'stationexami'nation

Rule – 4

Words ending in “ic, ically, ical, ious, ial, ially” have the primary accent on the penultimate syllable(second from the last)

Ex:

- | | | | |
|----|----------|-------------|----------------|
| 1. | – ic | apolo'getic | pa'thetic |
| 2. | – ically | 'chemically | eco'nomically |
| 3. | – ical | bio'logical | psycholo'gical |
| 4. | – ious | a'trocious | no'torious |

- | | | | |
|----|---------|---------------|----------------|
| 5. | – ial | me'morial | confi'dential |
| 6. | – Ially | dra'matically | cate'gorically |

Rule – 5

Words ending in “ity” have the accent on the anti- penultimate syllable (third from the last)

Ex:

1. A'bility
2. Gene'rosity
3. Ca'pacity
4. E'normity
5. Oppor'tunity

The most clear difference between the terms ‘accent’ and ‘dialect’ is that the former is restricted to varieties of pronunciation , where as the latter also covers difference of grammar and vocabulary.

3. COMMUNICATION SKILLS & JAM

Introduction to Communication:

Communication, the buzz word in today's world, originates from the Latin word "communico" or "Communicare" which means 'to share'. Various researchers and analysts define the term 'Communication' in their own way.

'Communication essentially means the transfer of ideas, feelings, facts, thoughts, plans, messages or information from one person to another. Obviously however, communication is considered effective only when it gets the desired action or response.

Importance of Communication:

Communication has a central role in our lives. We spend a lot of time communicating with others – relatives, friends, colleagues, employers or even unknown people. We have various social needs, such as pleasure, affection, inclusion, relaxation etc., with others.

The following factors make communication indispensable in the world:

1. Communication is essential for the existence of our society.
2. It makes professional interaction possible.
3. It directs the flow of technical information and knowledge for the guidance of technocrats, engineers and others in their professional activities.
4. The free exchanges of information and ideas can establish a good relationship with each other and avoid misunderstandings.
5. As the professional world becomes more diverse, competitive and result-oriented, the importance of technical communication skills has increased.
6. Success in the highly competitive environment of today will depend not just on your professional knowledge and skills but on the ability to analyze, organize and present essential information effectively. It can be made possible only through communication.
7. It develops the ability to understand an issue from another point of view.
8. It helps us in inculcating decision-making skills.

Importance of Communication in English:

It is not surprise that English is now the most widely used language in a large number of workplaces in India. It is also the most common language (Lingua Franca) used by speakers of different languages around the world. One must have proficiency in English besides academic or professional career. Elements that define English as pivotal are:

1. The increasing importance of English has led several employers in India and abroad to recruit people with a good command over English for operations that involve communicating with both national and international clients.
2. Courses like English skills, business English, technical English, or professional English have been included in the current academic curriculum to beef up the students' abilities.

3. People found that being knowledgeable in English is the key factor for better career, huge advantage in terms of knowledge, status in society and better communication in the entire world.
4. As the economy grew rapidly and people are interconnected as way before, the need of being able to speak in English is increasing.
5. The phenomenal development of 'WWW' has been lead to the increased manifold of English, where students and professionals use English as the medium to browse the internet
6. English helps to decrease the distance between countries and break the barrier that leads to misunderstanding among them. It also opens the door of opportunities for many aspiring employees.

Effective Communication:

There are certain features which are essential for effective or productive communication.

1. The most important features of effective communication is clarity and integrity of the message to be conveyed.
2. The communicator must know the main purpose and objective of the message he/she wants to achieve.
3. The language chosen should be known to both the parties.
4. An appropriate medium should be chosen to convey the message properly.
5. Among all other above factors, feedback plays a prominent role in effective communication. There should be appropriate feedback to the message.

JUST A MINUTE

Just A Minute (JAM) activity requires certain qualities such as presence of mind, confidence, and spontaneity. Though some of the qualities are inborn, many of them can be cultivated too. Extending some efforts on sharpening public speaking or oratory skills can go a long way to become a successful speaker.

The important rules

1. No deviation
2. No repetition
3. No hesitation

Steps to be followed

1. Greeting the audience
2. Introducing yourself
3. Declaring the Topic
4. Topic in detail
5. Conclusion
6. Thanking the audience

Useful tips

- Plan the speech in advance
- Maintain eye contact with the audience
- Maintain a confident posture
- Use appropriate words and pauses while speaking
- Breathe normally while speaking
- Be normal and don't imitate others
- Speak enthusiastically and avoid monotonous tone
- Avoid jargons, fillers and repetitions
- Don't hesitate to speak
- Manage time

Example:

- Step-1: Greeting the audience: Good morning one and all.
- Step-2: Introducing Yourself: I am Raghava, pursuing I B. Tech at SVCET
- Step-3: Introducing the topic: Today I would like to speak a few words on "THEINDEPENDENCE DAY".
- Step-4: Explaining the topic: In the morning, while I was coming to college, I saw a student of a public school wearing a maxim on his shirt. The words in the maxim were "proud Indian". I wondered a lot and began thinking why an Indian should be proud? Is it simply because we had our birth on this noble land? I could remember even after 65 years of Independence, we couldn't provide nutritious food to the children. The statistics says that 45% of Indian children are suffering from malnutrition.
- Step-5: Concluding the topic: I would like to conclude that each one of us should take an oath on this influential day that we won't be corrupt and partake in uplifting the Nation. We will strive for the all-round development of the nation as a whole.
- Step-6: Thanking the audience: I express my gratitude to the audience for listening to me with great enthusiasm. Thank you one and all.

Topics for practice

1. Computer
2. Cyber-crime
3. E-mail
4. Electricity
5. English
6. Family etc...

4. ROLE PLAYS

In a role play, participants act out various characters or parts, study and act out the dialogues/ Conversations. They help you function efficiently in a variety of situations and Settings.

Give more importance to how you say your dialogues. Stressing, pausing and intonation are very important. Be clear about the vocabulary and key sentences used in various dialogues. Read aloud the dialogues many times, and know what is expected of you, to make sound natural as you act it out.

As you practice the dialogues below, you will learn the ability to use language for a variety of functions like greeting, leave taking, asking for information, giving advice, warning, asking for directions, answering telephone calls, expressing delight, expressing displeasure, congratulating, expressing pain, expressing fear, etc. For you to play your part effectively, you must choose the best way to express yourself in a particular situation. Pay careful attention to these.

Benefits of Role Playing

- Motivate and engage students
- Enhance current teaching strategies
- Provide real-world scenarios to help students learn
- Learn skills used in real-world situations (negotiation, debate, teamwork, cooperation, persuasion)
- Provide opportunities for critical observation of peers

PHRASES USED IN ROLE PLAYS/SITUATIONAL DIALOGUES

Expressions used in formal situations to greet people and take leave of them:

- Good morning. How are you?
- I'm very well, thank you. What about you?
- I'm fine, thanks.
- We haven't met for quite some time, have we?
- It's a pleasure to see you
- It was nice meeting you, but I'm afraid I have to go now.
- I must leave. I hope you'll excuse me.
- That's quite all right. I hope we can meet again soon.
- Yes, we must.
- Yes, I hope so too.
- Yes, please do come over.
- Bye, bye!

Expressions used in informal situations to greet people and take leave of them:

- Hello! What a lovely surprise!

- Good to see you after so long.
- Hi! Its great to see you too.
- How're you and where have you been?
- Just fine, thanks. How're things with you?
- Everything's okay, thanks.
- We must meet and catch up on what's happening.
- Yes, we must do that.
- Wish I could have stayed longer, but I must run
- Sure, see you sometime. Bye, bye!

EXERCISES

1. Write a dialogue between a student who stays in the college hostel and the hostel warden. The student is
2. Write a dialogue between a dealer of computers and an angry customer. The dealer is apologizing to the customer for selling him a laptop that does not work.
3. Write a dialogue between a student and a teacher. The student is apologizing to the teacher for not attending the practical session in the lab the day before.

5. E-MAIL WRITING

Emails are modern-age letters. This topic explains the format of email writing and also gives you sample emails for students and working professionals.

- How to Write an Email?
- Email Writing Format Samples
- Informal Email Writing Format Samples
- Email Expressing Your Appreciation
- Email about Your Trip
- Formal Email Writing Format Samples
- Email on Seeking Information about Course Details
- Email on Introducing a New Employee to Your Team
- Email on Official Intimation of Your Resignation
- Email Informing Your Employees about the Change in Work Timings

How to Write an Email?

Email writing is an essential part of professional communication. It is not easy to get people to respond to your emails if they do not feel interested in your message or proposal. This is exactly the reason why you should learn to write good emails. Be bold. Get to the point right away. The best email communication is the one that is simple and clear.

There are a few tips you have to keep in mind when you sit down to write emails. Emails can be casual or professional, just like informal and formal letters. The format of the email changes according to the kind of email you are writing. However, accurate grammar and spelling are aspects that are to be taken seriously.

When you start writing an email,

- Make sure you type in the right email ID. Always check with the receiver for the exact **email address** because even a full stop that is not part of the email address can land your email with the wrong person, or the mail would simply bounce.
- The **Subject** line is the next most important factor you should carefully consider because that is the first thing anyone receiving the email would see. It also determines if the receiver would want to open the mail. 'The from line is what recipients use to determine whether to delete an email. The subject line is what motivates people to actually open the email.' said Loren McDonald. Spend double the time you spend on drafting the body to draft the subject.
- See to it that your **Salutation or Greeting** is appropriate to the receiver/s. The greeting builds a rapport.
- The **Body** of the email states what the email is about. Be clear with what you want your receiver to know. Make sure you have everything you want to convey drafted in simple terms. Do not use colloquial language or long unwinding sentences. Try not to repeat

words or use cliched terms. Make your message positive, even if you're turning down an offer. If you have to follow, do it before they remind you to. Keep it short. Use standard font style and size. Do a final spelling/grammar check/proofread.

- Finally, **Sign off** the email on a polite note and proofread it before hitting send. The closing should feel genuine; only then will the receiver want to respond.

Email Writing Format Samples

Email Expressing Your Appreciation

To: Recipient's email

address Subject:

Congratulations!

Dear (Name),

My heartfelt congratulations to you. I was glad to see your name on the merit list. All your efforts were definitely not in vain. I bet everyone at home is so proud of you.

You have truly honoured the family name, and I am happy that you would get to take up the course in architecture that you had been waiting for. I am waiting to meet you in person to convey all my love and appreciation.

Convey my regards to uncle, aunty

and grandpa. Regards,

Your name

6. RESUME WRITING, COVER LETTER & SOP

A resume (or curriculum vitae) is a brief summary of your abilities, education, experience, and skills. A successful résumé will review, summarize, and present your training, experience, and achievements clearly and concisely. Its main task is to convince prospective employers to contact you for an interview. Resumes are used for most jobs and are generally 1-2 pages. Curriculum vitae are used in academics and can be longer.

The resume has three major purposes:

1. To help you get a personal interview;
2. To provide the employer with reference material during the interview;
3. To serve as a reminder to the employer after the interview.

Resume styles:

Choosing an appropriate resume style largely depends on the applicant's qualifications, career goals, and personal preferences.

Chronological Resume

A chronological resume lists your work experience in reverse chronological order starting with your most recent position at the top. This is the most traditional resume format and for many years it remained the most common.

A chronological resume format usually includes the following information in this order:

- Contact information
- Objective or summary statement
- Professional experience
- Relevant skills
- Education
- Additional information (i.e. volunteer work and special interests—optional)

Functional Resume

A functional resume focuses more on relevant skills than work history. While the chronological format highlights work experience with detailed summaries of the achievements within each position, the functional format focuses on the applicant's skill set.

A functional resume format usually includes the following information in this order:

- Contact information
- Objective or summary statement
- Summary of relevant skills
- Work experience
- Education
- Additional information (i.e. volunteer work and special interests)

Combination resume

A combination resume is a blend of the chronological and functional resume types. This resume format allows you to emphasize both your work experience and relevant skills. Because your skills and employment history will consume most of your resume space, you may need to eliminate optional sections such as volunteer work or special interests.

A combination resume format usually includes the following information in this order:

- Contact information
- Objective or summary statement

- Work experience
- Summary of most relevant skills
- Education

The combination resume is a more flexible format so you should list either your skills or your work experience first depending on which you consider more important for the role.

Important tips for effective resume writing:

- ✓ Set one-inch margins on all four sides.
- ✓ Pick a 11 or 12pt resume font and stick to it.
- ✓ Create a proper resume header format for your contact details.
- ✓ Divide your resume into legible resume sections: Contact Information, Resume Summary, Work Experience, Education, Skills.
- ✓ Use bullet points to talk about past jobs.
- ✓ Be consistent with your resume formatting (stick to the same date format: for example *11–2018*, or *November 2018*.)
- ✓ Use single or 1.15 line spacing.
- ✓ Add an extra space before and after each section heading.

STRUCTURE OF RESUME

- Name and contact details
- Career Objective
- Qualifications
- Skills summary
- Professional experience
- Achievements
- Extracurricular activities
- Interests/hobbies
- References
- Declaration
- Signature

DO's in resume writing:

- Select a font that can make the resume look professional. To highlight points, use bold or italic.
- Give a phone number through which the employer can reach you during business hours.
- Be concise and specific.
- Use powerful action words. Employers look for specific works. • Proof read the resume before you make the final print.

DON'Ts in resume writing:

- Do not use a fancy layout or presentation.
- Do not use fancy email ids like coolboy@xyz.com or lovergirl@xyz.com Your id should be formal enough with at least your name or initials.
- Do not exaggerate your skills or experience.
- Do not use personal pronouns as I, me or my in your resume.
- Do not repeat words or phrases.

- Do not lie about your experience.
- Do not include frivolous information like marital status, high school information, salary requirement, references etc. in your resume.

Cover Letter:

Writing an effective cover letter that helps you get noticed by employers can be done by following a few simple steps:

1. Start by listing your name and address.
2. Include the date.
3. List the recipient's name and address.
4. Open with an introduction.
5. Include an opening paragraph about your intent to apply.
6. Write a second paragraph about your background.
7. Focus on another reason why you are qualified in the next paragraph.
8. Conclude with reasons why you are uniquely qualified.
9. End with your signature.

Sample Cover Letter 1

Dear Hiring Manager,

I am writing to express my interest in the opening for an administrative assistant at YZ Services Ltd.

I am drawn to this opportunity for several reasons. First, I have a proven track record of success in administrative roles most recently, in my current job as an administrative coordinator. A highlight from my time here was when I proactively stepped in to coordinate a summit for our senior leaders last year.

I am also attracted to this role because of the growth opportunities that your company provides. The research that I have done on your company's culture shows that there are ample opportunities for self-motivated individuals like me. A high level of organisation and attention to detail are second nature to me and I am eager to apply these skills in new and challenging environments.

I look forward to sharing more details of my experience and motivations with you. Thank you for your consideration.

Yours Sincerely,

Mark Joseph

Statement of Purpose (SOP):

What is an SOP?

The SOP (Statement of purpose) is an essay cum application that needs to be written by students who want to take admission to courses at international universities. The main aim of the SOP is to introduce yourself, your academic background, career goals, and qualities that make you a meritorious candidate for the selected course. It is important to have a readable statement of purpose format.

The candidates need to express their strengths and achievements to impress the faculty members and admission officers. This is an important step to get admission at overseas universities. The SOP comprises various elements – starting from academic qualifications to personal experiences. You should check the university's official website to see the format they accept, as it might vary per the institute.

Statement of Purpose (SOP) Format

Here are some points that you need to keep in your SOP review checklist:

1. The SOP should be written in precise paragraphs like an essay. You can use bullet points but you need to limit them to a bare minimum.
2. Usually, an SOP is two pages long, written in 12-point fonts, and double-spaced. Depending upon the size and type of font used, you can write 800-1000 words.
3. The complete SOP lies between 5-7 paragraphs of 150-250 words each.
4. You should keep your SOP simple and avoid using colorful text and images. If you are using pen and paper, use black ink.

Why is SOP so important?

- The adage, the first impression is the last impression, holds when you talk about presenting yourselves in front of the admissions committee via SOP.
- The SOP has to be written by all students applying for graduate and undergraduate courses.
- A well-written SOP can downplay your weaknesses and convince the admission committee to accept your application. It is the best way to stand out among applicants who, like you, also want to study the same course.
- It also highlights your extracurricular achievements and enthusiasm for new opportunities and challenges. Most importantly, it can get your application selected or rejected.

Do's

- Make your SOP engaging
- Elaborate on your motivation to pursue the course
- Highlight your core strengths
- Draw attention to your basic understanding of the course
- Mention experience related to the choice of degree
- Articulate goals and interests well
- Proofread your SOP

Don'ts

- No plagiarized content
- Do not mention your stay-back plans
- Avoid grammatical issues
- SOP should not be too long or boring

7. GROUP DISCUSSION

As in a football game, where you play like a team, passing the ball to each team member and aim for a common goal, GD is also based on team work, incorporating views of different team members to reach a common goal. A Group Discussion can be defined as a formal discussion involving 8 to 10 participants in a group. They are given a topic. After some time, during which they collect their thoughts, the group is asked to discuss the topic for 15 to 20 minutes. The GD process is to assess a candidate's personality traits.

Types of GD Topics:

- Factual speech topics
 - Controversial and argumentative issues
 - Abstract discussion material
 - Case Based GDs: Case studies topics
1. **Factual topics:** These are topics about facts. This is a sample list of speech topics on current issues and facts: Why drinking and driving is dangerous to yourself and others.
 2. **Controversial topics:** these are the topics that have many controversies. What is wrong with child labor?
 3. **Abstract group discussion topics:** these are things that cannot be touched, not be easily defined or formulated. Just think in a creative manner and start a vivid group discussion with one of these abstract topics to talk about: The Nostradamus Code.
 4. **Case Studies:** The fourth type of group discussion topics are case studies. You determine a problem and together with the other group members you have to find a satisfying solution. These are small group discussion topic ideas. Dropouts – Individual attention in safe schools and smaller classes; is that the way to stop students to drop out?

Dynamics of GD:

- Flexibility:
- Assertiveness:
- Initiative:
- Creativity:
- Team Player:
- Reasoning Ability:
- Leadership skills

GD Techniques:

There are a few simple techniques that can make you an effective participant:

- ✓ *Prepare:* If you know what the topic of the discussion will be, there is a lot you can do to prepare in advance. You can read round the topic to make sure you are aware of the main issues and arguments, and spend some time deciding what your own position is.
- ✓ *Listen:* An effective discussion is one in which people listen to each other. Listening is a very important discussion skill and make sure you listen and respond to what other people have to say.
- ✓ *Be polite:* In a discussion, it's important to stay calm and be polite, even if you feel strongly about the topic under discussion. Using words like please, thank you, I'd like to... May I...? Would you mind...? Could you...? Make you sound polite and respectful.
- ✓ *Take / make notes:* It's a good idea to have a pen and paper handy. You can jot down any useful or important words or ideas that might come in handy later in the discussion – or afterwards.
- ✓ *Speak clearly:* Practise your pronunciation and speak clearly and confidently. If you need time to collect your thoughts, you could say something like Hmmm... just let me have a minute to think about this.

Roles in Group Discussion:

Group roles: These roles are constructive to the group.

- Initiator-contributor: Generates new ideas.
- Information-seeker: Asks for information about the task.
- Opinion-seeker: Asks for the input from the group about its values.
- Information-giver: Offers facts or generalization to the group.
- Opinion-giver: States his or her beliefs about a group issue.
- Elaborator: Explains ideas within the group, offers examples to clarify ideas.
- Coordinator: Shows the relationships between ideas.
- Encourager: Praises the ideas of others.
- Harmonizer: Mediates differences between group members.
- Standard Setter: Suggests standards or criteria for the group to achieve.
- Follower: Goes along with the group and accepts the group's ideas.

Do's of participating in a GD:

- Listen to the subject carefully
- Put down your thoughts on a paper

- Initiate the discussion if you know the subject well
- Listen to others if you don't know the subject
- Support your point with some facts and figures
- Make short contribution of 25-30 seconds 3-4 times
- Give others a chance to speak
- Speak politely and pleasantly. Respect contribution from other members.
- Disagree politely and agree with what is right.
- Summarize the discussion if the group has not reached a conclusion.

Don'ts of participating in a Group Discussion

- Initiate the discussion if you do not have sufficient knowledge about the given topic.
- Argue and shout during the GD
- Look at the evaluators or a particular group member
- Talk irrelevant things and distract the discussion
- Pose negative body gestures like touching the nose, leaning back on the chair, knocking the table with a pen etc.
- Mention erratic statistics.
- Display low self-confidence with shaky voice and trembling hands.

8. DEBATE

Objectives:

- To improve the knowledge and skills
- To develop logical thinking
- To learn the art of formal argument

Definition:

Analytical, logical, factual analysis of the topic with opposite perspective is called “debate”. Both perspectives may be correct and equally strong. Debate is an oral exchange of information, view and opinions about a topic, issue, problem or situation between members of two groups.

A debate is a structured argument. It is one way of communication where our analytical and logical thinking comes into play. It is an art of knitting arguments and putting them forth in a constructive way. Debate makes us think about the two opposite sides of a subject and helps us decide as to which way to follow.

Types of debate:-

There are 3 types of debates. They are:

1. **Constructive debate:-**Both parties come together.
2. **Destructive debate:** - No conclusion is reached.
3. **Conclusive debate:** -where we may reach decisions based on majority.

Areas of evaluation:-

1. A deep and thorough understanding of the topic.
2. Oral communication skills
 - a. Ability to use appropriate words and expressions.
 - b. Clear voice.
3. Effective body language.
4. Self-confidence.
5. Listening skill:-the participant should be active listener.
6. Ability to interact.

There are two things you will have to study if you want to participate in debate:

The principles of debate—logic, evidence, case construction, proof, refuting arguments, rebuttal, the brief, etc. Observe as many debates as you can. This will be difficult for some, but you might look into attending some college debates. The more you observe and study the more familiar you will become with the procedures and terminology of debate.

Participants should follow these steps:

- Read for background information about the subject.
- Prepare a comprehensive bibliography.
- Collect as much material as you can find.
- Read and study the material discovered.
- Read and study the material discovered:

1. PLANNING

Before you start debating, a proper plan should be made to keep you out of any kind of midway trouble. Your strategy should include structure, teamwork, and participation in the whole of the debate. When you work in a team, you cannot share the work amongst yourselves as content developer and speaker, each one of the team should participate in the discussion actively. Therefore, the allotted time should be divided amongst the team members giving them equal opportunity.

2. Rebuttal:

In the beginning case should cover more time than rebuttal but with the progress of the debate, rebuttals should be more. It is advisable to begin with rebuttals and then come to arguments. When your rebuttal comes right after the opponents speech, its importance is felt more, your speech should also be clear enough to make the audience understand as to which argument and which is counter-argument.

3. Time:

It is very important to think of time during your speech. Too long or too short a speech will exhibit poor strategy. Especially when you have so many points to say or you discuss a point you have in depth knowledge in, you will surely fall short of time. Therefore, it is necessary to keep your arguments short and crispy. When you come close to the end of your allotted time, instead of running fast to complete, use a statement that will make it an impressive ending.

4. Team Work:

Debate is a team game. If one of the team members is lacking points to counter argue, some points can be given to him. However, coming out with individual arguments on the tramline is appreciated. Referring to each others speeches will make the team look bonded.

Do's for the participants:-

- Start the debate without wasting time.
- Decide either to speak in for (or) against the topic
- Focus on the topic.

- Speak in such a way that your arguments are to the other members.
- Use direct, clear and specific language. There should be no grammar error (or) error of any usage.
- Avoid repetition and long sentences.
- Express ideas exactly.
- Have a cheerful voice with good articulation. Speak slowly but steadily so that others can follow your point of arguments.
- Substantiate your views with suitable examples.
- Donot change your view points,
- Keep each span of argument short but relevant and interesting.
- Give time for others to make their own contribution.
- Ask some relevant questions related to the topic to other participants.
- Arrive ten minutes prior to the commencement of the debate.
- Be humble in victory and gracious in defeat.
- Give the Shake hand to your opposition after the debate.

Don'ts for the participants:-

- Avoid interrupting others while they are speaking.
- Poor communication skills.
- Ignorance about the topic given.
- Being irrelevant.
- Slow (or) weak voice,
- Non-participation.
- Casual and careless looks at other members,
- Emotional gestures like showing desperation (or) anger (or) impatience.
- Use personal attacks towards the opposition in your speech.

Topics for Debate:

- Alcohol should be illegal.
- Studying grammar is more important than practicing conversation skills.
- Television is the leading cause of violence in today's society.
- Smoking should be permitted in public places.
- Females are better students than males.
- Reading English is more difficult than writing English.
- Engineering students should wear uniforms.
- 21 should be the legal marriage age around the world.

9. PRESENTATION SKILLS

Presentation skills Introduction: Two formal means of communication available to engineers when passing information onto a general audience include written reports and the oral presentations. Each has its own characteristics and when an engineer gives a technical presentation, he or she should focus on those aspects unique to presentations.

The introduction of presentation

The introduction should

- Get the audience's attention
- Introduce the subject
- Give the audience a reason to listen
- Preview the main ideas

The Body of Presentation:

- The body contains the main content of the presentation. The main points should be supported by appropriate details and visual aids.
- The presenter should make smooth transitions to indicate a shift from one idea to another.
- One should ensure that the information is accurate, complete and relevant.

The conclusion of Presentation:

The conclusion should accomplish the following objectives

- Summarize the presentation
- Reemphasize the central idea
- Focus on a goal
- Motivate the audience to respond.

3. Rehearsing the Presentation:

- It is important to rehearse the presentation properly as it will give the presenter confidence and make him familiar with the content to be delivered
- A rehearsal helps the presenter understand if the presentation requires modification in content, style and structure.
- Rehearsing before a live audience.
- Constructive feedback during rehearsals also helps in better presentation.

4. Handling Stage Fright:

A presenter can overcome stage fear by following these strategies

- Concentrate on the Three Ps: Planning, Preparation and Practice
- Set Realistic Goals
- Avoid Negative Thoughts
- Begin the Presentation with a Pause
- Speak Slowly
- Learn and Practice Stress Reduction Techniques

Oral Presentations (Group) through Seminar

Introduction: In this session students learn how to give group seminars by understanding the structure, stages 21 involved in preparation and the actual presentation of seminar. Students also understand the importance of team work and group dynamics that play an important role in this activity.

Theory:

Seminars are student-led small group based learning situations. It is a structured way for students to get together and think through a subject and share conclusions with each other. Group seminars give students an opportunity to ask questions on the topic and clarify doubts. It also helps the students in improving their communication skills. One student in the group starts the seminar but it is the responsibility of the other students to contribute their ideas, opinions and questions. At the end of the seminar they may sum up and draw some conclusions.

Practice:

The groups of three students make an oral presentation on the reports of Technical seminars of their seniors which they analysed in the writing skills class. Each group gets 10 minutes time for presentation. Written Presentations through Posters/ Projects / Reports Introduction: Written presentations include preparing posters, project and technical seminar reports. The purpose

Written Presentations through PPTs

Introduction:

PPTs, E-mails and Assignments require analysis and synthesis of competing perspectives, application of theory to real-world problems, or creative extensions of course material. The topics and formats for this kind of activity should be challenging to the students.

The important features of PPT: Some of the important features of a PPT which make it a popular method of presentation technique are

- Quick and Easy: the basic features are easy to master and make a presentation appear to

be organized,

- Simple bullet points: It can reduce complicated messages to simple bullet points. Bullet points are a good basis for the presentation and remind the speaker of main points and the organization of the message.
- Easy to create a colorful, attractive design: using the standard templates and themes, amazing slides can be prepared.
- Easy to modify: when compared to other visual aids such as charts, posters, it is easy to modify the slides.
- Easily re-order presentation: with a simple drag and drop or using key strokes, one can move slides to re-order the presentation.
- Slides used in a presentation should be spare, in terms of how much information is on each slide, as well as how many slides are used. A rule of thumb is to put no more than eight lines of text on a slide, and with no more than eight to ten words per line. Written presentations through e-mails Introduction: 24 Email is an electronic, computer-assisted online communication tool. It is used to transmit virtually

10. INTERVIEW SKILLS

What Is an Interview:-

- ✓ A job interview is a pre-arranged and planned conversation used for evaluating the suitability of a candidate for a particular position.
- ✓ Interview is an interaction between two or more persons usually with a question pattern.

Preparing for an Interview:-

Now, let's see how you should prepare for an interview in each of the three stages.

- ❖ Before the interview
- ❖ During the interview
- ❖ After the interview

(a) Before the Interview:

1. Self-Analysis
2. Analyze Your Skills
3. Research the Organization or Know the Company
5. Job Analysis
6. Revise Your Subject Knowledge
7. Prepare Questions
8. Dress Properly
9. Develop the Interview File
10. In the Office

(b) During the Interview:--

1. Introduction:

- When called for an interview, tell yourself that you are getting the job today.
- Knock the door and ask for permission before you enter the room.
- Greet interviewer with a firm handshake.
- Thank him when you are offered a seat. Sit firmly and maintain eye contact with the interviewer.
- Even if you are nervous, do not show that on your face. Confidence is the key.

2. Answer Honesty:

Honesty is always appreciated. If you do not know an answer, say so frankly but don't bluff. How a question is answered is sometimes more important than the answer itself. The following suggestions will help in improving the quality of answer.

- Attentiveness
- Accuracy
- Brevity
- Focus
- Clarity
- Positive attitude
- Logical thinking.

3. Non-verbal Communication:-

One needs to understand the value of a bright smile. In addition to the enthusiasm it express to the interviewer, smiling will give you confidence and make you feel better about yourself.

During the interview, remember to practice good nonverbal skills such as:

- Sit up straight with your shoulders back and hands resting in your lap.
- Place both feet on the floor.
- Maintain eye contact to demonstrate interest and enthusiasm.
- Use limited hand gestures to emphasize key points
- Be aware of nervous movements such as tapping of your foot or playing with a ring.
- Try to smile when responding to questions [when appropriate].
- Try to relax.
- Use open palms as this signifies openness and honesty.

4. Mindset at the Interview:

- Be cool and composed.
- Should not be tensed
- You have other companies/chances.
- Be confident, that you are the best
- Exhibit good behavior.

(c)After the Interview:--

- When your interview is over, do not rush out. Thank the interviewer for giving you the opportunity to be interviewed.
- Give them a feeling that you are really interested in the job.
- Your last impression is as important as your first one.

Interview Attire:

Dos and Don'ts of the Interview:--

Dos:	Don'ts:
<ul style="list-style-type: none">• Dress conservatively.• Practice good grooming.• Do have clean, neatly styled hair.• Do have clean hands and trimmed nails.• Do carry a portfolio or briefcase with extra copies of your resume.• Do wear shoes you can walk easily in.• Be punctual and fresh.• Be a good listener.	<ul style="list-style-type: none">• Don't wear torn, soiled, wrinkled clothing.• Don't dress casually.• Don't wear athletic shoes.• Don't eat spicy, offensive smelling foods prior to the interview.• Don't overdo perfume or make-up.• Don't licking your lips.• Don't twirling your moustache.• Repeatedly adjusting your spectacle. <p>Here's how men and women can dress for an interview.</p>

Women:--

- White, off-white or neutral-coloured blouse with a conservative neckline.
- No ill fitting(short, tight, clingy or slit)skirts.
- Do wear leather pumps with low to medium heels. Avoid high heels, sandals or shoes with decorations.
- Conservative nail polish, avoid unusual colours. Eg: Blue or green.
- Small stud earrings instead of dangling or oversized earrings.
- Long hair pulled back in a neat, simple style. No "big hair" or elaborate styles.

Men:--

- Long-sleeved oxford shirt in white or light blue.
- Conservative necktie in terms of colour and pattern. Avoid cartoon characters.
- Business-style leather shoes.
- Matching shoe and belt colour. Do not mix black and brown.
- Avoid twirling your moustache.

"Knowing is not enough, you must apply. Willing is not enough, you must do".
