

Corporate English Training and Testing System (CETTS)

Basics of Communicative English, Topic 1

1. 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 the other Languages are Important for the career development? The reasons are:

- a. It infuses confidence and induces self esteem
- b. It is the sole International Language of Business and Communication for many decades and It will continue to dominate the world affairs and internet as long as they exist.
- c. It's a known fact that the English-speaking people command respect in the society
- d. Contributes to knowledge, cognitive development, maturity, decision making ability and leadership skills.
- e. IT majors prefer English Speaking candidates to high rank holders , IT is major growth engine in India
- f. Employees in IT industry cannot survive with upskilling and reskilling themselves periodically, English language skill is the mother of all skills.

Why do people lack English Skill?

In India Students learn English for 12 years at school and 3 years at college (15 years), at the end of the graduation they fail to talk even a simple sentence in English, **the reasons are:**

a. We have learnt English the written way at school and college

At schools and colleges 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 of that particular language and culture.

For 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 mother tongue it would become a funny sentence.

b. We tend to speak English in a grammatical way, that makes you a mechanical not a natural speaker.

Spoken Sentences are mostly made up of phrases, lexical chunks (Word-groups) for e.g. I would like to, I would rather, she used to etc. Following grammar rules and logic would hold our tongue up, and prevent us from speaking freely.

c. Mother tongue influence makes your English awful .

Since different languages have different grammar, it's impossible to translate one language to other language completely. For e.g. if you translate the Phrase 'please take your seat' into your mother tongue it would appear awful.

d. We learn to use just words' meanings and not words, used in contexts or situations,

Words take different meanings in different contexts, for example look at the word 'put' it takes different meanings in different contexts.

Put up the file.

I can't put up with your noise.

You put it this way etc.

Tips to improve your spoken English

1. *A Language is made of Words chain (Group, of thoughts. Use simple word-group instead of separate words while speaking in English. For e.g. use the word-group 'have been' instead of a grammatical sentence ' I went and came back'.*
2. *Slow down your speed, don't worry it will increase gradually.*
3. *Develop the habit of thinking in English instead of your mother tongue.*
4. *No matter how excellent your grammar is, sometimes the grammar holds up your tongue Don't think about grammar and grammar rules while speaking..*
5. *Talk to yourself as if you are talking with a friend.*
6. *Using dictionary to know the meaning of a word is of no use, because words take different meanings in different contexts. Google a word on your mobile and see how the word is used in different contexts. The Googling would help you to find a suitable word/word-group for a particular context.*
7. *Don't attempt to translate English words/phrases into your mother tongue and vice versa.*
8. *Conquer anxiety and fear of making mistakes, after all you need just 2000 words to speak English fluently.*
9. *Watch short English videos and news with subtitles and mimic the sentences with body language.*
10. *Maintain your personal dictionary or mobile note-pad to record new words and phrases.*

Other factors that affect your English proficiency.

There are four important things you should follow when you want to learn a new English word:

You need to see the word. You need to say the word with audible sound and hear the same instantly, finally you have to practice the word when you speak or write.

The brain makes connections when you learn a new word, when more connections are made the word is recorded permanently in your mind. When you use more senses like hearing, making sound and seeing the connections become stronger.

Try to mimic words, phrases or word-groups repeatedly till you are able to remember and recall it

Try to speak spontaneously without thinking for words. If you know 2000 words you may not be able to frame a single correct sentence, on the contrary if you know one correct phrase you can make hundreds of sentences. The case in point is students who could manage to pass B.A/M.A. fail to frame even a single correct sentence in English.

For e.g. If you know the phrase **would you ..** you can make the following sentences:

Would you like to have coffee.

would you like to take some rest.

would you mind waiting for a minute etc.

CONCEPT OF FIRST SECOND AND THIRD PERSON

First person refers to the person who speaks to someone. *Second person* refers to the listener. *Third person* refers to the person or thing, that the first and second person talk about. The term person' includes nonliving things too.

Person	singular	plurals
First	I	we
Second	You	You
Third	He/she/it	they

The subject

Concept of the Subject

Subject has different meaning in different contexts, when we speak or write, we always speak about some person or thing. The person or thing we speak about is called **subject**. Generally the subject comes first in a sentence.

Bill is a student .

The plane arrived late.

The old building is a museum.

These four books are mine.

The climate of Alaska is very cool.

The president of India is coming today.

The New Zealand team played well.

Students are busy.

Jim and Shane came late to the class.

Subject can be anything noun, pronoun, collective noun, adjective or a phrase. Subject can be a single word or group of words, for e.g. *The president of India, a cup of silver etc.*

NOTE: 1. In imperative sentences the subject is left out

Come here. , Sit down etc. ~~You come here. You sit down.~~

2. 'It' and 'There ' are called dummy subjects . They are used in sentences that do not have subjects of their own. They are used to balance the sentences.
for e.g. **It** is too hot here.

There are 100 students in the class., It's time for the prayer.

3. All the subjects have their PRONOUNS.

Space left intentionally

Conversion of subject to (subject) pronoun

SUBJECT	PRONOUN	SUBJECT	PRONOUN
Father	He	Pain	It
Mother	She	Thought	It
Teacher	He/she	Crowd	It
President	He/she	Team	It
Manager	He/she	Nation	It
Customer	He/she	Herd	It
Brother	He	Audience	It
Clerk	He/she	Water	It
Driver	He/she	Tea	It
Friend	He/she	House	It
Students	They	Shops	They
Machine	It	Chairs	They
animal	It	meeting	It

Subject Verb agreement

In a sentence subject and verb should always agree with each other, else the sentence would appear shabby.

She is a housewife

They are students

He Prefers coffee to tea.

The subject list is endless , It would be a good idea to just remember subject pronoun because they are limited in numbers, This technique would help us to find a suitable verb for a particular subject, so that the subject and the verb agree with each other. The above table displays the pronouns of all the subjects (Things people animals etc.)

SUBJECT PRONOUN (We will refer subject pronoun as just **subject** in future.)

Person	Singular	Plural
First	I	We
Second	You	You
Third	He She It	They

He includes all the names of males (John, Jim etc.), relationship (father, brother etc.) and designations (director, president etc.)

She includes all the names of females (Shane, Elizabeth etc.), relationship (mother, sister etc.) and designations (director, president etc.)

It includes all types of nouns and pronouns (Singular things, animals, collective nouns and dummy subjct.).

They includes all types of nouns and pronouns (Plural things, people animals etc.)

Here after we will refer any noun/pronoun/collective noun etc. as a subject

There are Four Types of sentences (according to traditional grammar books)

1. Declarative sentence (Any statement for e.g. Americans speak English very well)
2. Interrogative sentence (Questions for e.g. What is your name? Is she a teacher?)
3. Imperative sentence (Command or request e.g. Sit quiet. May you live in Peace)
4. Exclamatory sentence (Exclamatory sentence e.g. Oh my God, how tall the building is!)

NOTE: In this Blog our approach of learning skills is quite different.

Moods of speech

When we speak a sentence, the exact meaning of the sentence depends not only on words we speak, but also on speaker's mood, body language, stress on a particular word/expression, voice modulation etc. Look at the following sentence

For e.g. This is a machine.

The above sentence can be spoken as:

- An Information
- An exclamatory statement
- An angry statement
- A mocking statement
- A declarative question
- An insulting statement
- As a complaint etc.

Harsh words can be made soft and soft words can be made punching, using the above techniques. All the above five types of spoken sentences can be spoken in seven or more moods of utterance

FIVE IMPORTANT TYPES OF SPOKEN SENTENCES –

1. This is a machine (Simple sentence/statement)
2. Is this a machine? ('Yes/No' Question)
3. This isn't a machine (Negative sentence)
4. Isn't this a machine? (Then, what is this?)-'yes/no' Negative question
5. What is this? ('Wh' question) - *What* may be substituted for *why, how, whose* etc

Punching words can be made soft and soft words can be made punching, using the above techniques. All the above five types of spoken sentences can be spoken in seven or more moods of utterance.

NOTE: all the five types of sentences can be spoken in many moods as mentioned above (by changing the body language)

End of Topic 1