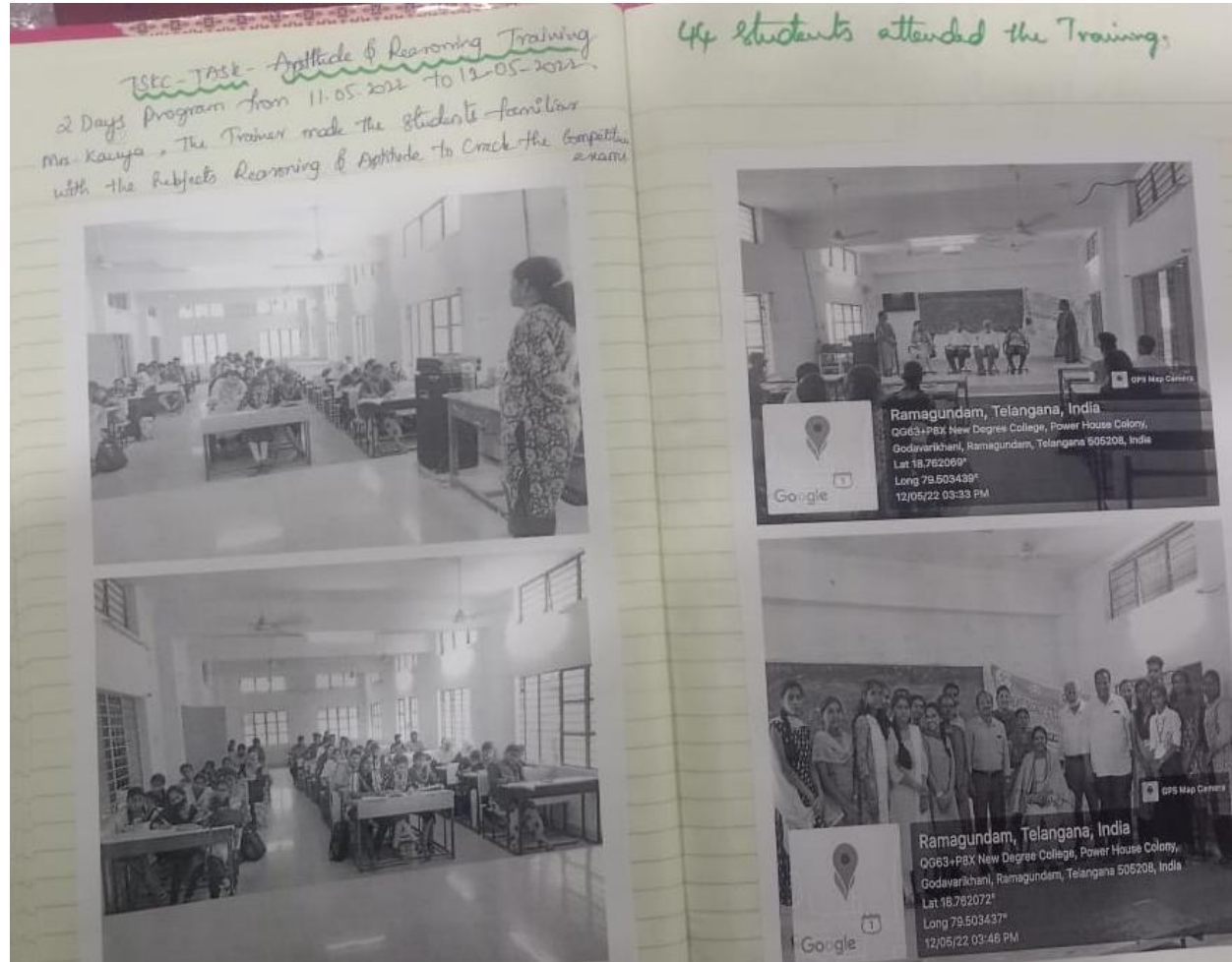


Soft skills



Language and communication skills

Skill Enhancement Course (SEC): Communicative Skills in English
Degree (SU) II Year (III Semester Notes)

Compiled by: Dr. ADI RAMESH BABU

UNIT – II: WRITTEN SKILLS

SUB-SKILLS OF READING

Reading involves a number of sub-skills.

1. Global Comprehension

'Global Comprehension', or the ability to get 'over-all' meaning from a text, requires the sub-skill of skimming i.e. reading through the text at high speed in order to identify and pick up the main idea or ideas in the text while 'filtering out' the unnecessary details.

2. Understanding the Plan of the Text

A good reader usually reads a text more than once in order to understand it adequately. The first reading is done at speed, with the intention of making a 'general survey' of the text. Then the reader returns to the text as many times as needed in order to fill in the details.

3. Local Comprehension

After reading through the text quickly to form an overall impression, one should focus on the details of the information provided by the writer, which will generally be located in different parts of the text.

4. Guessing the meanings of Unfamiliar Words

Good readers tackle unknown words in a text by trying to guess their meanings from the context. It is not possible to look up the meanings of all unknown words in the dictionary. If the reader attempts to do that the flow of reading is interrupted. However, this is possible only when the text does not have too many difficult words.

5. Skimming and Scanning

'Skimming' a text means going through it quickly to get an overall idea of the content. We are not interested in details or any specific information while skimming. 'Scanning' on the other hand, involves searching the text for specific piece of information in which the reader is interested.

7. Understanding Discourse Markers

Understanding the writer's use of discourse markers is an important sub-skill of reading. These signposts are helpful because they indicate to the reader the relationship between two parts of the text.

8. Understanding the Organization of a Text

Every text contains a number of different ideas, which are presented in different parts of the text. The manner in which different ideas are related to each other in a text is referred to as the structure or organization of a text.

Skill Enhancement Course (SEC): Communicative Skills in English

Degree (SU) II Year (III Semester Notes)

Compiled by: Dr. ADI RAMESH BABU

Exclamations

How nice of \times you!

That's just what I \times need!

You don't \times say!

Rising Intonation (\nearrow)

(The pitch of the voice rises at the end of a sentence.)

Rising intonation invites the speaker to continue talking.

It is normally used with yes/no questions, and question tags that are real questions.

Yes/no Questions

(Questions that can be answered by 'yes' or 'no'.)

Do you like your new \nearrow teacher?

Have you finished \nearrow already?

Questions tags that show uncertainty and require an answer (real questions)

We've met already, \nearrow haven't we?

You like fish, \nearrow don't you?

Rising intonation is also used in expressions like:

1. Excuse me?
2. Really?

We sometimes use a combination of rising and falling intonation in the same sentence. The combination is called Rise-Fall or Fall-Rise intonation.

Rise-Fall Intonation ($\nearrow\searrow$)

(The intonation rises and then falls.)

We use rise-fall intonation for choices, lists, unfinished thoughts and conditional sentences.

Choices (alternative questions.)

Are you having \nearrow soup or \searrow salad?

Is John leaving on \nearrow Thursday or \searrow Friday?

There are two basic patterns of intonation in English: falling intonation and rising intonation. In the following examples a downward arrow (↘) indicates a fall in intonation and an upward arrow (↗) indicates a rise in intonation.

Falling Intonation (↘)

(The pitch of the voice falls at the end of the sentence.)

Falling intonation is the most common intonation pattern in English. It is commonly found in statements, commands, wh-questions (information questions), confirmatory question tags and exclamations.

Statements

Nice to meet ↘ you.

I'll be back in a ↘ minute.

She doesn't live here ↘ anymore.

Commands

Write your name ↘ there.

Show me what you've ↘ written.

Leave it on the ↘ desk.

Wh- questions (requesting information)

(questions beginning with 'who', 'what', 'why', 'where', 'when', 'which', and 'how')

What country do you come ↘ from?

Where do you ↘ work?

Which of them do you ↘ prefer?

Questions Tags

Not all tag questions are really questions.

Some of them merely ask for confirmation or invite agreement, in which case we use a falling tone at the end.

He thinks he's so clever, doesn't ↘ he?

She's such a nuisance, isn't ↘ she?

I failed the test because I didn't revise, did ↘ I?

- Avoiding Slang, Jargon and Pop-Culture References
- Some Exercises to Improve Clarity

2. Develop Flow

Imagine a river. The water is moving, it runs around rocks and over the ground beneath it. It's disturbed by the legs of a bridge. To you, though, it looks smooth.

There are two aspects of flow that I'd like you to improve:

1. Pace
2. Pacing

3. Choose Your Mastery Topics

Mastery Topics are subjects that you're interested in and passionate about. When you discuss these topics you naturally exude more confidence and excitement, and you're more likely to draw listeners into your world.

4. Become a Topic Master

Generally you fall into a topic that you're comfortable with and your conversations follow similar paths. The why is fairly simple: we're programmed to pursue pleasure—the same positive reactions to the same topics and jokes—and avoid pain—the potential shame of expressing an opinion that makes everyone around you uncomfortable.

5. Develop Style

Droning on in a monotone will never be interesting, no matter the quality of the content coming out of your mouth. The trick is to repeat those same words in a more appealing manner.

Consider these five skills and your ability to use them to create interest in conversation:

1. Volume
2. Pace
3. Gestures
4. Humour
5. Story-telling

With all of these skills, you use them to emphasize the words that you're speaking. Sometimes they replace words. Instead of going on about these skills, let's go over the challenge.

6. Practice Daily

There are two behaviours that you should build:

1. Practice Daily
2. Practice at Events

Practicing daily is fairly simple. Every day, put aside some time to go over one of the exercises from this post. If that sounds too hard—and I understand that committing to anything is often

- Avoiding Slang, Jargon and Pop-Culture References
- Some Exercises to Improve Clarity

2. Develop Flow

Imagine a river. The water is moving, it runs around rocks and over the ground beneath it. It's disturbed by the legs of a bridge. To you, though, it looks smooth.

There are two aspects of flow that I'd like you to improve:

1. Pace
2. Pausing

3. Choose Your Mastery Topics

Mastery Topics are subjects that you're interested in and passionate about. When you discuss these topics you naturally exude more confidence and excitement, and you're more likely to draw listeners into your world.

4. Become a Topic Master

Generally you fall into a topic that you're comfortable with and your conversations follow similar paths. This why is fairly simple: we're programmed to pursue pleasure—the same positive reactions to the same topics and jokes—and avoid pain—the potential shame of expressing an opinion that makes everyone around you uncomfortable.

5. Develop Style

Droning on in a monotone will never be interesting, no matter the quality of the content coming out of your mouth. The trick is to rephrase those same words in a more appealing manner.

Consider these five skills and your ability to use them to create interest in conversation:

1. Volume
2. Pace
3. Gestures
4. Humour
5. Story-telling

With all of these skills, you use them to emphasize the words that you're speaking. Sometimes they replace words. Instead of going on about these skills, let's go over the challenge.

6. Practice Daily

There are two behaviours that you should build:

1. Practice Daily
2. Practice at Events

Practicing daily is fairly simple. Every day, put aside some time to go over one of the exercises from this post. If that sounds too hard—and I understand that committing to anything is often

LIFE SKILLS

GOVERNMENT DEGREE COLLEGE GODAVARIKHANI : PEDDAPALLI DISTRICT

Date:11.04.2022

Chairman– Sri. Khaja Zaheer Ahmed, Principal (FAC).

Co-ordinator of the Certificate Course on Yoga – Sri. J. Viswanadh Kumar,
Asst. Prof. of Telugu & ANO.

- 1) Awareness Programme on Yoga and its Importance on 19.04.2022.
- 2) Enrollments for Yoga Certificate Course on 25.04.2022.
- 3) Certificate Course on Yoga from 16.05.2022 to 18.06.2022
- 4) 8th International Yoga Day on 21.06.2022.
- 5) Certificate Presentation on 28.06.2022.



Principal
GOVT. DEGREE COLLEGE
GODAVARIKHANI - 505 209
Dist. Peddapalli (T.S.)



ICT/computing skills





