

Punjab Edusat Society

JOSH – SOFT SKILLS DEVELOPMENT PROGRAM

WORKBOOK – Class XII

This is the workbook for the above class, to be used in conjunction with the episode being broadcast

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'Aw' and 'Oh'

Session 1

Aw and Oh

- Lip Vowel
- Oh is a long vowel sound

The 'Aw' sound

- thorns
- body
- coffee
- strong
- always
- also
- popular
- properly
- scholarship
- caught
- wrong
- dog

Activity 1. Identify the 'Aw' sound in sentences

- He dropped a bottle on the box.
- Cross the road with caution.
- He was shocked to see such a huge ball made of copper.
- Lock the room properly.
- Maggi sauce is made from red tomatoes.

Activity 2. Fill in the blanks using 'aw' sound

- Niagara ____ls is the highest falls in the world.
- The children are playing with the Basket_____l.
- He got a _____ship from his school.
- _____ys walk to your left on the road.
- Roses have _____ns.

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The 'oh' sound

The 'oh' sound in words

- cone
- loan
- portfolio
- profession
- social
- mango
- ghost
- going
- know
- alone
- open
- growth

Activity 3. Identify the 'oh' sound in sentence

- A scare crow should be kept in open fields.
- I will follow you like your shadow.
- The show starts at four o'clock.
- Smoking is injurious to health.
- I am pretty hopeful that I will find a decent house.

Activity 4. Fill in the blanks using 'aw' or 'oh' sound

- My favorite colour is _____ow.
- The _____t ate all the grass.
- She is feeling sad because she is _____ly.
- The teacher asked them to take down the _____es.
- Give me some hot soup in a _____l.

Commonly mispronounced words 'Aw' sound

- job
- solve
- clock
- want
- was
- always

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'Oh'sound

- only
- notes
- coke
- show
- phone
- joke

Activity 5. Story using 'aw' and 'oh' sound words

Last weekend I decided to go fishing. So I took a boat, a fishing rod and a rope. I went to a nearby pond and caught some fish. Then I sat under a tall tree and had some strawberries and mangoes. On my way home I stopped at the grocer's shop and bought some salt and yogurt to add to my fish. Then I called some of my friends over and we talked and cracked a lot of jokes while we ate the fish. Suddenly one of my friends choked on the fish bone. He stopped breathing and became as pale as a ghost. We made him drink a lot of water and he became okay. Thank God for that as we had got very scared. Moral of the story is " don't talk while you eat fish."

Activity 6. Choose the right word

- (clock/cloak)

It is used for seeing time.

It is worn by kings.

- (God/goat)

We offer prayers to HIM.

It eats all the grass in the field.

- (walk/woke)

Past tense of wake is.

We go for this every morning

- (bought/boat)

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We cross the river on this.

Past tense of Buy.

- (tall/toll)

It refers to height.

Roadways take this for the road tax.

- (hall/hole)

Parties are held in this.

We can peep through this.

THE END

Solutions

Activity1. Identify the 'aw' sound in sentences

- He dropped a bottle on the box.
- Cross the road with caution.
- He was shocked to see such a huge ball made of copper.
- Lock the room properly.
- Maggi sauce is made from red tomatoes.

Activity 2. Fill in the blanks using 'aw' sound

- falls
- basket ball
- scholarship
- always
- thorns

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Activity 3. Identify the 'Oh' sound in sentence

- scare crow should be kept in open fields.
- I will follow you like your shadow.
- The show starts at four o'clock.
- Smoking is injurious to health.
- I am pretty hopeful that I will find a decent house.

Activity 4. Fill in the blanks using 'aw' or 'oh' sound

- yellow
- goat
- lonely
- notes
- bowl

Activity 5. Story using 'aw' and 'oh' sound words

Last weekend I decided to (go) fishing. (So) I took a (boat), a fishing (rod) and a (rope). I went to a nearby (pond) and (caught) some fish. Then I sat under a (tall) tree and had some (strawberries) and (mangoes). On my way (home) I stopped at the (grocer's) (shop) and (bought) some (salt) and (yogurt) to add to my fish. Then I (called) some of my friends (over) and we (talked) and cracked a (lot) (of) (jokes) while we ate the fish. Suddenly one of my friends (choked) on the fish (bone). He (stopped) breathing and became as pale as a (ghost). We made him drink a (lot) of (water) and he became (okay). Thank (God) for that as we had (got) very scared. (Moral) of the (story) is “(don't) talk while you eat fish.”

Activity 6. Choose the right word

- (clock/cloak)

It is used for seeing time. (clock)

It is worn by kings. (cloak)

- (God/goat)

We offer prayers to HIM. (God)

It eats all the grass in the field. (goat)

- (walk/woke)

Past tense of wake is. (woke)

We go for this every morning (walk)

- (bought/boat)

We cross the river on this. (boat)

Past tense of Buy. (bought)

- (tall/toll)

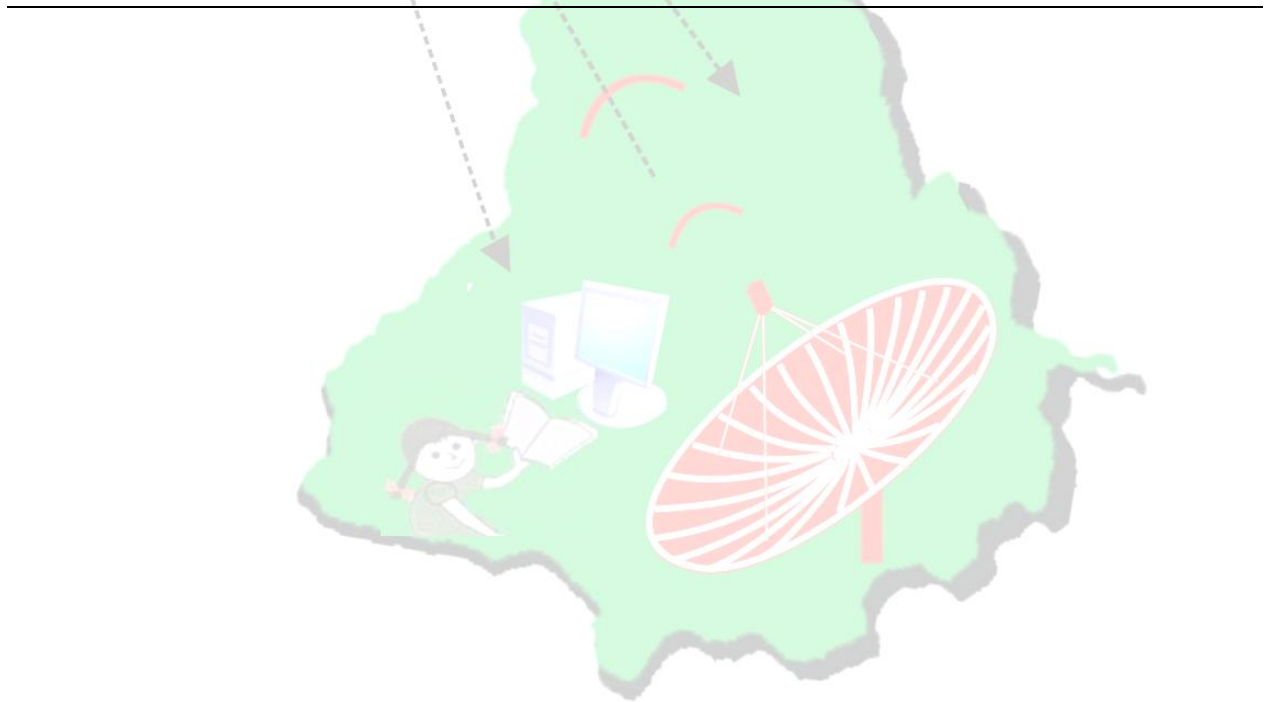
It refers to height. (tall)

Roadways take this for the road tax. (toll)

- (hall/hole)

Parties are held in this. (hall)

We can peep through this. (hole)



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The 'oo' and the 'uh' sound

Session 2

“oo” and “uh”

Both 'oo' and 'uh' are lip vowels. The reason that they fall under the category of lip vowels is because the shape of lips changes in the articulation of these vowel sounds.

Words with 'oo' sound

Key word for 'oo' - *fool*

cool	tomb	approve
tool	proof	rooster
boon	movies	choose
group	troop	room
shoe	group	foolish
too	loop	foolproof
food	boots	crude

Activity1. Fill in the blanks using the 'oo' sound words given in your workbook.

fruits	blue	noodles
maroon roof	moon	
soupy	toothache	zoomed
goosebumps	cruise	smoothly
through		

1. She is wearing a and dress.
2. The sailed
3. I love noodles.
4. The camera in on the plate full of
5. I have a terrible
6. You can see the full from the top.
7. I had while watching *Aahat*.
8. On your way to Shimla, you will go 113 tunnels.

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The 'uh' sound in words

Key word for 'uh'- *put*

put took tomorrow
should pull together
would push sugar
could shook jupiter
wood look wolf
hook pudding full
book good cook
woolen

Activity 2. Fill in the blanks using the given 'uh' sound words.

- took
- pudding
- book
- put
- sugar
- wood
- wolf
- would
- took
- looked
- push

1. Let me some in the tea.
2. Keep the on the shelf.
3. Pineapple is too sweet.
4. He bath at seven in the morning.
5. He at theand fainted.
6.you mind if I ask you something?
7. Apecker is a very pretty bird.
8. the door to open it.

Activity3. Listen to the story carefully and underline the 'oo' and 'uh' sound words.

Choosing a destination for an adventure trip is a difficult task. We chose the nearest place to Chandigarh which is Kasauli.

We were a group of five friends and we hired a maroon Maruti Zen with blue seat covers. The engine failed so we had to push the car a bit. We also put some food items in the car like chips, fruit cakes, vegetable soup in a flask and a few Kurkure packs to munch on.

We decided to go to the woods. By the time we reached Kasauli, it was noon. The wind was cool so we wore some woolen clothes. We pitched our tents and cooked rooster on the barbecue. We also prepared yummy noodles and as a desert we made a pudding with excessive sugar in it to give ourselves more energy. At night we decided to visit a graveyard.

As we reached the graveyard, we saw a wild goose roaming about. We also saw strange things like a whole troop marching by, in huge boots, shooting in the sky and a wolf howling in the direction of the moon. We took out our camera to click a picture and zoomed in on the scene.

While looking at all this, we had goosebumps and we thought that we should get out of there. Together we ran for our lives and reached Chandigarh.

A few days later when the photographs got developed...there was nothing in them. It was then, that we realized that the men in the troop were ghosts and all the animals were ghost as well.

We all swore that we will never make such a stupid plan again.

Activity 4. Fill in the blanks.

- I like to have a bowl of _____ before dinner. (soup/scoup)
- There is a _____ breeze blowing outside. (cool/coal)
- The pillows and _____ are lying on the bed. (cushion/coupons)
- In schools we have to follow _____ and regulations. (rules/notes)
- In winters we wear _____ clothes. (woolen/silk)
- She loves to go swimming in the _____.(pull/pool)
- The baby _____ with delight. (cooed/ could)
- The boy _____ on the stool. (stewed/ stood)
- The tank was _____ of water. (full /fool)

Activity 5. Correct the sentences.

- I am listening ____ music.
- She was move by the story.

- Manpreet knows Harman's friend which lives in Punjab.
- I will be going to the market yesterday.
- I had my bath in the morning.

THE END

Solutions

Activity 1. Fill in the blanks using the words given in your workbook

fruits blue noodles
 maroon roof moon
 soupy toothache zoomed
 goosebumps cruise smoothly
 through

1. She is wearing a blue and maroon dress.
2. The cruise sailed smoothly.
3. I love soupy noodles.
4. The camera zoomed in on the plate full of fruits.
5. I have a terrible toothache.
6. You can see the full moon from the roof top.
7. I had Goosebumps while watching Aahat.
8. On your way to Shimla, you will go through 113 tunnels.

Activity 2. Fill in the blanks using the given 'uh' sound words

- took
- pudding
- book
- put
- sugar
- wood

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- wolf
- would
- took
- looked
- push

1. Let me put some sugar in the tea.
2. Keep the book on the shelf.
3. Pineapple pudding is too sweet.
4. He took bath at seven in the morning.
5. He looked at the wolf and fainted
6. Would you mind if I ask you something?
7. A wood pecker is a very pretty bird.
8. Push the door to open the it.

Activity3. Listen to the story carefully and underline the ‘oo’ and ‘uh’ sound words.

Choosing a destination for an adventure trip is a difficult task. We chose the nearest place to Chandigarh which is Kasauli.

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While looking at all this, we had goosebumps and we thought that we should get out of there. Together we ran for our lives and reached Chandigarh.

A few days later when the photographs got developed...there was nothing in them. It was then, that we realized that the men in the troop were ghosts and all the animals were ghost as well.

We all swore that we will never make such a stupid plan again.

Activity 4. Fill in the blanks.

- I like to have a bowl of _____ before dinner. (**soup**/scoup)
- There is a _____ breeze blowing outside.(**cool**/coal)
- The pillows and _____ are lying on the bed. (**cushion**/coupons)
- In schools we have to follow _____ and regulations. (**rules**/notes)
- In winters we wear _____ clothes. (**woolen**/silk)
- She loves to go swimming in the _____.(pull/**pool**)
- The baby _____with delight. (**cooed**/ could)
- The boy _____ on the stool. (stewed/ **stood**)
- The tank was _____ of water. (**full** /fool)

Activity 5. Correct the sentences.

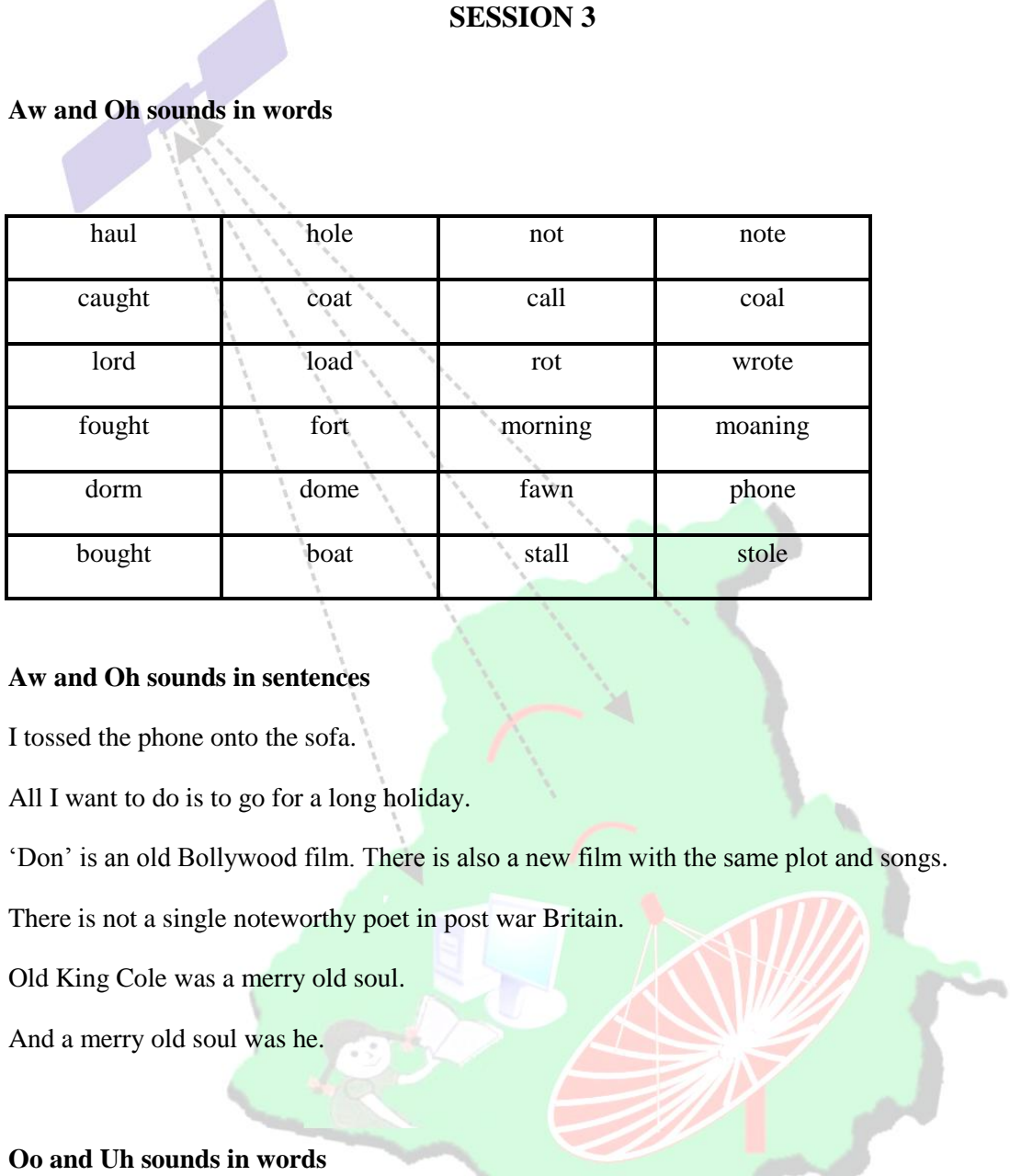
- I am listening **to** music.
- She was **moved** by the story.
- Manpreet knows Harman's friend **who** lives in Punjab.
- I will be going **to** the market **tomorrow**.
- I **took** my bath in the morning.

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STORY TIME III:Aw/ Oh, Oo/ Uh SOUNDS

SESSION 3

Aw and Oh sounds in words



haul	hole	not	note
caught	coat	call	coal
lord	load	rot	wrote
fought	fort	morning	moaning
dorm	dome	fawn	phone
bought	boat	stall	stole

Aw and Oh sounds in sentences

I tossed the phone onto the sofa.

All I want to do is to go for a long holiday.

‘Don’ is an old Bollywood film. There is also a new film with the same plot and songs.

There is not a single noteworthy poet in post war Britain.

Old King Cole was a merry old soul.

And a merry old soul was he.

Oo and Uh sounds in words

blue	blew	foot	full
true	two	would	hood
shoe	shoot	stood	should
group	grueling	good	wolf

juice	June	July	jute
root	troupe	bouquet	book

Uh and Oo sounds in sentences

She was looking for a bag to match with her blue pullover.

While a man could survive for weeks without food, he wouldn't last days without water.

Do we really believe that truth is god?

Who can guess that Humpty Dumpty is a cartoon egg?

Activity1: Read the sentences with the correct pronunciation of all four sounds.

All I want to do is to go for a long holiday.

While a man could survive for weeks without food, he wouldn't last days without water.

I bought one kilo of musk melon and two dozen oranges at the fruit shop.

Sounds in the most common words

of	also	though	do
or	for	so	too
on	from	no	
upon	not	to	

Activity 2: Odd one out!

lotus	dark blue	peacock	goat
poppy	yellow	robin	hippo
phlox	maroon	sparrow	rhino
orchid	ruby red	hawk	monkey

Activity 3: Identifying sounds in poetry.

These are first twelve lines of *The Listeners* by Walter de la Mare.

List the words containing the relevant sounds while hearing the poem.

"Is there anybody there?" said the Traveller,

Knocking on the moonlit door;

And his horse in the silence champed the grass,

Of the forest's ferny floor;

And a bird flew up out of the turret,

Above the Traveller's head:

And he smote upon the door a second time;

"Is anybody there?" he said.

But only a host of phantom listeners,

That dwelt in the lone house then.

Stood listening in the quiet of the moonlight,

To that voice from the world of men.

Activity 4: Match the columns with rhyming words.

door	stood
knocked	horse
shock	gloom
over	moon

good	rock
clover	floor
locked	bloom

soon	moss
------	------

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'Aye', 'Ow' and 'Oi' vowel sounds

Session 4

'Aye' sound in words

- air
- hair
- there
- care
- fare
- share
- dare
- tear
- where
- prayer

Activity 1. Choose the Correct Response

- I went to the barber to get a (hair/ hare)cut.
- Sheena is a (fare/ fair) girl.
- On Ridhima's birthday her father gifted her a teddy(bare/ bear).
- Please don't (stare/ stair) at the stranger.
- I bought a (pear/ pair) of scissors for the craft classes.
- I will (ware/ wear) a red dress for the party.

Activity 2. Sentences with 'Aye' sound

- She went there to get her chair.
- Where did you get your hair cut from?
- Dare you be unfair to your partner.
- Claire barely got her share.
- Don't tear the stuffed bear.

Activity 3. Match the columns

A

The invisible gaseous substance surrounding the earth, a mixture mainly of oxygen and nitrogen.

Have the courage to do something

Fearful or anxious

The money a passenger on public transport has to pay.

A person taking part in a sport or game.

A large, heavy mammal with thick fur and a very short tail.

Feel concern or interest.

B

bear

fare

player

scare

dare

air

dare

The 'ow' sound

Some words with 'ow' sound

- doubt
- ground
- sound
- pound
- mouth
- loud
- town
- clown
- frown
- house

Activity 4. Match the columns to form meaningful words

- | | |
|------------|--------|
| • out | zero |
| • down | nine |
| • cloud | about |
| • ground | shine |
| • thousand | size |
| • round | pounds |

Sentences with 'Ow' sound

1. I saw a girl frowning.
2. I found my watch lying on the ground.
3. There is no doubt about the politician's clout.
4. The clown shouted loudly for help.
5. A rowdy crowd of five thousand was at the town to see the fair.

Activity 5. Match the columns to complete the words

- | | |
|------------------|------|
| • B _ _ _ | tain |
| • T o _ _ | us |
| • Cou _ _ | ow |
| • F _ _ _ dation | oug |
| • Moun _ _ _ _ | ow |
| • Mo _ _ e | wn |
| • N _ _ | nt |
| • Pl _ _ _ h | oun |

The 'oi' sound

'Oi' sound in words

- oil
- oyster
- coin
- boys
- toys
- foil
- toil
- coil
- joy
- destroy

Activity 6. Unscramble to make correct words

- Liob
- Jyeon
- Snioe
- Oyj
- Inoc
- Sybo
- ayorl

Some sentences with 'Oi' sound

- By boiling the drinking water you can destroy the germs in it.
- I told the boy to apply some ointment.
- He lost his job for shouting at his employer.
- I have a 5 rupee coin in my wallet.
- Water the plants regularly to keep the soil moist.

Activity 7. What can you do with the 'oi' sound

- employ
- enjoy
- voice
- royal
- boil
- join
- noise

The End

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SOLUTIONS

Activity 1. Choose the Correct Response

- I went to the barber to get a (**hair**/ hare)cut.
- Sheena is a (fare/ **fair**) girl.
- On Ridhima's birthday her father gifted her a teddy(bare/ **bear**).
- Please don't (**stare**/ stair) at the stranger.
- I bought a (pear/ **pair**) of scissors for the craft classes.
- I will (ware/ **wear**) a red dress for the party.

Activity 2. Sentences with 'Aye' sound

- She went there to get her chair.
- Where did you get your hair cut from?
- Dare you be unfair to your partner.
- Claire barely got her share.
- Don't tear the stuffed bear.

Activity 3. Fill in the given spaces to form meaningful words

A

- The invisible gaseous substance surrounding the earth, a mixture mainly of oxygen and nitrogen
- Have the courage to do something
- Fearful or anxious
- The money a passenger on public transport has to pay.
- A person taking part in a sport or game.
- A large, heavy mammal with thick fur and a very short tail.
- Feel concern or interest

B
air
dare
scared
fare
player
bear
care

Activity 5. Match the columns to complete the words

- **Bow** tain
- **Town** us
- **Count** ow
- **Foundation** oug

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- Mountain ow
- Mouse wn
- Now nt
- Plough oun

Activity 6. Unscramble to make correct words

- Liob _____(boil)
- Jyeon _____(enjoy)
- Snioe _____(noise)
- Oyj _____(joy)
- Inoc _____(coin)
- Sybo _____(boys)
- ayorl _____(royal)

Activity 7. What can you do with the 'oi' sound

- employ
- enjoy
- voice
- royal
- boil
- join
- noise

You can _____ someone's plans.(foil)

You can _____ the milk,(boil)

You can _____ a movie.(enjoy)

You can _____ your opinion. (voice)

You can _____ someone.(employ)

You can _____ hands with someone.(join)

You can get a _____ treatment.(royal)

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The 'eu', 'ea' and 'oa' Sounds

Session 5

The 'eu' sound

- new
- few
- due
- illusion
- dilute
- cute
- queue
- confusion
- view
- diffusion
- circular
- distribution
- contribute
- secular
- virtue
- future

Activity 1. Identify the 'eu' sound words

dew	blue	moo
collision	confusion	combination
distribution	distortion	disorganise
social	soothing	secular
fruit	fusion	fiction

Activity 2. Sentences with 'Eu' sound

1. She bought a **new** dress from the market.
2. They **distributed** the sweets in the School.
3. The customers were standing in the **queue**.
4. The van used for taking the patients is called an **ambulance**.
5. Barbie is the **cutest** doll in the world.

Activity 3. Identify the 'Eu' sound in the following conversation

A day in the bank

Sonam: Hi, I want to open a new bank account.

Officer: You have to stand in that queue and get the account opening form.

Sonam: I have already got the form, but I have one confusion.

Officer: What is the confusion?

Sonam: Which account should I open?

Officer: If you want to save your money for future then open a savings account.

Sonam: Thank you officer, you gave me a nice solution.

The 'ea' sound

- near
- dear
- earlobe
- fearless
- cheerful
- beer
- clear
- sheer
- peer
- interfere
- smear
- tear
- sneer

Activity 2. Match the column

- State of happiness
- Laughing at someone
- Being afraid of something
- Meddling with others affairs

fear
interfere
cheerful
sneer

Sentences with 'Ea' sound

- We should not **interfere** in other's work.
- She was wearing lovely **earrings** in her **ears**.
- When the team won the game everyone **cheered**.
- We love our **near** and **dear** ones.
- She had **tears** in her eyes when she got hurt.

Activity 3. Underline the 'Ea' sound words in the following passage

Passage

I got up on Monday and saw a clear and blue sky out from my window. So I decided to go to the market near my house. I went to a jewellers shop to buy earrings for a friend. There I saw a fearful site. A man was holding a knife and asking for money. I didn't go inside and peered through the glass. Then I called the police quickly. When the police came they went in with guns and arrested the thief. Everyone was relieved and cheered for the police. Then I went inside and bought lovely earrings for my dear friend.

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The 'Oa' sound

Words with 'Oa' sound

- poor
 - sure
 - tour
 - cruel
 - dual
 - usual
 - casual
- manual
 - sewer
 - moor
 - actual
 - fewer
 - visual

Activity 4. Identify the 'Oa' sound words hidden vertically and horizontally

D	U	A	L	P	S	Q	C
R	K	D	A	N	U	S	R
L	F	E	W	E	R	R	U
T	M	X	J	W	E	V	E
J	P	O	O	R	P	R	L
K	O	M	O	J	N	B	C
T	O	U	R	Z	H	U	I
A	S	D	F	M	O	O	R

1. The **poor** man did not get any shelter in the rain.
2. We should always be kind to people and should not be **cruel**.
3. Sonia is going for a world **tour** with her family.
4. She was very **sure** of winning the tennis game.
5. Her **usual** routine included going for a morning walk.
6. The **sewer** got blocked due to the rain water.

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Activity 5. Identify the ‘Oa’ sound in the following conversation

A Tour to Jaipur

Harneet: Hi, Jasleen How are you?

Jasleen: Hi Harneet, I’m fine thank you. I heard you are going for a tour to Jaipur.

Harneet: Yes you are right. My dad was going for his office tour, so we are going with him. It will solve dual purpose. He can do his work and enjoy a holiday with his family.

Jasleen: That’s nice, carry a travelling manual with you. It will guide you in a new place.

Harneet: Sure I will do that. As usual I was already thinking of doing that.

Jasleen: Also be careful of the thieves who might be disguised as poor people.

Harneet: Yes thanks for telling me. Wow I am so excited I can visualize the whole tour.

Jasleen: Yes it will be fun. Enjoy your journey.

Harneet: Thanks again.

Activity 6. Match the column with Ae/Oi/Ao/Eu/Ea and Oa sound words

1. The man with no money and house
2. Something which is not far away
3. The children play with it
4. Giving your things to others to use
5. A big field where cricket is played
6. A state of being puzzled
7. Colour of a cocoa chocolate
8. A big furry animal in the zoo
9. Looking at something closely
10. Something which is connected
11. Hiring someone in your organization
12. Something which is not real

- ground
confusion
near
toys
share
poor
employ
brown
bear
illusion
peer
joint

THE END

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Solutions

Activity 1. A day in the bank

Sonam: Hi, I want to open a **new** bank account.

Officer: You have to stand in that **queue** and get the account opening form.

Sonam: I have already got the form, but I have one **confusion**.

Officer: What is the **confusion**?

Sonam: Which account should I open?

Officer: If you want to save your money for **future** then open a savings account.

Sonam: Thank you officer, you gave me a nice **solution**.

Activity 2. Match the columns

- State of happiness
- Laughing at someone
- Being afraid of something
- 365 days is equal to
- Meddling with others affairs

cheerful
sneer
fear
A year
interfere

Activity 3. Passage

I got up on Monday and saw a **clear** and blue sky from my window. So I decided to go to the market **near** my house. I went to a jewellers shop to buy **earrings** for a friend. There I saw a **fearful** site. A man with a **smear** on his face was holding a knife and asking for money. I didn't go inside and **peered** through the glass door. Then I called the police quickly. When the police came they went in with the gun and arrested the thief. Everyone was relieved and **cheered** the police. Then I went inside and bought lovely **earrings** for my **dear** friend.

Activity 4. Identify the 'Oa' sound words hidden vertically and horizontally

- poor
- moor
- fewer
- sure
- cruel
- tour

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Activity 5. Identify the 'Oa' sound in the following conversation

A Tour to Jaipur

Harneet: Hi, Jasleen How are you?

Jasleen: Hi Harneet, I'm fine thank you. I heard you are going for a **tour** to Jaipur.

Harneet: Yes you are right. My dad was going for his office **tour**, so we are going with him. It will solve **dual** purpose. He can do his work and enjoy a holiday with his family.

Jasleen: That's nice, carry a travelling **manual** with you. It will guide you in a new place.

Harneet: **Sure** I will do that. As **usual** I was already thinking of doing that.

Jasleen: Also be careful of the thieves who might be disguised as **poor** people.

Harneet: Yes thanks for telling me. Wow I am so excited I can **visualize** the whole **tour**.

Jasleen: Yes it will be fun. Enjoy your journey.

Harneet: Thanks again.

Activity 6. Match the column with Ae/Oi/Ao/Eu/Ea and Oa sound words

- | | |
|---|-----------|
| 1. The man with no money and house | poor |
| 2. Something which is not far away | near |
| 3. The children play with it | toys |
| 4. Giving your things to others to use | share |
| 5. A big field where cricket is played | ground |
| 6. A state of being puzzled | confusion |
| 7. Colour of a cocoa chocolate | brown |
| 8. A big furry animal in the zoo | bear |
| 9. Looking at something closely | peer |
| 10. Something which is connected | joint |
| 11. Hiring someone in your organization | employ |
| 12. Something which is not real | illusion |

STORY TIME IV - Ow, Oi, Eu, Aye, Oa and Ew sounds
SESSION 6

Vowel drill

bout	boy	beauty	bare	dual	endure
down	decoy	due	dare	boor	pure
foul	foil	puke	fare	poor	secure
pound	point	stew	pair	sure	
sound	soil	tutor	stair	tour	
town	toil		tear		

Identify the vowel sound.

- choice
- rare
- refuse
- sewer
- secure
- shout

Eu /Aye sounds in sentences

- Dare I wear my beautiful long hair hanging loose?
- There are barely 175 working days in an academic session! But the staff is on duty for ten months.
- With pollution levels rising, the view of numerous experts is that we need to take care of the very air we breathe.
- Where is the tear I had spotted on the new dress? I am furious with the shopkeeper!
- I do my due share of the household chores.
- It's fair to say that you won't score good marks by mere mugging. You'll fare better if you're regular in class.

Ow and Oi sounds in sentences

- Out of a thousand rowdy boys, eight hundred were bad at Maths. However, only four hundred were bad at English.
- How easy it is to boil an egg!

Oa / Ew sounds in sentences

- Poor tourists, lured by a discount, have to bear the stink of open sewers.
- We should not be cruel to stray animals.
- Using manure duals benefits. It is cheaper and bio-degradable.
- I'm sure the chain is pure gold. Brands like *Tanishq* or *Hallmark* offer us that security.
- There is no cure for flu or common cold.

Word game: Fill in the given spaces to form meaningful words.

Cricket

Another word for field. G _ _ _ _ _

Wrong action by a player. F _ _ _ _

Fielding position. P _ _ _ _

Team leader. C _ _ _ _ _

Wildlife

Nocturnal bird O _ _ _

Rabbit's kin H _ _ _ _

Omnivorous B _ _ _ _

Large, fierce wildcat J _ _ _ _ _

Identifying sounds in prose: *Are You God* by Dan Clarke

One cold evening during the holiday season, a little boy of about six or seven was standing out in front of a huge store window. The little child had no shoes and his clothes were mere rags. A young woman passing by saw the little boy and could read the longing in his pale blue eyes. She took the child by the hand and led him into the store. There she bought him some new shoes and a complete suit of warm clothing.

They came back outside into the street and the woman said to the child, "Now you can go home and have a very happy holiday."

The little boy looked up at her and asked, "Are you God, Ma'am."

She smiled down at him and replied, "No son, I'm just one of His children."

The little boy then said, "I knew you had to be some relation."

The End

Recap of Vowels

Session 7

Vowels are letters that are pronounced by forcing air over your vocal cords through your mouth. It is the shape of your mouth that decides which vowel sound comes out. Though there are only 5 written vowels, however there are as much as 22 spoken vowel sounds in English language. You can learn a lot by listening to the radio and watching television and films.

Let's take another look...

I	ice cream	file	dieting
ee'	experiences	memories	reasons
'ih'	immortal	publish	discuss
'aw'	awful	broad	daughter
'oh'	boat	whole	close
'eh'	letter	telephone	ketchup
'ae'	travel	graduation	passage
'e'	pain	frame	mainly
'aa'	rather	passed	discard
'oo'	stool	blew	groom
'uh'	wood	football	pull
'aye'	hair	despair	glaring
'ow'	shout	ground	loud
'oi'	destroy	dacoit	enjoy
'ea'	near	peer	fear
'eu'	few	refuse	confusion
'oa'	poor	cruel	sure

'I', 'ih' and 'ee' sounds

Activity 1. What will you do?

- If you are eating, you will take a (bit, bite or beat).
- You will pick a (feet, fit or fight)
- When you are tired you take a (seat, sight or sit)
- To be successful you have to scale new (hit, heights, heat).
- For a headache you will take a (pile, peel or pill).
- You would go boating in the (Nile, kneel, nill)

'aw' and 'oh' sounds

Activity 2. Complete the story by picking the right option

Last Sunday I went to the (mall/ mole) with my family. There we visited a (stole/ stall) selling western(clothes/ cloth). I liked a (shoal/ shwal) with a (bold/ bald print). I was about to buy it when my mother saw a (hall/hole) in it. I called the (tall/toll) salesman and (wrote/ wrought) a complaint on the (form/ foam). Then we (hoped/ hopped) into our car thanking our stars that we hadn't (bought/ boat) that shawl.

'oo' and the 'uh' sound

Activity 3. Match the columns

pool	day
dooms	ache
full	drift
foot	side
tooth	wink
loose	some
hood	end
wood	loose

THE END

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SOLUTIONS

'I', 'ih' and 'ee' sounds

Activity 1. What will you do?

- If you are eating, you will take a (bit, **bite** or beat).
- You will pick a (feet, fit or **fight**)
- When you are tired you take a (**seat**, sight or sit)
- To be successful you have to scale new (hit, **heights**, heat).
- For a headache you will take a (pile, peel or **pill**).
- You would go boating in the (**Nile**, kneel, nill)

'aw' and 'oh' sounds

Activity 2. Complete the story by picking the right option

Last Sunday I went to the (**mall**/ mole) with my family. There we visited a (stole/ **stall**) selling western (**clothes**/ cloth). I liked a (shoal/ **shawl**) with a (**bold**/ bald print). I was about to buy it when my mother saw a (hall/**hole**) in it. I called the (**tall**/toll) salesman and (**wrote**/ wrought) a complaint on the (**form**/ foam). Then we (hoped/ **hopped**) into our car thanking our stars that we hadn't (**bought**/ boat) that shawl.

'oo' and the 'uh' sound

Activity 3. Match the columns

- | | |
|---------|-------|
| • pool | side |
| • dooms | day |
| • full | some |
| • foot | loose |
| • tooth | ache |
| • hood | wink |
| • wood | drift |
| • loose | end |



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Introduction to Consonants

Session 8

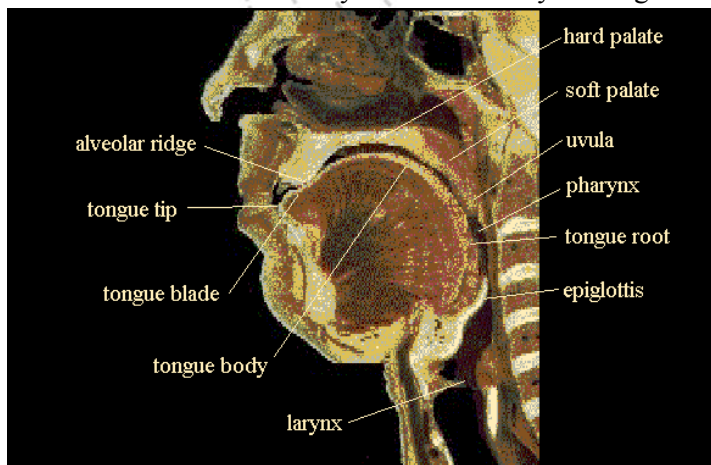
What are consonants?

b;c;d;f;g;h;j;k;l;m;n;p;q;r;s;t;v;w;x;z are the English consonants. A consonant is a sound formed by stopping the air flowing through the mouth.

What is a consonant sound?

A consonant sound is produced by shaping, stopping or blocking the air stream as it passes through the nose or mouth. The position of the articulators will affect the consonant sound.

Let's understand the anatomy of our mouth by looking at this picture.



A consonant sound can be voiced or voiceless.

The Voiced Consonants: These involve the muscular activity of the tongue as well as the activation of the vocal chords.

The Unvoiced Consonants: These are made by the muscular expulsion of breath without the vocal chords being activated.

Voiced Consonants	
b	bank
d	declare
g	garland
z	zip
zh	usual
j	job
the	them
v	victory
r	royal
w	white
m	many
n	never

Voiceless Consonants	
p	petrol
t	test
k	kingdom
s	silent
sh	shoal
ch	champion
th	think
f	faint
l	loving

Features of spoken consonants:

The manner of articulation is the method that the consonant is articulated, such as nasal (through the nose),

The place of articulation is where in the vocal tract the obstruction of the consonant occurs, and which speech organs are involved. Places include bilabial (both lips), alveolar (tongue against the gum ridge), and velar (tongue against soft palate).

Place of Articulation of Consonant Sounds

- a) Bilabial Consonants: The two lips are the articulators. /p/pin, /b/bin, /m/mat, /w/when are bilabial sounds.
- b) Labiodentals Consonants: The active articulator is the lower lip and the passive articulators are the upper front teeth. /f/flower, /v/vase are labio-dental sounds.
- c) Dental Consonants: The tip of the tongue is the active articulator and the upper front teeth are the passive articulators. /th/thick, /the/that are dental sounds.
- d) Alveolar Consonants: The tip or the blade of the tongue is the active articulator and the teeth ridge (root of teeth) is the passive articulator. /t/tin, /d/din, /n/nap, /s/sin, /z/zoo, /l/love are alveolar sounds.
- e) Palato-Alveolar Consonants: The tip or blade of the tongue is the active articulator and teeth ridge is the passive articulator. /sh/ship, /zh/pleasure, /ch/chip, /j/jeep, /r/red are palato-alveolar sounds.
- f) Palatal Consonant: The front of the tongue is the active articulator and hard palate is the passive articulator. /y/yes is the palatal sound.
- g) Velar Consonants: The back of the tongue is the active articulator and the soft palate is the passive articulator. /ing/sung, /k/come, /g/guest are velar sounds.
- h) Glottal Consonant: Glottal sounds are produced at the glottis and the two vocal cords are the articulators. /h/horse is a glottal sound.

Activity 1: Choose the correct response

1. (price / prize)
You look at it before buying anything.
You get it for winning.
2. (bus / buzz)
The bees like to do this.
You can go by it.
3. (spice / spies)
It makes the food tasty.
One does it secretly.
4. (niece / knees)
You can scrape them while playing.
You love her.
5. (sip / zip)
Your coffee;
Your Dress.

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6. (sink / zinc)

Used for galvanising.

Titanic the famous ship.

Manner of Articulation of Consonant Sounds

a) Plosives / Stops: There is, first, a complete closure of the passage of air at some point in the vocal tract. As a result of it, air pressure is built up behind the closure. The closure is then suddenly removed, causing, in the process, a sudden release of the blocked air with some explosive noise. /p/pin, /b/bin, /t/tin, /d/din, /k/kin, /g/go are plosive sounds.

b) Affricates: Affricates are produced in three stages, as in the case of plosives. First two stages are same as plosives. The building up of pressure behind the closure follows a complete closure of the air passage. But, unlike plosives at the third stage air is released slowly. /ch/chair, /j/jeep are affricate sounds.

c) Nasal: In the production of nasal sounds nasal passage remains open i.e. the lung air passes freely through nose, but the oral passage (food pipe) remains close. /m/mat, /n/nap, /ŋ/sung are nasal sounds.

d) Fricatives: There is no closure anywhere; there is only a narrowing. The active articulator comes very close to the passive articulator, leaving only a narrow gap between the two. When the air passes through this narrow gap, it causes audible friction. As the air can pass continuously, the sound produced in this manner can be continued. Thus fricatives are continuants and are accompanied by audible friction. /f/fan, /v/van, /θ/thick, /ð/the/that, /s/sow, /z/zoo, /ʃ/ship, /ʒ/pleasure, /h/horse are fricatives.

e) Lateral: A lateral is produced when there is only a partial closure at some point in the mouth, so that the airstream can escape on one or both sides of the contact. Since the air can pass continuously, the sound produced can be continued. /l/love is a lateral sound.

f) Approximants/ Semi-Vowels/ Glide: Semi-vowels are vowels that function as consonants. /w/when, /r/red, /j/yes are approximants or semi-vowels.

Activity 2: Listen to these words. Write the word that is not pronounced sh.

crush	cash	catch	crash
chef	chief	chute	chiffon
machine	parachute	moustache	kitchen
China	Russia	Chicago	Michigan
musician	physician	chemist	electrician

Activity 3: Choose the appropriate response

1.(fast/vast)

A. I need to reach in a hurry.

B. A big space.

2. (best /vest)
 - A. A part of your clothing.
 - B. You generally pay more for that.
3. (jest/ zest)
 - A. You need it to accomplish a task.
 - B. You make people laugh.
4. (taught/ thought)
 - A. Something in your mind.
 - B. Something to do with studies.
5. (said / shed)
 - A. Yes, we heard them.
 - B. Yes, the car is parked there.
6. (wash/watch)
 - A. My bike makes it very dirty.
 - B. It's my favorite T.V. show.

The End

Solutions

Activity 1: Choose the correct response

1.(price / prize)
 You look at it before buying anything.
 You get it for winning.

price
 prize

2. (bus / buzz)
 The bees like to do this.
 You can go by it.

buzz
 bus

3. (spice / spies)
 It makes the food tasty.
 One does it secretly.

spice
 spies

4. (niece / knees)
 You can scrape them while playing.
 You love her.

knees
 niece

5. (sip /zip)
 Your coffee;
 Your Dress.

sip
 zip

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6. (sink / zinc)

Used for galvanising.

zinc

Titanic the famous ship.

sink

Activity 2: Listen to these words. Write the word that is not pronounced sh.

catch

chief

kitchen

China

chemist

Activity 3: Choose the appropriate response

1. (fast/vast)

A. I need to reach in a hurry.

- fast

B. A big space.

- vast

2. (best /vest)

A. A part of your clothing.

- vest

B. You generally pay more for that.

- best

3. (jest/ zest)

A. You need it to accomplish a task.

- zest

B. You make people laugh.

- jest

4. (taught/ thought)

A. Something in your mind.

- thought

B. Something to do with studies.

- taught

5. (said / shed)

A. Yes, we heard them.

- said

B. Yes, the car is parked there.

- shed

6. (wash/watch)

A. My bike makes it very dirty.

- wash

B. It's my favorite T.V. show.

- watch

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The 'v' and 'w' sounds

Session 9

The 'v' sound

Voiced labio-dental fricative

'v' Sound in Words

van over have

verb avoid love

vest event give

vine river arrive

vast driver prove

vase seven twelve

Commonly Mispronounced Words

- conversation
- positive
- negative
- executive
- government
- environment

Quiz

Activity 1. 'v' Words and Phrases

- A colour in the rainbow
- A planet
- An ice cream flavour
- Female fox
- A music channel
- A software program
- A country in South America
- Smallest City in the World

Activity 2. 'v' Sound in Sentences

- I love to drive a van.
- He had fever for seven days.
- The violet flowers look beautiful.
- They stood gazing at this heavenly vision.
- He heard her voice but did not hear her words.
- Mobile phones emit harmful radioactive rays.
- I love to visit Shimla.
- There is a visitor at your door.

The 'w' Sound

- Voiced semi bilabial vowel

'w' Sound in Words

one	water	sweat
war	wallet	twinkle
wait	winter	question
waste	welfare	quality
warn	western	quantity
week	Wednesday	

Activity 3. Fill in the blanks with 'w' Sound

water wave wallet wash wire wasp witch well windshield whale web
wood

1. I have a lovely white sweater.
2. Where is my swimming costume?
3. The twin brothers talk so sweetly.
4. I prefer quality over quantity.
5. I have a weakness for chocolates.
6. The bride looked gorgeous on her wedding.
7. Her hands were stretched out in welcome.
8. He heard a whistle and turned around to see a woman in a white robe.

Activity 4. Choose the correct option

wine/vine

- A drink
- A plant

wow/vow

- A promise
- An expression of wonder

west/vest

- A direction
- A piece of clothing

whale/vale

- Another word for valley
- The largest sea animal

wheel/veal

- A kind of meat
- Part of a vehicle

Activity 5. Identify the ‘v’ and ‘w’ sounds in the following passage.

Lovely Banana!

What a wonderful fruit the banana is! It is very popular all over the world. Its colour tells us how sweet it is. A banana may be green, which means it is raw. The one which is yellow should be eaten at once. The question of the brown fruit is interesting. You may eat it, but don’t bother chewing before you swallow.

Would you eat the peel? For some, it’s not only a cover. Banana skin is used in several cuisines all over the world. It’s a versatile fruit. You can fry it, bake it, mash it, or eat it raw. You can snack on a raw banana in the evening. On weekends, you can drink banana shake, or even eat banana ice cream.

It’s a convenient fruit. When you bite into it, you don’t worry about squirting juice over everyone. And you can chew it all you like without driving your neighbors crazy with crunching sounds. Finally, it’s easy to cut - you don’t need a very sharp knife. You can slice it with a fork or a spoon, if you like.

Whoever can’t eat bananas? Babies can always eat mashed bananas before their teeth grow in. Grandparents can eat mashed bananas after their teeth fall out.

While the fruit originated in Asia, it is also grown in Equador and Costa Rica. Bananas give us lots of potassium and vitamins A and C. They’re never too expensive to buy!

The end

Solutions

Activity 1. ‘v’ words and Phrases

- A colour in the rainbow – violet
- A planet - Venus
- An ice cream flavour – vanilla
- Female fox – vixen
- A music channel – Channel V
- A software program – Windows Vista
- A country in South America – Venezuela
- Smallest City in the World – Vatican City

Activity 2. ‘v’ Sound in Sentences

- I **love** to **drive** a **van**.
- He had **fever** for **seven** days.
- The **violet** flowers look beautiful.

- They stood gazing at this **heavenly vision**.
- He heard her **voice** but did not hear her words.
- Mobile phones emit harmful **radioactive** rays.
- I love to **visit** Shimla.
- There is a **visitor** at your door.

Activity 3. 'w' Sound in Sentences

1. I have a lovely **white** sweater.
2. **Where** is my **swimming** costume?
3. The **twin** brothers talk so **sweetly**.
4. I prefer **quality** over **quantity**.
5. I have a **weakness** for chocolates.
6. The bride looked gorgeous on her **wedding**.
7. Her hands **were** stretched out in **welcome**.
8. He heard a **whistle** and turned around to see a **woman** in a **white** robe.

Activity 4. Choose the correct option

- wine - A drink
- vine - A plant
- wow - An expression of wonder
- vow - A promise
- west - A direction
- vest - A piece of clothing
- whale - The largest sea animal
- vale - Another word for valley
- wheel - Part of a vehicle
- veal - A kind of meat

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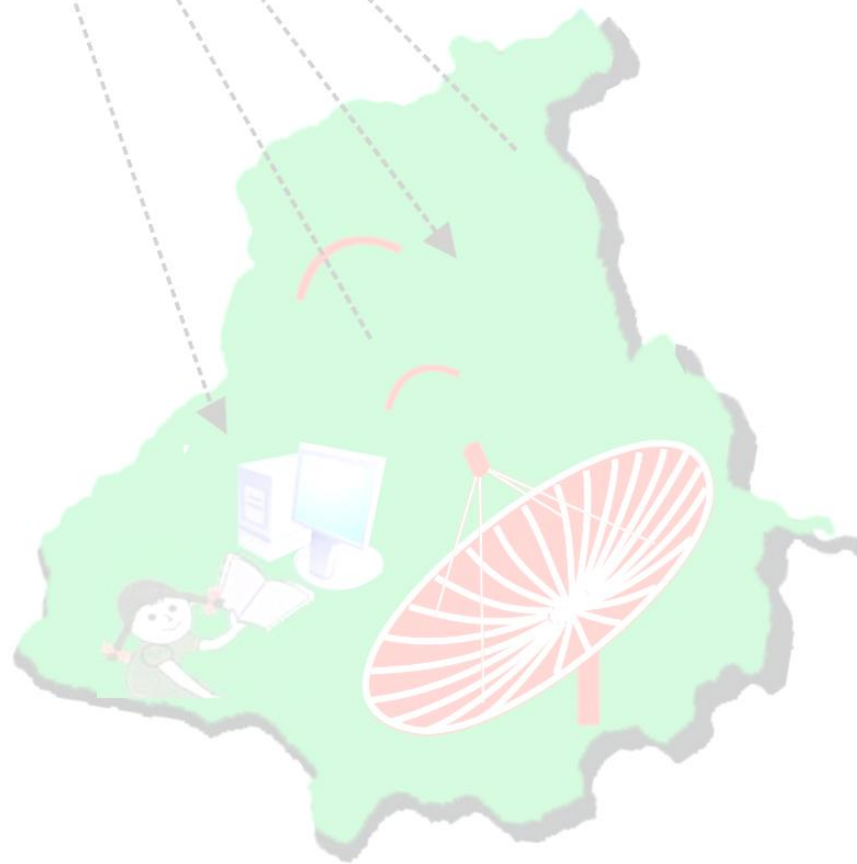
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The end



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Consonants 'T' and 'D'

Session 10

Both T and D are Alveolar consonants (place of articulation). Alveolar consonants are produced with the tongue close to or touching the ridge behind the teeth on the roof of the mouth. The name comes from alveoli - the sockets of the teeth.

They both are plosives or stops.

Words with 'T' sound

table	little	bat
taste	retire	biscuit
time	shatter	brought
tango	settle	cut
trunk	treatment	treat

Activity 1. Identify the 'T' sound words to complete the following phrases

1. The water comes from(tap/tab)
2. The antonym of short is(little/toll)
3. The labourers working in the sun were wet with(sweat/sweet)
4. Heena is giving her birthday(treat/trees)
5. Making an effort again and again is(trying/tying)
6. The weather today is really(pleasant/peasant)
7. The two companies signed a(fact/pact)
8. A person wearing a white coat and sitting in the hospital is a(doctor/daughter)

Activity 2. Fill in the blanks with 'T' sound words

1. I will talk to Tony tomorrow.
2. How do I get to the other side?
3. Put the plastic container on the table.
4. Trust is my favourite word, because without it no relationship can truly endure.
5. Is it fair that Tammy should travel by a tram?

Activity 3. Fill in the blanks with 'T' sound words

1. ____e is running out, so move fast.
2. The children are playing with the ____s.
3. The book was lying on the ____le.
4. Darjeeling is famous for its ____ gardens.
5. The cake was really ____ty.

Activity 4. Read the story and answer the following questions

Story of two bottles

Once upon a time in a store there was a perfume and a tomato ketchup bottle. Tomato ketchup bottle adored the perfume bottle and wanted to become friends with it. But it never made an effort to do that because perfume bottle was really beautiful, tall and great looking. On the other hand tomato ketchup bottle was dull, and lying in the corner covered with dust. One day the perfume bottle got sold to a beautiful lady. The ketchup bottle felt really sad.

Then the ketchup bottle got sold to a great chef. The bottle was then in the kitchen and was covered with dust and grease of the kitchen. The ketchup bottle felt really sad that it will never be able to meet perfume bottle again. When the ketchup bottle was empty it was thrown into the dustbin. To its surprise it saw the perfume bottle lying next to it. The ketchup bottle was happy to meet the perfume bottle and they became good friends.

Then the garbage from the dust bin was taken to the recycling department where the two bottles were melted and then made into a cookie jar. Today that cookie jar is lying on my dining table and I eat cookies from it.

Que: Where were the ketchup and perfume bottles living?

Que: Describe the perfume bottle?

Que: Who bought the ketchup bottle?

Que: Where did the ketchup and perfume bottle meet?

Que: What was made out of ketchup and perfume bottles?

Words with 'D' sound

dark	underline	design
desk	worldwide	round
dawn	candid	sounds
day	daddy	disguised
dear	teddy	

Activity 5. Identify the 'D' sound words in the following idioms

1. Every _____ has a silver lining. (cloud/clown)
2. A blessing in _____. (disguise/despite)
3. A penny _____ is a penny earned. (saved/shaved)
4. A taste of your own _____. (medicine/meditation)
5. _____ count your chickens before they hatch. (don't/do)

Sentences with 'D' sound

1. I loved having dark chocolates.
2. The round desk is of dark green colour.
3. God wants you to know that your soul wants the freedom to sing, dance and love.
4. Emily watched and learnt how to play dumb-charades.
5. All the students and their families were invited to come at 6 p.m.

Activity 6. Fill in the blanks with 'D' Sound words

1. The band was playing a nice song on the _____ms.
2. The child started to cry in his sleep after seeing a bad _____m.
3. The arrows were made to show the _____ns to the garden and the lake.
4. Success comes to those who work h____ for it.
5. The bus was driven by the _____er.

Activity 7. Conversation

A visit to a Doctor

Jasleen: Doctor I want you to talk about personal hygiene practices.

Doctor: Sure, firstly we should take bath everyday.

Jasleen: Ok Doctor, I do that daily.

Doctor: Wash your hands before and after having your meals

Jasleen: That will help us keep our hands clean and germ free. Am I right doctor?

Doctor: Yes you are right. You should Brush your teeth daily and after every meal. Also get your regular dental check ups.

Jasleen: Sure doctor, I will go for regular dental check ups from now onwards.

Doctor: Always keep your food covered.

Jasleen: Yes, that keeps the food clean and germ free. Right Doctor?

Doctor: Yes Jasleen, I think you know all the practices its just that you need to start them from today itself.

Jasleen: Sure doctor. Thanks for the information.

Activity 8. Match the columns with 'T' and 'D' sound adjectives

- | | |
|---|------------|
| 1. When the ice-cream is really yummy it is | talkative |
| 2. When someone is upset he is | tender |
| 3. Shyam never keeps quiet, he is | depressed |
| 4. Something which is soft and delicate | delicious |
| 5. Stylish, aware of the latest fashions. | dirty |
| 6. Very happy feeling | trendy |
| 7. Something which is not clean | delightful |

The end

Solutions

Activity 1. Identify the 'T' sound words

1. The water comes from (tap/tab)
2. The antonym of short is (tall/toll)
3. The labourers working in the sun were wet with (sweat/sweet)
4. Heena is giving her birthday (treat/trees)
5. Making an effort again and again is (trying/tying)
6. The weather today is really (pleasant/peasant)
7. The two companies signed a (fact/pact)
8. A person wearing a white coat and sitting in the hospital is a (doctor/daughter)

Activity 2. Fill in the blanks with ‘T’ sound words

1. I will talk to Tony tomorrow.
2. How do I get to the other side?
3. Put the plastic container on the table.
4. Trust is my favourite word, because without it no relationship can truly endure.
5. Is it fair that Tammy should travel by a tram?

Activity 3. Fill in the blanks with ‘T’ sound words

1. Time is running out, so move fast.
2. The children are playing with the toys.
3. The book was lying on the table.
4. Darjeeling is famous for its tea gardens.
5. The cake was really tasty.

Activity 4. Read the story and answer the following questions

Story of two bottles

Que: Where were the ketchup and perfume bottles living?

Ans: They were living in a store.

Que: Describe the perfume bottle?

Ans: It looked beautiful and tall.

Que: Who bought the ketchup bottle?

Ans: A great chef bought the ketchup bottle.

Que: Where did the ketchup and perfume bottle meet?

Ans: They met in the dustbin.

Que: What was made out of ketchup and perfume bottles?

Ans: A cookie jar was made out of ketchup and perfume bottles.

Activity 5. Identify the ‘D’ sound words in the following idioms

1. Every cloud has a silver lining. (cloud/clown)
2. A blessing in disguise. (disguise/despite)
3. A penny saved is a penny earned. (saved/shaved)

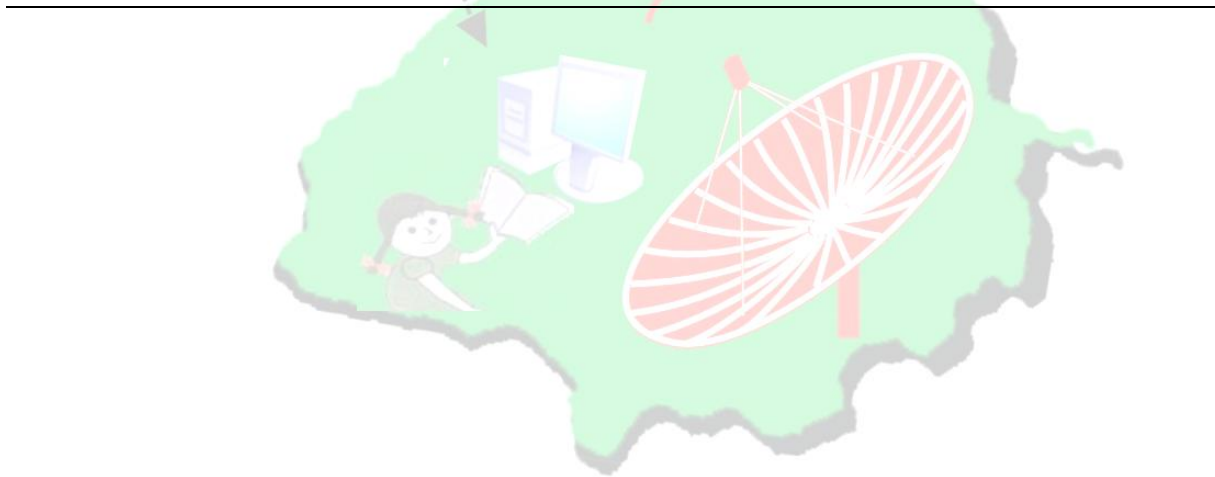
4. A taste of your own medicine. (medicine/meditation)
5. Don't count your chickens before they hatch. (don't/do)

Activity 6. Fill in the blanks

1. The band was playing a nice song on the drums.
2. The child started to cry in his sleep after seeing a bad dream.
3. The arrows were made to show the directions to the garden and the lake.
4. Success comes to those who work hard for it.
5. The bus was driven by the driver.

Activity 8. Match the columns with 'T' and 'D' sound adjectives

1. When the ice-cream is really yummy it is **delicious**
2. When someone is upset he is **depressed**
3. Shyam never keeps quiet, he is **talkative**
4. Something which is soft and delicate. **tender**
5. Stylish, aware of the latest fashions. **trendy**
6. Very happy feeling. **delightful**
7. Something which is not clean. **dirty**



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STORY TIME V: T/D SOUNDS, V/W SOUNDS
SESSION 11

T / D sounds

T (tango) and D (delta) are plosives.

The tip of the tongue strikes the teeth ridge to produce these sounds.

The difference in the two sounds is that T is voiceless and D is voiced.

Countering Mother Tongue Influence (MTI): Take care that the tongue goes to the teeth ridge and not to the palette.

T and D sounds in words

town	heart	matter	treat
down	hard	madder	deed
taller	goat	atom	street
dollar	goad	Adam	stead
tear	brought	whitest	stored
dear	broad	widest	adored

Sentences with t /d sounds

“Good morning! How are you today?”

“Great! I’m studying day and night for my entrance exams next month.”

“I hope you’re concentrating on current affairs.”

“I am an avid reader of India Today.”

“That’s good! It is supposed to be the best news magazine in our part of the world.”

V and W sounds

V (as in victor) and W (as in water) are both voiced sounds.

Countering MTI: Remember to bite your Vs and kiss your Ws.

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V and W sounds in words

vine	wine	vase	ways
vain	wane	wary	
vale	whale	vent	went
veal	wheel	vile	wile

Sentences with the v/w sounds

“How are you feeling?”

“Very well, thank you.”

“I believe you were in bed with fever.”

“I had a severe case of viral fever, but I’m alive and kicking now!”

“Were you in hospital?”

“For a very brief period, while the doctors made sure it wasn’t anything more grave than mere flu.”

Activity 1: figure out the palindromes!

A palindrome is a word, phrase, passage, or number that reads the same forwards and backwards.
Example: Nitin.

Example

She is a Russian ex-tennis player, famous for her beauty.

Palindrome 1 is easy.

An interjection of wonder or awe.

Palindrome 2 is a character from the Bible.

She is the first woman, Adam’s companion and the mother of all mankind.

Palindrome 3 is an acronym.

Radio Detection and Ranging System.

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Palindrome 4 is another acronym.

An urgent call for help.

Palindrome 5 is an adjective used only before a noun.

It relates to a town or city, especially its government or public activities.

Activity 2 – Identify the t /d and v/w sounds in poetry.

The first two stanzas of *Stopping by Woods on a Snowy Evening* by Robert Frost

Whose woods these are, I think I know,
His house is in the village though;
He will not see me stopping here
To watch his woods fill up with snow.

My little horse must think it queer
To stop without a farmhouse near
Between the woods and frozen lake
The darkest evening of the year.

Activity 3: Identify the words with t/d, v/w sounds in the story.

The Yardman

His name is Sourav.

He stops by our house once in every two weeks. He rides a bicycle, which in turn pulls an old wooden cart. It is all that he can afford. It is about fifteen years old, or so he told me. He had added that it's a good choice of transport for the working man. Not only does it run well but also doesn't run on petrol. This makes it the most inexpensive form of transport since walking.

On the cart, he carries a lawn mower, a leaf blower, a rake, and a shovel. Sourav uses the leaf blower to blow leaves and dirt from the rear garden out to the front of our home.

Then he rakes up the leaves into a bag. He blows the dirt out into the street. He cuts the lawn with his lawn mower. He trims the hedge. He uses the leaf blower to blow the dirt off each Welcome mat that lie outside each and every door opening into the house.

Then he puts all the leaves, the grass trimmings, and the hedge clippings into his cycle driven wheelbarrow. He pushes the wheelbarrow around the block of houses, where he uses his big shovel to empty the contents into a big dustbin. It takes Sourav about two hours to do this work.

When he is done, he goes half a block up the street to the house on the corner. There he does the same work again.

Consonants P and B

Session 12

Both P and B sounds are bilabial consonant sounds (place of articulation). In a bilabial consonant, the lower and upper lips approach or touch each other. English [p], [b], and [m] are bilabial stops.

It is a plosive sound, It means to explode. In these sounds, the consonants are produced by stopping the flow of air at some point and suddenly releasing it.

The 'p' sound

Words with 'p' sound

papa computer
pink corporate
pen caption
press parents
potato privacy
packet parrot
option picture
poster
apple

Activity 1. Match the column

1. The only 2 animals that can see behind themselves without turning their head are the rabbit and the...?
 2. Short-legged flightless birds of cold southern especially Antarctic regions .
 3. The longest word that can be made using letters only on one row of the keyboard.
 4. India has the largest number of these offices in the world.
 5. The 1,792 steps high Eiffel Tower is situated in....
 6. It is a kind of pulse that belongs to the family of lagumes that include lentils, beans etc. but is popularly known as a nut.
- penguin
typewriter
parrot
peanuts
post offices
Paris

Activity 2. Sentences with 'P' sound

1. My pink dress was presented to me by my papa.
2. Write an application to the principal.
3. Please pass me the purple plate.
4. The patient is in the operation theatre.

Activity 3. Fill in the blanks with 'p' sound words

1. _____ the flowers from the garden.
2. _____ is used to send e-mails.
3. What a _____ surprise!
4. It is important to obey your _____.

Activity 4. Identify the 'p' sound in the following story

One day David went to an auction. While, he was there, he bid for a parrot. David really wanted this bird, so he got caught up and thoroughly involved in the bidding. He kept on bidding, but kept getting outbid, so he kept pushing his chances.

Finally, after he had bid much more than he had expected, David won the bid; the parrot was his at last.

As he was paying for the parrot, he said to the auctioneer, 'I hope this parrot can talk. I would hate to have paid this much for it, only to find out that he can't talk!'

'Don't worry.' said the auctioneer, 'He can talk. Who do you think kept bidding against you?'

Words with 'b' sound

- | | |
|---------|-----------|
| boy | bookstore |
| board | balloon |
| boxes | become |
| about | because |
| ability | memorable |
| before | combine |
| bridge | |
| brief | |
| bring | |

Activity 5. Identify the Correct Word

(bad/bat)

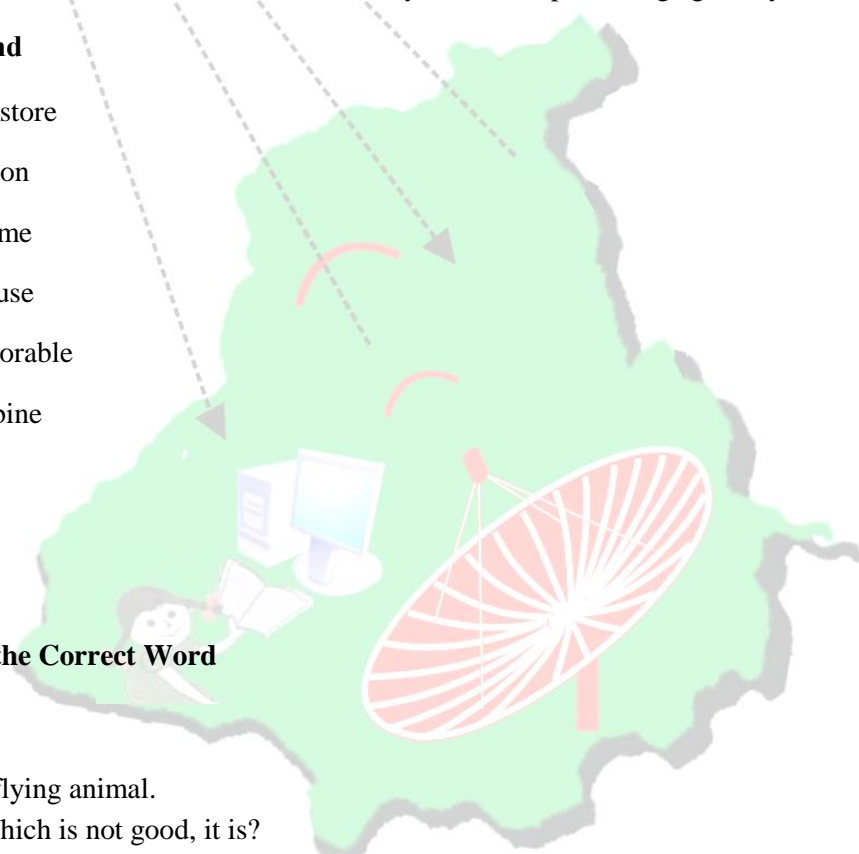
- A nocturnal flying animal.
- Something which is not good, it is?

(better/batter)

- The cake is made out of this.
- When you are ill and you take medicine, you feel.

(ball/bowl)

- We have our soup in this.
- We play cricket with this.



(boat/board)

- We cross the river on this.
- We write with chalk on this.

(bought/brought)

- The past tense of bring is.
- To buy something from the market.

(boon/bane)

- Something which is fortunate.
- Something which is cursed.

Sentences with 'b' sound

- The boy went to the bookstore to buy some books on Botany.
- I told you about him because he is a bad boy.
- It is absolutely unacceptable to steal.
- You need to be strong to row a boat.
- The blue bird is singing beautifully.

Activity 6. Fill in the blanks with 'b' sound

1. Aman and Manpreet are _____ friends.
2. FIFA organizes the World Cup for _____.
3. The _____ was flying high in the sky.
4. A place where you find a lot of books to read is called _____.
5. Houses are made of _____.

Activity 7. Using verbs with 'p' and 'b' sound

1. The children running around in the ground are (playing/baking)
2. When the thief broke into the house the dog started (barking/parking)
3. The painter making strokes on the canvas is (painting/batting)
4. The boxers in the rink are (Boxing/Packing)
5. Putting all the clothes in a travelling bag is (packing/banking)

The End

SOLUTIONS

Activity 1. Match the column

- | | |
|--|---------------------|
| 1. The only 2 animals that can see behind themselves without turning their head are the rabbit and the...? | parrot |
| 2. Short-legged flightless birds of cold southern especially Antarctic regions. | penguin |
| 3. The longest word that can be made using letters only on one row of the keyboard. | typewriter |
| 4. India has the largest number of these offices in the world. | post offices |

5. The 1,792 steps high Eiffel Tower is situated in....
6. It is a kind of pulse that belongs to the family of legumes that include lentils, beans etc. but is popularly known as a nut.

Paris
peanuts

Activity 2. Sentences with 'p' sound

1. My **pink** dress was **presented** to me by my **papa**.
2. Write an **application** to the **principal**.
3. **Please pass** me the **purple plate**.
4. The **patient** is in the **operation** theatre.

Activity 3. Fill in the Blanks

1. Pick the flowers from the garden.
2. Computer is used to send emails.
3. What a pleasant surprise!
4. It is important to obey your parents.

Activity 4. Identify the 'p' sound in the following story

One day David went to an auction. While he was there, he bid for a parrot. David really wanted this bird, so he got caught up and thoroughly involved in the bidding. He kept on bidding, but kept getting outbid, so he kept pushing his chances.

Finally, after he had bid much more than he had expected, David won the bid; the parrot was his at last.

As he was paying for the parrot, he said to the auctioneer, 'I hope this parrot can talk. I would hate to have paid this much for it, only to find out that he can't talk!'

'Don't worry.' said the auctioneer, 'He can talk. Who do you think kept bidding against you?'

Activity 5. Identify the correct word

(bad/bat)

- A nocturnal flying animal. (bat)
- Something which is not good it is? (bad)

(better/batter)

- The cake is made out of this. (batter)
- When you are ill and you take medicine, you feel. (better)

(ball/bowl)

- We have our soup in this. (bowl)
- We play cricket with this. (ball)

(boat/board)

- We cross the river on this. (boat)
- We write with chalk on this. (board)

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(bought/brought)

- The past tense of bring is. (brought)
- To buy something from the market (bought)

(boon/bane)

- Something which is fortunate. (boon)
- Something which is cursed. (bane)

Activity 6. Fill in the blanks with 'b'sound words

1. Aman and Manpreet are best friends.
2. FIFA organizes the world cup for football.
3. The bird was flying high in the sky.
4. A place where you find a lot of books to read is called library.
5. Houses are made of bricks.

Activity 7. Using verbs with 'p' and 'b' sound

1. The children running around in the ground are (**playing**/baking)
2. When the thief broke into the house the dog started (**barking**/parking)
3. The painter making strokes on the canvas is (**painting**/batting)
4. The boxers in the rink are (**boxing**/packing)
5. Putting all the clothes in a travelling bag is (**packing**/banking)

THE END

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'z', 'zh', 'j' Sounds**Session 13**

'z' and 'j' are both are both voiced consonants.

A simple explanation of voiced consonants is that they use the voice. This is easy to test by putting your finger on your throat. If you feel a vibration the consonant is voiced.

'zh' sound is made when the tip and blade of the tongue make a light contact with the alveolar ridge, the front of the tongue being raised at the same time in the direction of the hard palate and the side rims of the tongue being in contact with the upper side teeth.

- 'z' and 'zh' are both fricatives. There is friction when the sound is produced and the sound is continuous.
- They are also alveolar sounds.
- 'j' is however a plato alveolar sound and is an affricate. While producing this sound there is a complete closure and the air is released with a gush.

The 'j' Sound

- Plato alveolar(place of articulation)
- Affricate(manner of articulation)

Words with 'j' sound

- jungle
- manage
- pledge
- jam
- Japan
- intelligent
- adjust
- suggest
- huge
- brinjal
- encourage
- dangerous

Activity1. Match the columns**A**

1. A technologically advanced country in Asia.
2. The European Nation responsible for starting World War II.
3. The business capital of South Africa.
4. A Middle East country ruled by King Hussain's son.
5. The capital of Indonesia.

B

- Jordan**
- Jakarta**
- Japan**
- Johannesburg**
- Germany**

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Underline the words with 'j' sound

1. Roads are much too dangerous for children to cross them alone.
2. The gentleman encouraged the intelligent lady to jump over the puddle.
3. I love to have bread and jam for breakfast.
4. The suburbs of Calcutta at that time were surrounded by thick jungle.
5. The school encourages students to express themselves through music.

Activity 2. Pick the Correct Adjective

Our new dog Cuddle is very(**energetic/ evil**). He is also very (**intense/intelligent**). Every time I come back from school he starts (**jumping/ adjusting**) with joy. One day he jumped so high that he (**injured/ignored**) himself. I rushed him to the (**emergency/ urgency**) ward in the hospital. The doctor checked him up and told me that he had (**derailed/damaged**) his hind legs and so may end up limping for a long time.

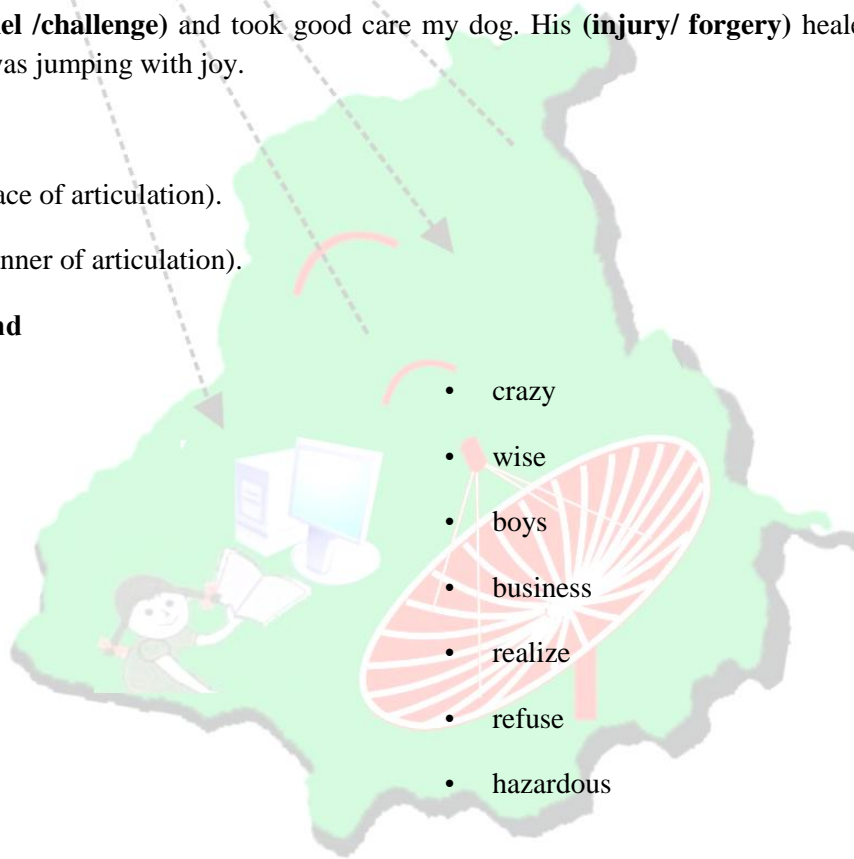
I took it as a (**channel /challenge**) and took good care my dog. His (**injury/ forgery**) healed in no time and this time I was jumping with joy.

The 'z' Sound

- Alveolar (place of articulation).
- Fricative(manner of articulation).

Words with 'z' Sound

- zoo
- quiz
- ozone
- pizza
- graze
- razor
- zip
- sizzle
- lazy
- zone
- easy
- busy
- crazy
- wise
- boys
- business
- realize
- refuse
- hazardous



Activity 3. Match the columns to choose the right verb.

- | | |
|----------------------------|----------|
| 1. To appreciate someone. | visit |
| 2. To sort out the clutter | amaze |
| 3. To uncover something | please |
| 4. To go to see someone | organise |
| 5. To surprise someone | expose |
| 6. To make someone happy | praise |

Underline the 'z' sound in sentences

- Rita loves to go to the amusement park.
- Lets have pizza for dinner.
- The boys in this class are very naughty.
- I saw a Zebra grazing on rose bushes in the zoo.
- Please don't make noise as this is a silence zone.
- I refuse to lie.

Activity 4. Fill in the blanks using idioms relating to body parts.

1. During the lecture the students were all ____rs.
2. During his performance he was all fin____ and th_____.
3. She was the apple of her dad's ____es.
4. He refused to be lead by the n_____.
5. Everyone said Vineet had an old head on young sh_____rs

The 'zh' sound

To create the *zh* sound, the front of the blade of the tongue is placed near the tooth ridge. The sides of the blade of the tongue may be against the side teeth, and air is forced through the vocal tract during creation of the sound. This sound is considered a continuous consonant, meaning it is a fricative..

The lips are kept slightly tense, and may protrude somewhat during the production of the sound.

Words with 'zh' sound

measure

television

garage

usual

casual

confusion

vision

pleasure

version

occasion

decision

illusion

Activity 5. Choose the correct response

1. You can't decide which dress to wear. garage
2. You have an exam the next day. intrusion
3. You want to watch your favourite soap. confusion
4. You do it all the time. revision
5. You park your car safely. casual
6. Your friend is very nosy. television
7. A poor attitude. usual

Underline the words with 'zh' sound

- It's a pleasure to meet a man with a vision.
- Malaysia and Indonesia lie in Asia.
- Holidays are a time for leisure and pleasure but in a measured dose.
- His brother worked in the telecom division of a big company.
- A wedding ceremony is a happy occasion.

Activity 6. Identify the mispronounced words

- **Ms. Dhiman:** How were your exams Reema?
- **Reema:** Great ma'am. I have passed class 12th with 1st divizon marks.
- **Mrs. Dhiman:** What was your daily routine in school.
- **Reema:** I uzually used to get up at 5.am. After getting ready I used to do my revizon. I used to go to school on my scooter which I would park in the garage at the school. On returning from school I would rest for some time after taking lunch and in the evening I would watch some televizion.
- **Mrs. Dhiman:** I see! What are your future plans?

- **Reema:** I visualize myself as a successful manager.
- **Mrs. Dhiman:** All the best Reema. It was nice talking to you.
- **Reema:** It was my pleasure.

Activity 7. Match the column with z, j and zh sounds

- | | |
|---|-----------------|
| 1. You maintain your accounts in a _____. | leisure/ ledger |
| 2. You _____ the temperature. | measure/major |
| 3. You go out for _____. | pleasure/ pager |
| 4. He turned red with _____. | rage/ raze |
| 5. The lion escaped from his _____. | craze/ cage |
| 6. She bought a pair of _____ trousers. | beige/ bays |
| 7. He was playing football for the North _____. | zone/ Joan |

The End

SOLUTIONS

Activity 1. Match the columns

- | | | |
|---|--|---------------------|
| A | | B |
| 1. A technologically advanced country in Asia. | | Japan |
| 2. The European Nation responsible for starting World War II. | | Germany |
| 3. The business capital of South Africa. | | Johannesburg |
| 4. A Middle East country ruled by King Hussain's son. | | Jordan |
| 5. The capital of Indonesia. | | Jakarta |

Underline the words with 'j' sound

- Roads are much too dangerous for children to cross them alone.
- The gentleman encouraged the intelligent lady to jump over the puddle.
- I love to have bread and jam for breakfast.
- The suburbs of Calcutta at that time were surrounded by thick jungle.
- The school encourages students to express themselves through music.

Activity 2. Pick the Correct Adjective

Our new dog Cuddle is very(**energetic**/ evil). He is also very (intense/**intelligent**). Every time I come back from school he starts (**jumping**/ adjusting) with joy. One day he jumped so high that he (**injured**/ignored) himself. I rushed him to the (**emergency**/ urgency) ward in the hospital. The doctor checked him up and told me that he had (derailed/**damaged**) his hind legs and so may end up limping for a long time.

I took it as a (channel /**challenge**) and took good care my dog. His (**injury**/ forgery) healed in no time and this time I was jumping with joy.

Activity 3. Match the columns to choose the right verb.

- | | |
|----------------------------|-----------------|
| 1. To appreciate someone. | praise |
| 2. To sort out the clutter | organise |
| 3. To uncover something | expose |
| 4. To go to see someone | visit |
| 5. To surprise someone | amaze |
| 6. To make someone happy | please |

Underline the 'z' sound in sentences

- Rita loves to go to the amusement park.
- Lets have pizza for dinner.
- The boys in this class are very naughty.
- I saw a Zebra grazing on rose bushes in the zoo.
- Please don't make noise as this is a silence zone.
- I refuse to lie.

Activity 4. Fill in the blanks using idioms relating to body parts.

1. During the lecture the students were all ears.
2. During his performance he was all fingers and thumbs.
3. She was the apple of her dad's eyes.
4. He refused to be lead by the nose.
5. Everyone said Vineet had an old head on young shoulders.

Activity 5. Match the Column

- | | |
|---|-------------------|
| 1. You can't decide which dress to wear. | confusion |
| 2. You have an exam the next day. | revision |
| 3. You want to watch your favourite soap. | television |
| 4. You do it all the time. | usual |
| 5. You park your car safely. | garage |
| 6. Your friend is very nose-y. | intrusion |
| 7. A poor attitude. | casual |

Underline the words with 'zh' sound

- It's a pleasure to meet a man with a vision.
- Malaysia and Indonesia lie in Asia.
- Holidays are a time for leisure and pleasure but in a measured dose.
- His brother worked in the telecom division of a big company.
- A wedding ceremony is a happy occasion.

Activity 6. Listen to the conversation and identify the mispronounced words

- | | | |
|------------|--------------|------------|
| • division | • garage | • pleasure |
| • usually | • television | |
| • revision | • visualize | |

Activity 7. Fill in the blanks using Words with z, j and zh sounds

- | | |
|---|-------------------------|
| 1. You maintain your accounts in a _____. | leisure/ ledger |
| 2. You _____ the temperature. | measure /major |
| 3. You go out for _____. | pleasure / pager |
| 4. He turned red with _____. | rage / raze |
| 5. The lion escaped from his _____. | craze/ cage |
| 6. She bought a pair of _____ trousers. | beige / bays |
| 7. He was playing football for the North _____. | zone / Joan |

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The End

STORY TIME VI - P/B AND J/ZH/Z SOUNDS

SESSION 14

Speech Mechanism: P/B sounds

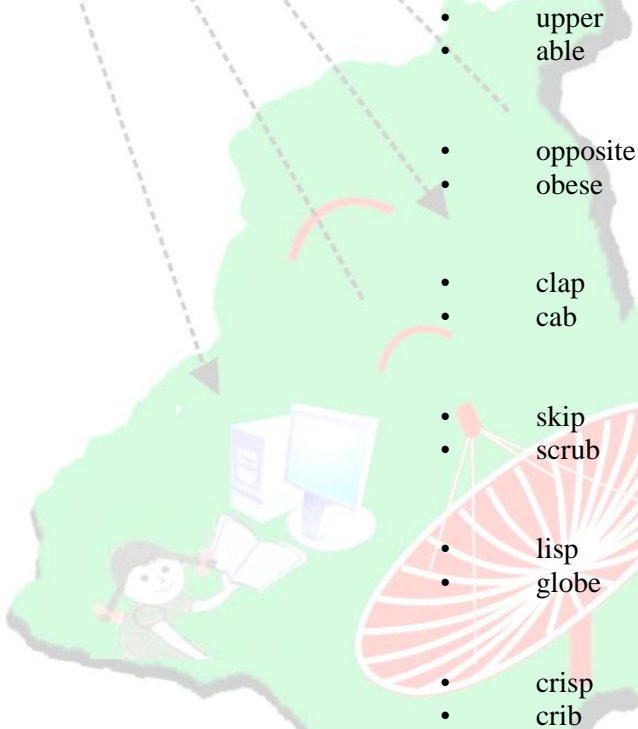
p (as in pink)

It is a bilabial sound in which both lips are used.
It is also a plosive which produces a gush of air.
It is a voiceless sound in which there is less vibration.

b (as in bell)

It is a voiced sound in which there is a lot of vibration.
Like p, it is a bilabial sound and a plosive.

P/B sounds in words

- 
- pink
 - brink
 - party
 - barren
 - pond
 - bond
 - price
 - breeze
 - apple
 - dabble
 - ample
 - shabby
 - upper
 - able
 - opposite
 - obese
 - clap
 - cab
 - skip
 - scrub
 - lisp
 - globe
 - crisp
 - crib

P/B sounds in sentences

I believe in being healthy. So I begin my lunch with a big bowl of cabbage and sprouted pulses. After a light meal, I have an apple or a few plums, pears or peaches. Being a diabetic, I avoid eating sweet fruits like bananas or grapes. The benefits are obvious - my shining black hair and chubby, pink cheeks. To top it all, I enjoy eight hours of deep sleep in my bed. Every morning, I clap my hands in glee.

'J', 'Z' & 'ZH' Sounds

All three sounds are voiced.

J is an alveolar sound in which the tip of the tongue strikes the teeth ridge. It is an affricate or a sudden release of air.

Z sound is also voiced and alveolar. It is a fricative, in which there is no closure but a narrow opening between the tongue and the teeth ridge. This causes friction.

Zh is a voiced, palato-alveolar sound. The tongue strikes the roof of the mouth between the teeth ridge and the hard palette.

Activity 1. 'J', 'Z' & 'ZH' sounds in sentences

The Victoria Falls on the Zambezi river is situated on the border of Zimbabwe and Zambia. It is easily the largest waterfall in the world. Even the most casual of nature lovers are just amazed at this vision of nature's beauty. No amount of exposure on television can reduce the pleasure of a visit to the falls. Bungee jumping enthusiasts can

also hurl themselves into the gorge from the bridge built over the falls.

Quick Puzzle:

Activity 2. 'J', 'Z' & 'ZH' sounds in words

Example: Sorry! APOLOGY

1. A collection of valuables.
2. What do you call red lips?
3. What do we call a fighter plane?
4. You can get lost in it!
5. It's the name of a crop.
6. A warrior tribe of South Africa.
7. A branch of biology talking about animals.
8. A striped, horse like animal.
9. _____ jumping is a thrilling sport.
10. A thick oil-like substance.
11. A kind of oxygen.
12. Name given to a forest.
13. A standard measurement.

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Activity 3. Identifying the sounds in the story:

Rescue Mission, a real life story.

The two policemen were among the hundreds of firefighters who unhesitatingly rushed into the burning Trade Centre to help with the evacuation measures. Dozens of people were lying wounded everywhere. They were taken by surprise as first one, and then the other, soaring tower imploded. In the resulting confusion, Cage, the sergeant in charge of his team, thinks fast and orders his crew into an elevator shaft. These shafts, he later informs Jimeno, were the strongest components of the two towers.

The heat from overhead flames is so intense that it sets off the live rounds in a dead colleague's firearm. At home, their wives and children can only say their prayers as they get news of the horrifying incident on television.

Working in spaces that make a coal mine seem spacious and airy, the firemen painstakingly remove the debris and simultaneously administer medical assistance to dozens of injured people. At the end of the day, both men undergo multiple surgeries.

Home Assignment: Narrate any real life story of an act of bravery.

The End

SOLUTIONS

Activity 1. 'J', 'Z' & 'ZH' sounds in sentences

The Victoria Falls on the Zambezi river is situated on the border of Zimbabwe and Zambia. It is easily the largest waterfall in the world. Even the most casual of nature lovers are just amazed at this vision of nature's beauty. No amount of exposure on television can reduce the pleasure of a visit to the falls. Bungee jumping enthusiasts can

also hurl themselves into the gorge from the bridge built over the falls.

Zambezi (Z sound)

Zimbabwe (Z sound)

Zambia (Z sound)

largest (J sound)

casual (ZH sound)

amazed (Z sound)

vision (ZH sound)

exposure (ZH sound)

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television (ZH sound)

pleasure (ZH sound)

visit (Z sound)

bungee (J sound)

jumping (J sound)

enthusiasts (Z sound)

gorge (J sound)

bridge (J sound)

Activity 2. Quick Puzzle: 'J', 'Z' & 'ZH' sounds in words

Example: Sorry! APOLOGY

1. A collection of valuables.

treasure

2. What do you call red lips?

rosy

3. What do we call a fighter plane?

jet

4. You can get lost in it!

maze

5. It's the name of a crop.

maize

6. A warrior tribe of South Africa.

Zulu

7. A branch of biology talking about animals.

Zoology

8. A striped, horse like animal.

zebra

9. ____ jumping is a thrilling sport.

bunjee

10. A thick oil-like substance.

grease

11. A kind of oxygen.

ozone

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12. Name given to a forest.

jungle

13. A standard measurement.

size

Article 3. Identifying the sounds in the story:

Rescue Mission, a real life story.

The two policemen were among the hundreds of firefighters who unhesitatingly rushed into the burning Trade Centre to help with the evacuation measures. Dozens of people were lying wounded everywhere. They were taken by surprise as first one, and then the other, soaring tower imploded. In the resulting confusion, Cage, the sergeant in charge of his team, thinks fast and orders his crew into an elevator shaft. These shafts, he later informs Jimeno, were the strongest components of the two towers.

The heat from overhead flames is so intense that it sets off the live rounds in a dead colleague's firearm. At home, their wives and children can only say their prayers as they get news of the horrifying incident on television.

Working in spaces that make a coal mine seem spacious and airy, the firemen painstakingly remove the debris and simultaneously administer medical assistance to dozens of injured people. At the end of the day, both men undergo multiple surgeries.

'P' sound in words

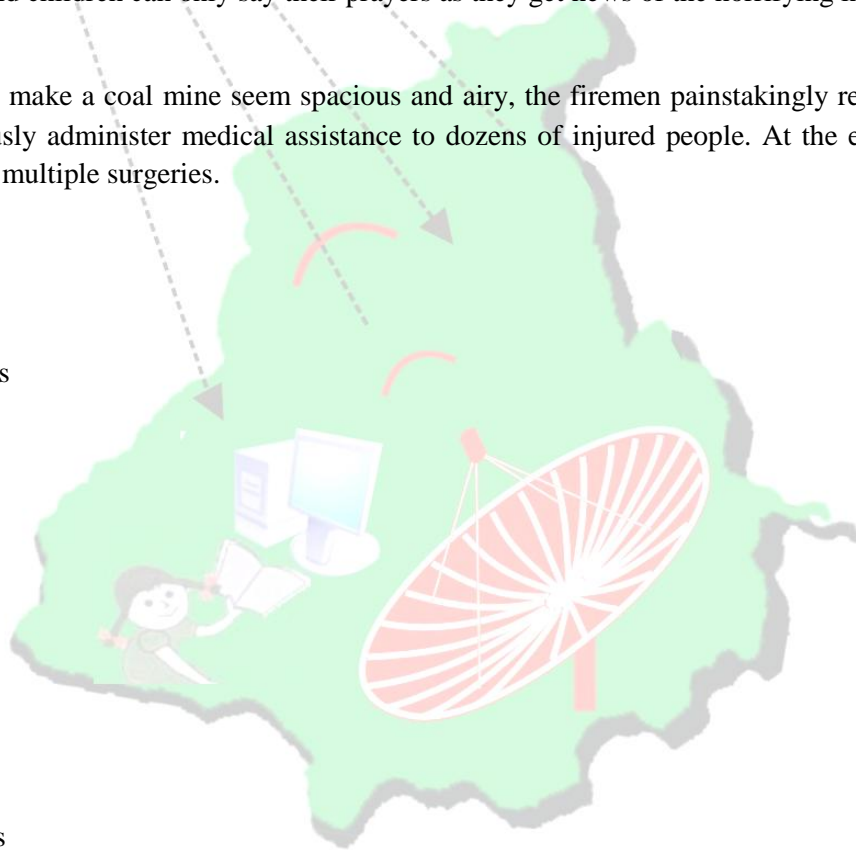
- policemen
- people
- components
- prayers
- spaces

'B' sound in words

- burning
- both

'Z' sound in words

- hundreds
- fire fighters
- unhesitatingly
- dozens
- surprise
- orders
- his
- informs
- towers

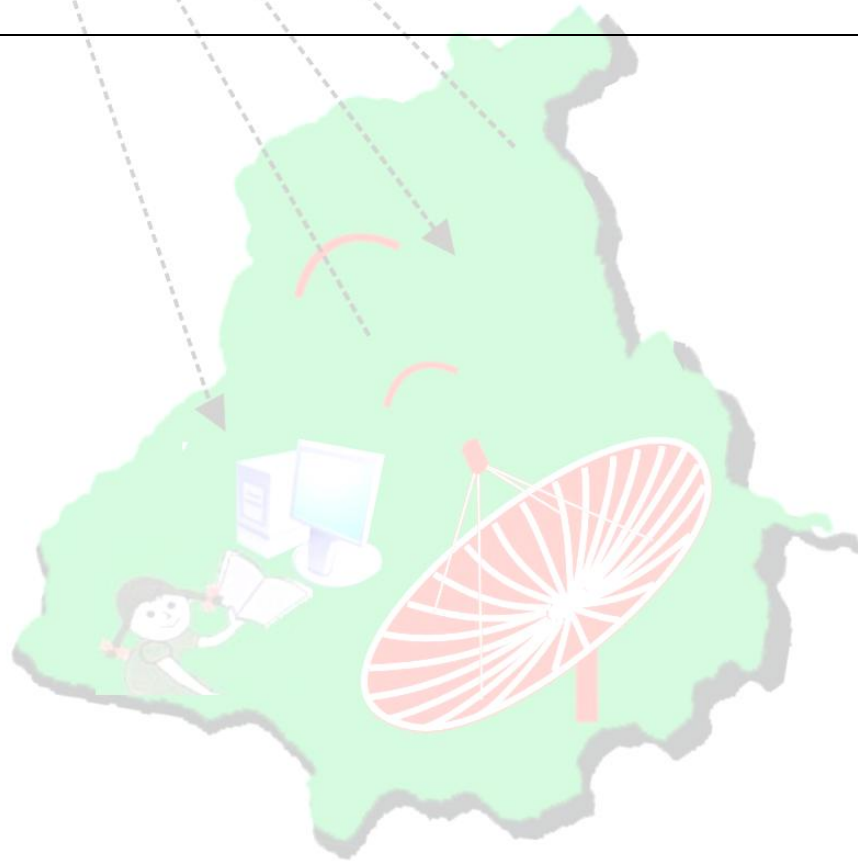


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- flames
- rounds
- wives
- prayers
- colleagues
- news
- surgeries

'J' sound in words

- cage
- sergeant
- charge
- Jimeno
- injured
- surgeries



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Consonants 'S' and 'SH'

SESSION 15

'S' is an alveolar sound(place of articulation); alveolar sounds involve the alveolar ridge as the passive articulator. The active articulator may be either the tongue blade or (usually) the tongue tip.

'SH' is a Plato alveolar sound in which the tip or the blade of the tongue articulates with the back area of the alveolar ridge.

Both 'S' and 'SH' are Fricative sounds (manner of articulation). These are produced when the articulators are brought so closely together that the sounds are accompanied by audible friction. Fricatives may be voiced (vocal cords vibrating during the articulation of the fricative) or voiceless (vocal cords not vibrating during the articulation of the fricative).

Words with 's' sound

sun

soap

list

strange

police

this

smell

impressive

emphasis

synonyms

persons

explain

stink

someone

disinterested

Activity1. Match the column

1. If you are happy, you
2. If you are tired, you,
3. In a choir, you
4. If you are learning salsa, you
5. You dream when you are
6. If you are scared, you
7. In a line, you
8. On a red light, you
9. The road, you
10. Your teeth, you
11. For your dinner, you
12. Your clutter, you
13. Your coffee, you
14. On the wet floor, you

1. dance
2. scream
3. smile
4. asleep
5. rest
6. stand
7. sing
8. cross
9. slip
10. sip
11. stop
12. floss
13. sit
14. sort

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Activity 2. Few sentences with ‘s’ sound

1. I miss you every single second that passes by.
2. Focus on the journey, not the destination.
3. Every time you smile at someone, it is an action of love.
4. He tried to explain the incident to the police.
5. I am very interested in the subject called Science.
6. Happiness is not something ready made. It comes from your own actions.
7. I scream, you scream, we all scream for ice-cream!

Activity 3. Complete the Idioms with ‘s’ sound words

1. Slow and _____ wins the race.(sturdy/ steady)
2. Hearing that song again was a blast from the _____.(past/ pasta)
3. She was in a _____ over the trip arrangements.(stood/ stew).
4. Rajan reached home safe and _____. (stunned/ sound)
5. A rolling stone gathers no _____. (moss/ mass)
6. _____ makes the heart grow fonder.(essence/ absence)
7. The book sold like hot_____.(cokes/ cakes)
8. It was raining cats and _____/(dots/ dogs) yesterday.

Activity 4. Words with ‘sh’ sound

English	accomplish	Spanish
should	especially	accomplish
finish	establish	brainwash
share	shyness	cherish
flourish	distinguish	shopkeeper
lavish	publisher	demolish
workshop	schedule	fashion
suggestion	communication	cash

Activity 4. Quiz Name the places with ‘Sh’ sound

- Which country is the largest in the world in terms of land area? R_____a
- Our neighbour in the east. B_____h.
- One of the most populated cities in China. _____hai
- A lot of cricket matches are played there. _____jah
- A famous historical city in Pakistan. Pe_____

- Summer capital of India during British rule.
- An island nation and a favourite tourist destination.

_____la

Ma_____

Activity 5. Choose the correct option

1. She shot an arrow in the dark.
2. Communication is vital these days.
3. Acting is not being emotional, but being able to express emotion.
4. I think I should share this piece of information with you.
5. Should she go for shopping?
6. The shoe maker was too shy to talk.
7. I still cherish the memories of our fashion show.
8. One should finish his work on time.
9. Pay attention to the proportion of spices in the food.
10. Any suggestion about what do we do with this huge amount of cash?

Activity 6. Fill in the blanks with 'sh' sound words

- A big house is called a m_____n.
- If you follow the latest trends in clothes you are interested in f_____n.
- The process of sharing ideas and thoughts is called c_____n.
- To go through your course again is r_____n.
- When you retire from a government job you get a p_____n.
- When you give an idea to someone you make a s_____n.
- If you eat too much you have i_____n.

Activity 7. Choose the correct option

- Eshaan's mother asked him to (sort/ short) his toys.
- Meena wanted to live in a (plus/ plush) house.
- After cleaning the chimney he was covered in (soot/shoot).
- Stop fighting for God (sake/shake)!

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- I watched the first (show/sow) of the movie Three Idiots
- The pretty (sly/shy) bride looked beautiful in her wedding dress.
- Rama managed to avoid the accident but it was a close (save/ shave).
- Teena wanted the (same/ shame) dress as her sister.
- The teacher asked Tarun's father to (shine / sign) Tarun's report card.

Activity 8. Replace the highlighted adjectives with its synonym from the options given.

- Jashan was feeling sad because he had broken his favourite bat. *Blue/ Green / Red*
- It was selfish of Hemant to drink all the water. *(happy/ cruel/self-centered)*
- It is sensible to wear warm clothes in winter. *(practical/ fashionable/ solemn)*
- The sharp scissors cut through the paper. *(blunt/ rough/ keen)*
- The squash ball has a smooth surface. *(polished/ hard/ rigged)*

Tongue Twisters

She sells sea shells on the sea shore;
 The shells that she sells are sea shells I'm sure.
 So if she sells sea shells on the sea shore,
 I'm sure that the shells are sea shore shells.

The End

Solutions

Activity 1. Match the columns

- If you are happy, you smile.
- If you are tired, you rest.
- In a choir, you sing.
- If you are learning salsa, you dance.
- You dream when you are asleep.
- If you are scared, you scream.

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- In a line, you stand.
- On a red light, you stop.
- The road, you cross.
- Your teeth, you floss.
- For your dinner, you sit.
- Your clutter, you sort.
- Your coffee, you sip.
- On the wet floor, you slip.

Activity 2. Few sentences with 's' sound

1. I miss you every single second that passes by.
2. Focus on the journey, not the destination.
3. Every time you smile at someone, it is an action of love.
4. He tried to explain the incident to the police.
5. I am very interested in the subject called Science.
6. Happiness is not something ready made. It comes from your own actions.
7. I scream, you scream, we all scream for ice-cream!

Activity 3. Complete the idioms

- Slow and _____ wins the race.(sturdy/ steady)
- Hearing that song again was a blast from the _____.(past/ pasta)
- She was in a _____ over the trip arrangements.(stood/ stew)
- Rajan reached home safe and _____. (stunned/ sound)
- A rolling stone gathers no _____. (moss/ mass)
- _____ makes the heart grow fonder.(essence/ absence)
- The book sold like hot _____.(cokes/ cakes)
- It was raining cats and _____/(dots/ dogs) yesterday.

Activity 4. Quiz Name the places with 'Sh' sound

- Which country is the largest in the world in terms of land area? Russia
- Our neighbour in the east.
Bangladesh
- One of the most populated cities in China.
Shanghai
- A lot of cricket matches are played there. Sharjah
- A famous historical city in Pakistan.
Peshawar
- Summer capital of India during British rule. Shimla
- An island nation and a favourite tourist destination.
Mauritius

Activity 5. Choose the correct option

1. **She shot** an arrow in the dark.
2. **Communication** is vital these days.
3. Acting is not being **emotional**, but being able to express **emotion**.
4. I think I **should share** this piece of **information** with you.
5. **Should she** go for **shopping**?
6. The **shoe** maker was too **shy** to talk.
7. I still **cherish** the memories of our **fashion show**.
8. One **should finish** his work on time.
9. Pay **attention** to the **proportion** of spices in the food.
10. Any **suggestion** about what do we do with this huge amount of **cash**?

Activity 6. Fill in the blanks with 'sh' sound words

- A big house is called a M_____n.
mansion
- If you follow the latest trends in clothes you are interested in F_____n. fashion
- The process of sharing ideas and thoughts is called C_____n.
communication

- To go through your course again is R____n. revision
- When you retire from a government job you get a P____n. pension
- When you give an idea to someone you make a S_____n.
suggestion
- If you eat too much you have I____n.
indigestion

Activity 7. Choose the correct option

- Eshaan’s mother asked him to (sort/ short) his toys.
- Meena wanted to live in a (plus/ plush) house.
- After cleaning the chimney he was covered in (soot/shoot).
- Stop fighting for God (sake/shake)!
- I watched the first (show/sow) of the movie Three Idiots
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- It is sensible to wear warm clothes in winter. (practical/ fashionable/ solemn)
- The sharp scissors cut through the paper. (blunt/ rough/ keen)
- The squash ball has a smooth surface. (polished/ hard/ rigged)

The End

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The R and L Sounds

SESSION 16

Lateral:

- Only a partial closure at some point in the mouth.
- The air stream can escape on one or both sides of the contact.
- The air can pass continuously.
- The sound is continuous.
- Eg. l/love is a lateral sound.

L in words

lick letter people dimple double glide
deliberate dial

L in sentences

1. Lisa is lying on the floor.
2. The lieutenant was lost in London.
3. Laser technology is now available locally.
4. Listen to the last line of his long list.
5. The lady from England was very frail.

Activity 1: Match the columns

A

1. A gaggle of
2. A colony of
3. A flock of
4. A flutter of
5. A litter of
6. A flight of
7. A parliament of
8. A school of

B

- owls
- dolphins
- geese
- fish
- doves
- birds
- butterflies
- kittens

R in words

raise ramp rites round rim market
horrible partner temper panther

R in sentences

1. Roses are not always red.
2. All people like the freedom of the Press.
3. The retired army officer brought a grass mower.
4. True friends are never sorry.
5. Anita went to the market and bought a scarf.

Pronunciation Rules

R in the Beginning

- **If the word begins with R, it is emphasized.**

return response remember restore reader

R in the middle

- **R in the middle but before a vowel is emphasized.**

break brought create grazing parent Grammar current

R in the middle

- **R in the middle but before a consonant is silent:**

market bark stark stardust sharpen darkest

R in the end

- **If R is in the end, it is silent:**

better creator barber farmer pleasure master

Activity 2: Rapid Fire Round

1. Which is heavier? A balloon or a hammer.
2. Where would you find flowers? In a park or on a beach.
3. Which is more elastic? A glass or a rubber band.
4. Has Nicholas watered the plants or fed them?
5. What will you use for reading if you have poor eyesight? A pair of glasses or goggles.
6. What should I use to cut papers? A pair of scissors or a knife.
7. What would you use in your kitchen? A dishwasher or a television.
8. What would a Mathematics student use? A canvas or a calculator.
9. What should I use to click a photograph? A computer or a camera.
10. If Sara is offered chocolate shake, should she drink it or eat it?
11. Which is the first date of the third month?
12. If you are a cardiologist, what will you treat? A heart or knee?
13. Will the moon be bright or dull on a full moon
night?
14. Should Tom perform an experiment casually or carefully?

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Activity 3: Underline all the words in the story which have the letter ‘r’ but it is not to be pronounced or has to be kept weak.

Rapunzel

In a land far away, lived a poor farmer and his wife. One day, they tried to pluck fruits from their neighbour’s garden. But their neighbour was actually an old wicked witch. She screamed, ” How dare you steal from my garden! I will turn you both into rats”. The couple trembled with fear. Finally the witch said, ” Very well. I will let you go. But you have to give me your first child”. They were so scared, that they immediately agreed and fled.

A few years later, a beautiful baby girl was born to the farmer and his wife. Immediately, the old witch came and snatched away the girl from them. She named her Rapunzel and kept her locked in a tall tower.

Rapunzel grew up to be a beautiful girl. But most beautiful of all was her long, golden hair. The only person she ever saw was the old witch. Everyday the witch used to come to the foot of the tower and call, ” Rapunzel, Rapunzel, let down your hair”. Rapunzel then used to let her long plait fall out of the window, and the witch used to hold onto it and climb up.

One day a Prince who was passing by saw this. As soon as the witch left he too decided to try. He went to the tower and called, ” Rapunzel, Rapunzel, let down your hair ”, and he climbed up into Rapunzel’s room. Rapunzel was stunned to see such a handsome prince. They fell in love with each other and started meeting everyday.

One day, the wicked witch got to know about this. She became angry and she cut off Rapunzel’s beautiful long hair and sent her to the forest. The next day when the prince came to meet Rapunzel, he found the wicked witch waiting for him at the window. She yelled at him and cursed him and made the prince loose his eyesight.

The prince now blind and broken hearted, wandered through the forest. Many days later Rapunzel found her prince. Looking at the sorry sight of her beloved prince Rapunzel started to cry. As soon as her tears fell onto her Prince’s body his wounds healed and he got his eyesight back. The prince was overjoyed to meet his lovely Rapunzel. He took her away to his kingdom, far away from the wicked witch. They got married and lived happily ever after.

Activity 4: Identify the ‘l’ sound words in the story which carry the same meaning as the words or statements given in this exercise.

1. To take something without permission
2. To shiver with fear
3. Without any delay
4. Ran away
5. Very pretty

Home Assignment

Watch Today’s News and write down all the words in which R is used. Classify them into silent and emphasized and then pronounce them.

Solutions

Activity 1: Match the columns

A

9. A gaggle of
10. A colony of
11. A flock of
12. A flutter of
13. A litter of
14. A flight of
15. A parliament of
16. A school of

B

- geese
- dolphins
- birds
- butterflies
- kittens
- doves
- owls
- fish

Activity 2: Rapid Fire Round

- | | |
|--|------------------------|
| 1. Which is heavier? | A hammer. |
| 2. Where would you find flowers? | In a park. |
| 3. Which is more elastic? | A rubber band. |
| 4. Has Nicholas watered the plants? | |
| 5. What will you use for reading if you have poor eyesight? | A pair of glasses. |
| 6. What should I use to cut papers? | A pair of scissors. |
| 7. What would you use in your kitchen? | A dishwasher. |
| 8. What would a Mathematics student use? | A calculator. |
| 9. What should I use to click a photograph? | A camera. |
| 10. If Sara is offered chocolate shake, she should drink it. | |
| 11. Which is the first date of the third month? | 1 st March. |
| 12. If you are a cardiologist, what will you treat? | The heart. |
| 13. The moon will be bright on a full moon night. | |
| 14. Tom should perform an experiment carefully. | |

Activity 3: Underline all the words in the story.

Rapunzel

Far, farmer, poor, their, neighbour, garden, dare, turn, fear, your, first, scared, girl, later, born, her, tower, hair, person, ever, other, started, cursed, broken hearted, wandered, later, overjoyed, started, tears, after

Activity 4: Identify the 'I' sound words in the story which carry the same meaning as the words or statements given in this exercise.

- | | |
|---|-------------|
| 1. To take something without permission | steal |
| 2. To shiver with fear | tremble |
| 3. Without any delay | immediately |
| 4. Ran away | fled |
| 5. Very pretty | beautiful |

Story Time VIII: s and sh sounds, R and l sounds

Session 17

Aims and Objectives

- A review of the sounds covered in previous chapters.
- s/sh and r/l sounds in words and sentences.
- Identifying the sounds in one extract each of poetry and prose.
- Word games, tongue twisters and some brain storming.

s/sh sounds in minimal groups

sign	sin	shine	shin
sun	seen	shun	sheen
said	sword	shed	shod
soon	sown	shoon	shown

s/sh sounds in words

sandy	sociology	shell	social
center		short	wash
severe			mission
	last	ashes	
	hostel	sunshine	
disturb	sentence		crèche

Activity 1 Identify the s and sh sound words in the following conversation and write them down in your workbook.

Hush! The baby is asleep.

Sorry! I should not disturb you at this time. I need my social studies textbook back.

I'm ashamed of myself! I should have returned it yesterday. Actually, my brother is not well, so it slipped my mind. But, that's no excuse for my carelessness.

It's all right. I do understand.

That's so nice of you. You've been helping me and I've been shouting at you!

Tongue Twister

She sells sea shells on the sea shore.

The shells she sells are surely seashells.
So if she sells shells on the seashore,
I'm sure she sells seashore shells.

Jumbled Words

Unscramble the given letters to make meaningful words; Then arrange the shaded letters to solve the puzzle.

s/sh sounds

S	i	m	I	s	N	o
R	u	d	e	S	h	e
S	o	n	L	e	s	s
S	t	u	b	R	i	d

Identifying sounds in prose; *The Wise Woman's Stone* -a short story

A wise woman who was travelling in the mountains found a precious stone in a stream. The next day she met another traveler who was hungry, and the wise woman opened her bag to share her food. The hungry traveler saw the precious stone in the wise woman's bag, admired it, and asked the wise woman to give it to him. The wise woman did so without hesitation.

The traveler left, rejoicing in his good fortune. He knew the jewel was worth enough to give him security for the rest of his life.

But a few days later, he came back, searching for the wise woman. When he found her, he returned the stone and said, "I have been thinking. I know how valuable this stone is, but I give it back to you in the hope that you can give me something more precious. If you can, give me what you have within you that enabled you to give me the stone."

Identify the antonyms of the given words in passage.

1. Intelligent
2. Expensive
3. Approve
4. Delight

Why does the Wise woman hand over the stone?

Do you consider her wise?

r / l sound in words

late	play		
		rent	rest
flight	style	bright	
load	stole	bargain	roller
		truth	ruler
land	ballet	breakfast	

r / l sounds in sentences

- Roses are usually red.
- Lilies are lighter in comparison.
- Similarly, the lotus is normally either white or pearly pink.
- Poppy is bright lilac in colour.

Rhyme

London Bridge is falling down!

Falling down, falling down!

London Bridge is falling down!

My Fair Lady!

Build it up with iron bars!

Iron bars, iron bars!

Build it up with iron bars!

My fair Lady!

Identifying flowers; - Part one *r/l* sounds



Rose



Bougainvillea



Tigerlily



Bottlebrush

Tongue twisters

- Lesser leather never weathered wetter weather better.
- Red lorry yellow lorry red lorry yellow lorry

Identifying sounds in prose;- *Bank Robbery*- a short story

It was the height of summer. A man wearing a heavy jacket, a thick wool cap, and dark glasses walked into the bank at the corner of the main street in a small town in Canada.

The man walked up to the cashier and held up a hand grenade for all to see. He threatened to let the grenade explode and demanded all the cash in the bank. Every one in the lobby screamed and started running, even the security guard. Nervously, the young female cashier handed the man three big bags loaded with cash. He walked out of the door.

A second later, one of the money bags exploded, covering him with red dye. He yelled in pain and surprise, and started pacing around in circles because he couldn't see where he was going. He couldn't see, but he could hear. He heard the police siren get closer. Then he heard the police tell him to get down on his stomach on the sidewalk and put his hands behind his back. They handcuffed him and placed him in the back of the police car. Seeing the hand grenade on the sidewalk, the police cordoned off the area. They duly informed the bomb squad. The bomb squad

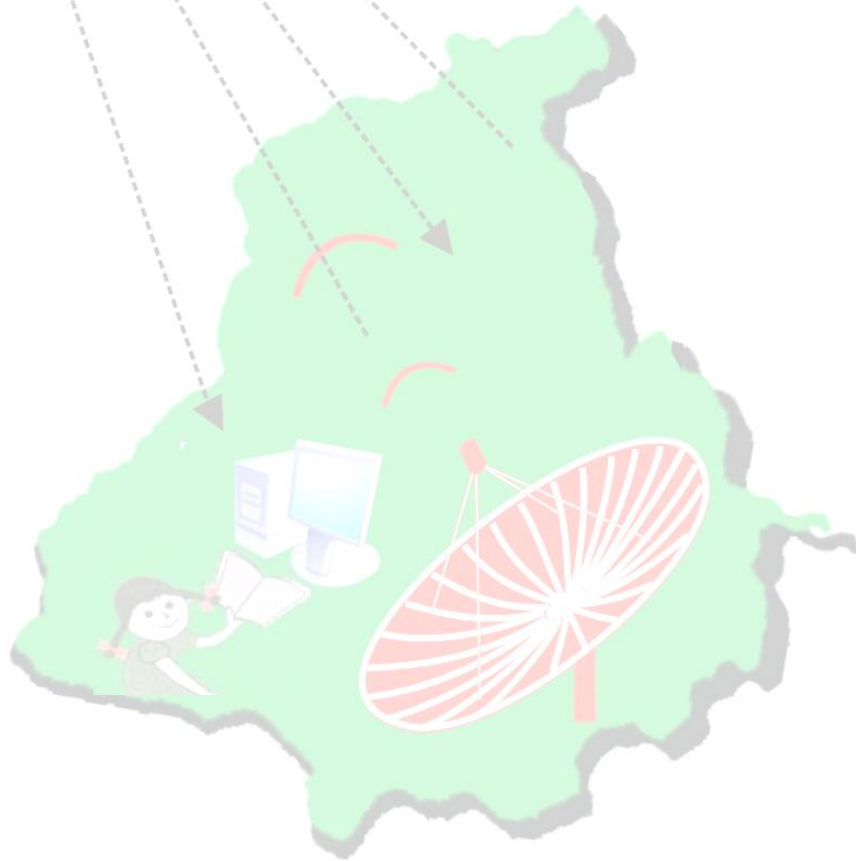
examined the grenade. They laughed. They told the police it was a fake. Nothing but a harmless dummy, a toy! The police thanked the bomb squad for its assistance. The bank employees returned to work. The bank customers returned to their queues. The bank robber went to jail.

The End

Solution

Identify the antonyms

1. wise
2. precious
3. admire
4. rejoice



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Recap of Consonants

Session 18

What is a consonant sound?

A consonant sound is produced by shaping, stopping or blocking the air stream as it passes through the nose or mouth. The position of the articulators will affect the consonant sound.

A consonant sound can be voiced or voiceless.

Features of spoken consonants:

The manner of articulation is the method that the consonant is articulated, such as nasal (through the nose).

The place of articulation is where in the vocal tract the obstruction of the consonant occurs, and which speech organs are involved. Places include bilabial (both lips), alveolar (tongue against the gum ridge), and velar (tongue against soft palate).

The consonant sounds that we have covered in our course are:

v/w sounds

t/d sounds

p/b sounds

s/sh sounds

z/j/zh sounds

r/l sounds

The v sound in words.

improve

leave

several

advice

The w sound in words.

rewind

Wednesday

wheel

twinkle

Activity 1: Tick the correct option.

1. She learnt about her promotion through the grape _____. (wine/vine)
2. The teacher told Amit to mend his _____. (ways/vase)
3. Amrit needed to _____ her anger after a fight with her friend. (vent/went)
4. Geetu wanted to _____ the audience with her dance performance. (vow/wow)
5. Rohit's mother told him not to ape the _____. (vest/west)

The T Sound

tremendous

paternal

craft

cute

The D Sound

adamant

abroad

applaud develop

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Activity 2: Match the Columns

- | | |
|---|--------|
| • When you agree you nod your | chest |
| • When you are angry you stamp your | hand |
| • When you are about to make a point you clear your | head |
| • When you are frustrated you beat your | feet |
| • When you propose to someone you ask for their | throat |

The P Sound

- crop grape pastries peppers

The B Sound

- tomb timber butter crumb

Activity 3: A Fairy's Tale

Fill in the blanks using the following words.

pot braid ball sleep bears poisoned

1. Snow White ate the _____ apple.
2. Cinderella dressed up and went to the ____.
3. The princess who got pricked by the needle went to _____.
4. Goldilocks went to the house of the three_____.
5. The wicked witch wanted to put Hansel into the _____ of boiling water.
6. The prince climbed up the tower by holding on to Rapunzel's _____.

The S sound

- spy dress person semester

The Sh sound

- shimmer shells punish special

Activity 4: Pick the odd one out!

- | | | | |
|------------|-----------|----------|-------------|
| • crush | cash | crust | crash |
| • chef | cease | chute | chiffon |
| • machine | parachute | mustache | palace |
| • Siberia | Russia | Chicago | Michigan |
| • musician | physician | chemist | electrician |

The Z sound

- bizarre dizzy zoom Rose

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The Zh sound

vision usually measure closure

The J sound

hinge pigeon jeopardy justify

Activity 5: A Busy Day

This conversation is between Meetali and her friend Natasha.

Identify the z, j and zh sounds in the following conversation and list them in your workbooks.

Meetali: Hi! This is Meetali. May I know who is calling?

Natasha: Hi! Meetali, this is Natasha. How are you?

Meetali: Oh hi! I am fine. Busy as usual. I'm in the office. Any specific reason to call?

Natasha: Yes. I have to go to the tailor to give the measurements for my birthday dress. I was wondering if you could come along

Meetali: Oh! I would love to. But I can't budge from the office today. I have to submit a report which runs into many pages and I haven't finished it yet.

Natasha: Aww! That's too bad.

Meetali: Hey! Wait a minute. I can take a casual leave tomorrow. How about that?

Natasha: Oh! That will be awesome. We will go to the tailor first and then we can visit my aunt who lives nearby. She makes amazing pizzas. We can binge on them.

Meetali: Oh! That sounds fun. And later we can come back to my house and we can watch some television.

Natasha: Thanks, Meetali. I can't wait for tomorrow.

Meetali: It's my pleasure. I am looking forward to it too. See you at 10 tomorrow.

Natasha: Bye bye.

The L sound

dial legend locally deliberate

The R sound

remember parent grammar sharpen

Activity 6: Elf Silver Wings And The Prince

The Prince was lost. He wandered in the dark forest for a very long time, leading his horse. They walked and walked until both were too tired to move any further. The Prince stopped by a little stream of water, and they both drank thirstily.

What shall we do, Star?" Prince Dale asked his horse. He didn't expect a reply, and so was very surprised when a voice said, "You should rest here a while, and then I'll show you the way out."

He turned and saw a tiny figure standing in the grass a little distance away from him. She was dressed in brightly colored green leaves of all shades, and even had a little green crown on her head. He saw that she had two beautiful gossamer wings that were silver and sparkled in the sunlight.

Who are you?" he whispered.

"I am Silver Wings." "I am an elf."

"I've never seen an elf before." The prince said softly. "Will you really show me the way out?"

"Of course, I will." "But you should rest first." "Your horse is tired too."

She sat with him as he and Star rested.

She told him tales of living in the forest, of the tree houses they built, of the birds and butterflies who were their friends, of playing in the sun and swimming in the river. She spoke of lying in the grass, gazing up at the moon and stars at night, of watching the fireflies and night owls fly in the dark.

She made Prince Dale understand that the forest was not something he should be afraid of, and when many hours had passed and the prince and his horse were well rested, she showed them the way out.

"Thank you, Elf Silver Wings." The Prince said as he waved to her one final time.

Activity 7: Choose the correct options

1. The prince and his horse stopped and had water from:

- A. a river
- B. a small stream
- C. a well

2. What did the elf suggest to the prince?

- A. He should rest for sometime.
- B. He should make a tree house.
- C. He should swim in the river.

3. What did the elf not speak to the prince about?

- A. lying on the grass.
- B. gazing at the stars
- C. watching the fireflies and the bats in the dark.

Activity 8. Choose the most logical response.

1. (rope/ robe)

- A. I'm going to tie the dog.
- B. I want to cover myself.

2. (write/ride)
 - A. In my diary.
 - B. In the park on my bike.
3. (gold/cold)
 - A. It was full of ice.
 - B. It was very expensive.
4. (fan/van)
 - A. I need more room for the family.
 - B. The weather is very hot.
5. (b / v)
 - A. Yes, it's spelled v-e-r-y.
 - B. Yes, it's spelled b-u-r-y.
6. (boat/vote)
 - A. Yes, I watched the elections on the T.V
 - B. Yes, it's in the water.
7. (tanks/ thanks)
 - A. He was watching a war movie.
 - B. He was very appreciative.
8. (team/theme)
 - A. Yes, they play very well.
 - B. Yes, it's about love.
9. (niece/knees)
 - A. Yes, she's very pretty.
 - B. Yes, they're very ugly.
10. (price/prize)
 - A. A trip to Europe.
 - B. Twenty five dollars.
11. (wash/watch)
 - A. My dog makes it very dirty.
 - B. It's my favorite T.V. show.
12. (chopping/shopping)
 - A. She is preparing a salad.
 - B. She is buying Christmas gifts.

The End

Solutions

Activity 1: Tick the correct option.

1. She learnt about her promotion through the grape_____. (~~wine~~/vine)
2. The teacher told Amit to mend his _____. (ways/~~vase~~)
3. Amrit needed to _____ her anger after a fight with her friend. (vent/~~went~~)
4. Geetu wanted to _____ the audience with her dance performance. (~~vow~~/wow)
5. Rohit's mother told him not to ape the _____. (~~vest~~/west)

Activity 2: Match the Columns

- | | |
|---|--------|
| • When you agree you nod your | head |
| • When you are angry you stamp your | feet |
| • When you are about to make a point you clear your | throat |
| • When you are frustrated you beat your | chest |
| • When you propose to someone you ask for their | hand |

Activity 3: A Fairy's Tale

Fill in the blanks using the following words.

pot braid ball sleep bears poisoned

1. Snow White ate the **poisoned** apple.
2. Cinderella dressed up and went to the **ball**.
3. The princess who got pricked by the needle went to **sleep**.
4. Goldilocks went to the house of the three **bears**.
5. The wicked witch wanted to put Hansel into the **pot** of boiling water.
6. The prince climbed up the tower by holding on to Rapunzel's **braid**.

Activity 4: Pick the odd one out!

- | | | | |
|------------|------------------|------------------|-------------|
| • crush | cash | crust | crash |
| • chef | cease | chute | chiffon |
| • machine | parachute | <u>moustache</u> | palace |
| • Siberia | Russia | Chicago | Michigan |
| • musician | <u>physician</u> | chemist | electrician |

Activity 5: A Busy Day

This conversation is between Meetali and her friend Natasha.

Identify the z, j and zh sounds

Is	busy	usual	reason	measurements	was
budge	runs	pages	casual	visit	lives
amazing	pizzas	binge	sounds	television	pleasure

Activity 7: Choose the correct options

1. The prince and his horse stopped and had water from:

- A. a river
- B. a small stream
- C. a well

2. What did the elf suggest to the prince?

- A. He should rest for sometime.
- ~~B. He should make a tree house.~~
- ~~C. He should swim in the river.~~

3. What did the elf not speak to the prince about?

- ~~A. lying on the grass.~~
- ~~B. gazing at the stars~~
- C. watching the fireflies and the bats in the dark.

Activity 8. Choose the most logical response.

1. (rope/ robe)
 - A. I'm going to tie the dog. - rope
 - B. I want to cover myself. - robe
2. (write/ride)
 - A. In my diary. - write
 - B. In the park on my bike. - ride
3. (gold/cold)
 - A. It was full of ice. - cold
 - B. It was very expensive. - gold
4. (fan/van)
 - A. I need more room for the family. - van
 - B. The weather is very hot. - fan
5. (b / v)
 - A. Yes, it's spelled v-e-r-y. - v
 - B. Yes, it's spelled b-u-r-y. - b
6. (boat/vote)
 - A. Yes, I watched the elections on the T.V - vote
 - B. Yes, it's in the water. - boat
7. (tanks/ thanks)
 - A. He was watching a war movie. - tanks
 - B. He was very appreciative. - thanks
8. (team/theme)
 - A. Yes, they play very well. - team
 - B. Yes, it's about love. - theme
9. (niece/knees)
 - A. Yes, she's very pretty. - niece
 - B. Yes, they're very ugly. - knees
10. (price/prize)
 - A. A trip to Europe. - prize
 - B. Twenty five dollars. - price
11. (wash/watch)
 - A. My dog makes it very dirty. - wash
 - B. It's my favorite T.V. show. - watch
12. (chopping/shopping)
 - A. She is preparing a salad. - chopping
 - B. She is buying Christmas gifts. - shopping

IDIOMS AND PHRASES

SESSION 19

Definitions

A phrase is a group of words that are used together in a fixed expression.

An idiom is a fixed expression which is different in meaning from the individual meaning of the words.

Examples

The girls *dress up* for the Farewell Party. (phrase)

I'm sure they will *dress to kill* this year as well! (idiom)

Comparison of the idiom and the phrase

An idiom is a special kind of a phrase. The meaning of the mere phrase is easier to understand. The idiom is more complex because it has meaning other than the simple sense of the words.

Brain Teaser

What does the colour 'black' symbolize in the film starring Rani Mukherjee?

Options: night, blindness, darkness or ignorance.

The Blackout!

There was a blackout in the evening. Daddy was in a black humour. It had come to his notice that Deepak, the black sheep of the family, was running away from school. Daddy saw the matter in black and white. He would have thrashed Deepak black and blue. But Deepak was in bed with high fever. Daddy was in no mood to attend the black tie party at office. So, he could only read by candlelight. He opened the newspaper to read about the black market.

Exercise: Match the columns

A	black and blue	B	bad mood
	black and white		illegal economy
	black humour		power cut
	black market		Outcast
	blackout		Bruised
	black tie		absolutely clear
	black sheep		formal wear

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Figure it out - 1

The Dress Code for a formal party.

Exercise: Fill in the blanks with a single colour.

_____ eyed boy.

Out of the _____.

Once in a _____ moon.

_____ print.

_____ blood.

_____ collar worker.

Blue-Eyed Boy

The Senior Surgeon's *blue-eyed boy*, Ajay had *blue blood* in his veins. His parents had sent him to a good school. And then they let him be. They told him to study only *once in a blue moon*. He went on to a Medical College, and specialized in Cardiac Surgery. *Out of the blue*, or so it seemed to his family, he got a prestigious position with WHO. As per the *blue print* of his appointment letter, the *blue collar* worker was very well paid indeed.

Correct usage:

The *blue collar worker* was very well paid indeed.

(blue collar worker means a labourer)

The white collar job was very well paid indeed.

(an educated professional would have a white collar job)

Figure it out -2

It happened suddenly and was not expected to happen at all!

Idioms based on the colour red.

see red

a red herring

red-handed

red-faced

red letter day

red tape

Dus: the Superhit

Dus is the exciting story of a manhunt for a global terrorist. The villain has planned mass murder in Toronto. He is *caught red-handed*. The climax happens right on the *red letter day*. It is not an easy operation for the anti terrorism experts. They are bogged down by red tape. The chief is *red-faced* after an agent turns out to be an enemy informer. And a car bomb is a *red herring* for the

real murder weapon – a bomb in a plane! The movie ends with the touching self sacrifice of one of the agents. The chief finally *sees red* and shoots the villain dead.

Meaning of phrases.

see red – get very angry

red handed – caught in the act

red faced – embarrassed

a red herring – issue raised for distraction

red letter day – very important day

red tape – bureaucratic delay

Figure it out - 3

In bull fighting, the matador or bull-fighter waves his cape to provoke the bull into charging. Like a bull, I become aggressive when I _____.

Fill in the blanks:

The maths teacher _____ when the students don't do their homework. (red)

In a family of doctors, a son with a B.A. degree is likely to be a _____. (black)

The brothers were separated in childhood. _____, they reunite as adults. (blue)

I could be...

red with embarrassment

green with envy

blue with the cold

black with anger

white with fear

grey with pain

Examples

"When my grandfather mistook me for my mom, I went *red with embarrassment*."

"The best student won all the prizes. The others were *green with envy*."

"I was *blue with the cold* on the winter day."

"The player had broken his ankle on the field. His face was *grey with pain*."

"My brother is rather short tempered. He was *black with anger* when his friends teased him about being fat."

"Honi Anthoni was a scary horror show. I was often *white with fear* by the time each episode ended."

Conversation : Family Matters

Listen carefully to the conversation between Deepak and his mother. Underline all the idioms based on colours.

Mom : “Hello, who’s there? O, it’s your dad, Deepak. He’s skipping the black tie party he had to go to. I’m afraid he’s in a black humour. Your class teacher called us this afternoon ... But don’t worry, dear. I’ll talk to Daddy.”

Deepak: “He’ll be black with anger, Mom. He sees things in black and white.”

Mom: “Ajay is a doctor! And his parents just dumped him in a boarding school. They met him only once in a blue moon!

Deepak: “I’m the black sheep of the family.”

Mom: “Actually ... you’re my blue eyed boy.”

Deepak : “What did daddy say to mam?”

Mom: “He said he would thrash you black and blue for running away from school. You’re lucky to be in bed with fever! He was red faced when he got the news ... Never mind all that! Tell me what you did on your day out!

Deepak: “We saw a great film, Mom! *Dus!*”

Mom: Tell me the story.

Deepak: “There’s a bomb in a car. But that is a red herring... the real bomb is in a plane.”

Mom: “Really ...”

A Little Test: *Fill in the blanks with the appropriate idioms based on colours.*

Priti: “Hi Rekha! How was the movie?”

Rekha: “Not very good. The suspense built up for over an hour. And then,
_____, there was a song and dance sequence. It made me
_____!”

Rohit: “What are you doing these days?”

Manish: “I’m a Sales Executive with Tata Indicom.”

Rohit: “There’s no job security in that!”

Manish: “That’s true. But there’s no _____ in the private sector. So one can be more productive.”

SUBJECT-VERB AGREEMENT I

SESSION 20

What is a Verb?

- A verb is a word used primarily to indicate a type of action, such as **to fly** or **to wish**, though it may also be used to indicate a general state of existence, such as **is, am, are etc.**

What is a subject?

- The *subject* of a sentence is the part about which something is being said.

Example: The boy is playing with a ball.
In this example boy is the subject.

Basic Rule

- **Singular subjects** need **singular verbs.**
- **Plural subjects** need **plural verbs.**

Examples

My **brother** is a doctor.
My **sisters** are mathematicians.
Sita is dancing.
The **boys** are dancing.

Note

- I
- He, She, Everyone, dog ...
- They, dogs, apples
- **Verb- to be -present tense**
 - I **am** going to the market.
 - She **is** going to the party.
 - They **are** going to the function.
- **Verb- to be - past tense**
 - I **was** studying yesterday because I had an exam today.
 - She **was** studying yesterday because she had an exam today.
 - They **were** studying yesterday because they had an exam today.
- **To have- present tense**
 - I **have** a book.
 - She **has** a book.
 - They **have** a book.
 - I **have** read this article.
 - I **have** no interest in music.
 - Sita **has** bought a new car.
 - They **have** not seen this movie.

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▪ **To have – past tense**

- I had a pen.
- She had a pen.
- They had a pen.
- I had a good sense of humour when I was a kid.
- She's not had anything for the past two days.
- They had gone to Shimla for the summer vacation.

▪ **Laugh/cry**

- I laugh.
- He laughs.
- They laugh.
- I cried.
- He cried.
- They cried.

▪ **Listen/like**

- I listen to everybody.
- He listens to everybody.
- They listen to everybody.
- I liked everybody.
- She liked everybody.
- They liked everybody.

▪ **want**

- I **want** to buy a new dress.
- She **wants** to buy a new dress.
- They **want** to buy new dress.
- I wanted to buy a book.
- He wanted to buy a book.
- They wanted to buy books.

▪ **Some Common Rules**

With...

Use a...

I	singular verb (no "s")
You	plural verb (no "s")
He, She, It	singular verb ("s")
We	plural verb (no "s")
You	plural verb (no "s")
They	plural verb (no "s")

EXERCISE 1 - Fill in the blanks

- a. The price of these jeans _____ reasonable. (is/are)
- b. The books borrowed from the library _____ on my desk. (is/are)
- c. The boy who won the two medals _____ a friend of mine. (is/are)
- d. Bread and butter _____ our daily food.(is/are)
- e. The famous singer and composer _____ arrived. (has/have)
- f. Collecting match-boxes _____ one of his favourite pastimes. (is/are)
- g. The quality of the candies _____ poor. (is/are)
- h. Neither his father nor his mother _____ cricket. (play/plays)

BASIC RULES FOR SUBJECT VERB AGREEMENT

- **1) The pronouns *anyone, everyone, someone, no one, nobody* are always singular and, therefore, require singular verbs.**
Example
Everyone **has** done his or her homework.
Somebody **has left** her purse.
- **Some pronouns — such as *all, some* — are singular or plural depending on what they're referring to.**
Example
Some of the beads **are** missing.
Some of the water **is** gone.
- **On the other hand, there is one pronoun, *none*, that can be either singular or plural.**
Example
None of you **claims** responsibility for this incident?
None of the students **has done** their homework.
- **2) Everyone and everybody certainly *feel* like more than one person but they are always singular. *Each, too*, is always singular and requires a singular verb.**
Example
Everyone **has** finished his or her homework.
Each of the students **is** responsible for doing his or her work in the library.
- **3) Phrases such as *together with, as well as, and along with* are not the same as *and*.**
Example
The mayor as well as his brothers **is** going to prison.
The mayor and his brothers **are** going to jail.
- **4) The pronouns *neither* and *either* are singular and require singular verbs even though they seem to be referring, in a sense, to two things.**
Example
Neither of the two traffic lights **is** working.
Which shirt do you want for Christmas?
Either **is** fine with me.

- In informal writing, *neither* and *either* sometimes take a plural verb when these pronouns are followed by a prepositional phrase beginning with *of*.
- 5) The conjunction *or* does not conjoin (as *and* does): when *nor* or *or* is used the subject closer to the verb determines the number of the verb. Whether the subject comes before or after the verb doesn't matter; the proximity determines the number.

Example

Either my father or my brothers **are** going to sell the house.
Neither my brothers nor my father **is** going to sell the house.

- 6) The words *there* and *here* are never subjects.

Example

There **are** two reasons [plural subject] for this.
There **is** no reason for this.
Here **are** two apples.

- 7) Verbs in the present tense for third-person, singular subjects (*he, she, it*) have *s*-endings. Other verbs do not add *s*-endings.

Example

He loves to work in night shifts.
She hates to get up early in the morning.
They love to go to a picnic on a Sunday.

- 8) Sometimes modifiers will get between a subject and its verb, but these modifiers must not confuse the agreement between the subject and its verb.

Example

The **mayor**, who has been convicted along with his four brothers, **is** finally going to jail.

SUBJECT – VERB AGREEMENT-II

SESSION 21

Some more basic rules for subject verb agreement

- **9) Sometimes nouns take weird forms and can fool us into thinking they're plural when they're really singular and vice-versa.**
- Words such as glasses, pants, pliers, and scissors are regarded as plural (and require plural verbs) unless they're preceded the phrase *pair of* (in which case the word *pair* becomes the subject).

Examples

- My glasses were on the bed.
- My pants were torn.
- A pair of trousers is in the closet.

- **10) Some words end in -s and appear to be plural but are really singular and require singular verbs.**

Examples

- The news from the front is bad.
- Measles is a dangerous disease for pregnant women.
- On the other hand, some words ending in -s refer to a single thing but are nonetheless plural and require a plural verb.

Examples

- The average worker's earnings have gone up dramatically.
- Our thanks go to the workers who supported the union.

- **11) Fractional expressions such as *half of*, *a part of*, *a percentage of*, *a majority of* are sometimes singular and sometimes plural, depending on the meaning.**

- Sums and products of mathematical processes are expressed as singular and require singular verbs.
- The expression "more than one" takes a singular verb.

Examples

- "More than one student have tried this."
- Some of the voters are still angry.
- A large percentage of the older population is voting against her.
- Two-fifths of the troops were lost in the battle.
- Forty percent of the students are in favour of changing the policy.
- Forty percent of the student body is in favour of changing the policy.
- Two and two is four.
- Four times four divided by two is eight.

12) If your sentence compounds a positive and a negative subject and one is plural, the other singular, the verb should agree with the positive subject.

Examples

- The department members but not the chairman have decided not to teach on Valentine's Day.
- It is not the faculty members but the president who decides this issue.
- It was the speaker, not his ideas, that has provoked the students to riot.

EXERCISE - Choose the correct option

1. Either the physicians in this hospital or the chief administrator ____ going to make a decision. (is/are)
2. ____ my boss or my sister in the union going to win this election? (Is/Are)
3. Some of the votes _____ to have been miscounted. (seem/seems)
4. The tornadoes that tear through this country every spring _____ more than just a nuisance. (are/is)
5. Everyone selected to serve on this jury _____ to be willing to give up a lot of time. (have/has)
6. Kamal , together with her teammates, _____ a formidable opponent on the basketball court. (presents/present)
7. He seems to forget that there _____ things to be done before he can graduate. (are/is)
8. There _____ to be some people left in that town after yesterday's flood. (have/has)
9. Some of the grains _____ to be contaminated. (appear/appears)
10. Three-quarters of the students _____ against the tuition hike. (is/are)
11. Three-quarters of the student body _____ against the tuition hike. (is/are)
12. A high percentage of the population _____ voting for the new school. (is/are)
13. A high percentage of the people _____ voting for the new school. (was/were)

To be correct, subjects and verbs must agree...

General Rules for checking subject / verb agreement

- When you are trying to see if the subject and verb agree, leave out the part you don't need:

Everyone in the contest want to win.
Everyone want to win. [wrong!: should be wants]

- Now put the part back:
Everyone in the contest wants to win.
- Say the sentence to yourself out loud, if it doesn't sound right, there is a very good chance it is not right.

Exercise 2: If the subject and verb are in agreement choose "correct." If they are not, choose the word that is the correct answer.

Rahul am going to the school.

- correct
- is
- was
- were
- does

The students are not reading the book.

- correct
- am
- is
- does
- was

He is a good person to be with.

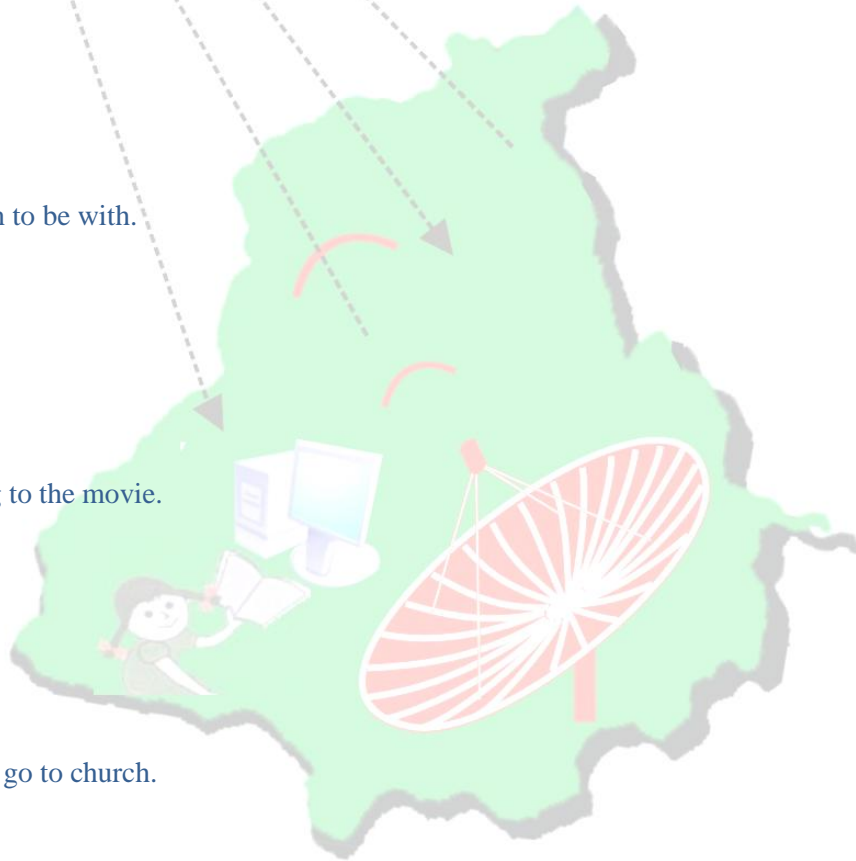
- correct
- was
- were
- am
- does

Everyone are going to the movie.

- correct
- were
- was
- is
- does

None of those girls go to church.

- correct
- goes
- are
- were
- does



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The End

PRONUNCIATION

SESSION 22

English is not Phonetic: Always remember that English is not "phonetic". That means that we do not always say a word the same way we spell it.

Some words can have the **same spelling** but **different pronunciation**, for example:

- I like to *read*.
- I *read* the book.

Some words have **different spelling** but the **same pronunciation**, for example:

- I'm wearing a *red* dress.
- I *read* the book yesterday.

Important: Listen and learn pronunciation. Listen to English news everyday.

Tip 1: Do not confuse pronunciation of words with their spellings.

E.g. 'threw' and 'through', although spelled differently, are pronounced the same way.

Threw: He *threw* the paper.

Through: He went *through* with his plan.

Listen and remember.

Tip 2: Also, identical letters or letter clusters in words do not always produce the same sound.

E.g. 'ough' in *though* and *through*

Though: *Though* he had the money, he could not buy the ring.

Through: 'ough' is pronounced differently.

Tip 3: A few more things to remember:

Imagine a sound before you say it. Visualize the mouth movement and the tongue placement. Think how other similar words were pronounced.

Listen and imitate the pronunciation. E.g. *develop*, not *dwelp*.

Pace, tone and pauses are three very important aspects of speech.

The aim is clarity in speech, for which we need to curb regional accent and speak neutral English. Practice is very important.

Pronunciation Glossary

These are a few terms that we should get acquainted with in order to facilitate pronunciation.

Air flow: the flow or passage of air out of the mouth.

Aspiration: a small "explosion" of air when you make a sound.

Auditory: hearing related.

Clusters (blended sounds): two or more sounds put together to make a single sound.

Curl: a position of the tongue where the tongue is shaped in a curve, not flat.

Flatten: position of the tongue where the tongue is flat not round.

Glide / Slide: move the tongue as you say the sound.

Hard palate: hard part of the roof of the mouth.

Intonation: The force with which a certain part of the word is spoken.

Lengthen sound: make the sound longer.

Lips Spread: open or pulled back in sounds.

Pitch: amount of height or depth of a sound.

Pressed lips: top and bottom lips touching

Protruded lips: rounded lips, pushed out.

Roof of the mouth: top part of your mouth, inside.

Shorten sound: make a sound shorter.

Tap: touch quickly.

Teeth ridge: the hard area directly behind your top front teeth.

Top of mouth / Roof of mouth: area of tooth ridge, hard palate and soft palate.

Voiced consonant: the vocal chords vibrate.

Unvoiced (voiceless) consonant: the vocal cords do not vibrate.

Visual: seeing (not hearing).

The End

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PRONUNCIATION RULES- 2

Session 21

Rule 1: Words with weak prefixes always take the accent on the root.

a'board a'broad a'head a'lone
be'cause be'come be'low be'neath

Activity 1. Match the Column

When you are with no one, you are ahead
When you get on a ship you come below
When you work hard you get abroad
To be in a subordinate is to be aboard
When you visit another country you go alone

Rule 2: The inflexional suffixes –ed, -es and –ing do not affect accent.

'focus 'focusses suc'cess suc'cesses
ad'vance ad'vancing com'mit com'mitting
recom'mend recom'mended re'late re'lated

Activity 2. Choose the Right Option

1. The teacher wanted Ranjit to focus/ focusses on his studies.
2. You have to work very hard to gain suc'cesses/suc'cess.
3. The troops are ad'vance/ad'vancing towards the border.
4. He has to com'mit/com'mitting to our project to be a part of it.
5. The doctor recom'mend/recom'mended special exercises for her.
6. The actor had to re'late/re'lated to the character of the story.

Rule 3: The derivational suffixes -age, -ance, -en, -er, -ess, -ful, -hood, -ice, -ish, -ive, -less, -ly, -ment, -ness, -or, -ship, -ter, -ure and -zen do not normally affect the accent.

'cover 'coverage 'marry 'marriage
an'noy an'noyance ap'pear ap'pearance
'bright 'brighten 'light 'lighten
at'tend at'tender be'gin be'ginner

'actor	'actress	'author	'authoress
'beauty	'beautiful	'colour	'colourful
'brother	'brotherhood	'priest	'priesthood
'coward	'cowardice	'fever	'feverish
'white	'whitish	a'buse	a'busive
at'tend	at'tentive	'bottom	'bottomless
'colour	'colourless	certain	'certainly
'purpose	'purposely	a'chieve	a'chievement
con'tent	con'tentment	'bitter	'bitterness
'common	'commonness	col'lect	col'lector
con'duct	con'ductor	'student	'studentship
'warden	'wardenship	'laugh	'laughter
'city	'citizen	'author	'authorship

Activity 3. Match the Column

A

The creator of a literary work.

A person whose office it is to perform religious rites.

A native or naturalized member of a state or nation.

A person who lacks courage.

A female who acts.

B

citizen

coward

actress

author

priest

Rule 4: Words ending in -ion takes the primary accent on the penultimate (one before the last) syllable.

admi'ration	falsifi'cation	appli'cation	'motion
combi'nation	'nation	deco'ration	'notion
determi'nation	prepa'ration	exami'nation	'station

Activity 4. Fill in the Blanks

examination, determination, prepa'ration, appli'cation, 'nation

1. My mother told me that I need to pass my _____.
2. You need _____ to achieve your goals.
3. To join a good University, firstly you will have to fill the _____.
4. _____ saves time.
5. Mahatma Gandhi is known as the father of the _____.

Rule 5: Words ending in –ic, -ical, -ically, -ious, -ial and -ially take the primary accent on the syllable preceding the suffix.

apolo'getic	sympa'thetic	bio'logical	'optical
'chemically	psycho'logically	a'trocious	pa'thetic
ter'rific	e'lectrical	psychol'ogical	eco'nomically
sta'tistically	com'mercial	fal'lacious	cere'monious
No'torious	com'mercially	dra'matically	hor'zontally
confi'dential	me'morial	cate'gorically	conf'dentially
ver'tically			

Activity 5. Fill in the Blanks with the given words.

memorable, economically, residential, apologetic, notorious

1. We spent _____ on our trip.
2. Roy is a _____ boy.
3. Ashma's birthday was _____. We had a lot of fun.
4. He is very _____ for his mistakes.
5. Are you looking for commercial or a _____ property?

Rule 6: Words ending in –ity take the accent on the ante-penultimate syllable, or the third syllable from the end.

a'bility	o'pacity ca'pacity	oppor'tunity	
gene'rosity	e'normity	magna'nimity	fu'tility
elec'tricity	ratio'nality		

Activity 6: Underline the words with 'ity'.

Tom has the ability to be a great mountaineer. He is very positive in nature. During his trips he usually carries more than his capacity to help his fellow members. His generosity is known all over. His rationality is respected. He does not realize the enormity of his status. He believes in simple living and high thinking.

The End

Solutions

Activity 1. Match the Column

When you are with no one, you are	alone
When you get on a ship you come	aboard
When you work hard you get	ahead
To be in a subordinate is to be	below
When you visit another country you go	abroad

Activity 2. Choose the Right Option

1. The teacher wanted Ranjit to focus/ focusses on his studies.
2. You have to work very hard to gain suc'cesses/suc'cess.
3. The troops are ad'vance/ad'vancing towards the border.
4. He has to com'mit/com'mitting to our project to be a part of it.
5. The doctor recom'mend/recom'mended special exercises for her.
6. The actor had to re'late/re'lated to the character of the story.

Activity 3. Match the Column

A	B
The creator of a literary work.	author
A person whose office it is to perform religious rites.	priest
A native or naturalized member of a state or nation.	citizen
A person who lacks courage.	coward
A female who acts.	actress

Activity 4. Fill in the Blanks

examination, determination, prepa'ration, appli'cation, 'nation

1. My mother told me that I need to pass my examination.
2. You need determination to achieve your goals.
3. To join a good University, firstly you will have to fill the appli'cation.
4. prepa'ration saves time.
5. Mahatma Gandhi is known as the father of the 'nation.

Activity 5. Fill in the Blanks with the given words.

memorable, economically, residential, apologetic, notorious

1. We spent economically on our trip.
2. Roy is a notorious boy.
3. Ashma's birthday was memorable. We had a lot of fun.
4. He is very apologetic for his mistakes.
5. Are you looking for commercial or a residential property?

Activity 6: Underline the words with 'ity'.

Tom has the ability to be a great mountaineer. He is very positive in nature. During his trips he usually carries more than his capacity to help his fellow members. His generosity is known all over. His rationality is respected. He does not realize the enormity of his status. He believes in simple living and high thinking.



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PRONUNCIATION RULES (WORD STRESS)

SESSION 24

Understanding Syllables:

- Syllables are the small parts of the word.
- Every word is made from syllables.
- Each word has one, two, three or more syllables.

Example: **un-der-stand** (3 syllables)

Breaking a word into Syllables:

Word	Syllabic division	Number of syllables
Dog	dog	1
Green	green	1
Quite	quite	1
Quiet	qui-et	2
Orange	or-ange	2
Table	ta-ble	2
Expensive	ex-pen-sive	3
Interesting	in-ter-est-ing	4
Realistic	re-al-is-tic	4
Unexceptional	un-ex-cep-tion-al	5

Which is the stressed syllable?

In monosyllabic words the single syllable is stressed, like in following words:

Dog

Green

Quite

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For words with more than one syllable:

Word	No. of Syllables	Stressed Syllable
Quiet	2	#1
Orange	2	#1
Table	2	#1
Expensive	3	#2
Interesting	4	#1
Realistic	4	#3
Unexceptional	5	#3

What is word Stress? In English, we do not say each syllable with the same force or strength. In one word, we accentuate ONE syllable. We say **one** syllable very **loudly** and **all the other syllables** very **quietly**.

Let's take 3 words:

- **Photograph**
- **Photographer** and
- **Photographic**

Do they sound the same when spoken? No!

Because we accentuate (stress) ONE syllable in each word. And it is not always the same syllable. So the shape of each word is different.

Example:

Hear these Words	No. of Syllables	Stressed Syllables
PHO – to – graph	3	#1
Pho – TO – gra – pher	4	#2
Pho – to – GRA - phic	4	#3

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Exercise: Underline the stressed syllable.

- a) Teacher
- b) Japan
- c) China
- d) Above
- e) Conversation
- f) Interesting
- g) Important
- h) Demand
- i) Etcetera

Rules about word stress

There are two very important rules about word stress:

1. One word, one stress.
2. The stress is always on a vowel.

The End

Exercise: Underline the stressed syllable.

- a) Teacher
- b) Japan
- c) China
- d) Above
- e) Conversation
- f) Interesting
- g) Important
- h) Demand
- i) Etcetera

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Voice Modulation and Intonation

Session 25

Attributes of good oral communication

1. Sounds and sound combinations
2. Stress
3. Rhythm
4. Intonation
5. Speed and pausing
6. Clarity of articulation
7. Voice modulation: pitch variation

Speech conveys meaning through words, phrases, gestures, voice modulation and pauses.

The intonation of a language refers to the patterns of pitch variation, or the tones, it uses in its utterances.

Sentence Stress in English

Sentence stress is what gives English its rhythm or “beat”. You remember that word stress is accent on one syllable within a word. Sentence stress is accent on certain words within a sentence.

Exercise: Say these sentences aloud and count how many seconds it takes.

The beautiful mountain appeared transfixed in the distance.

He can come on Sundays as long as he doesn't have to do any homework in the evening.

Remember: Most sentences have two types of words:

Content words

Structure words

Content Words are the key words of a sentence. They are the important words that carry the meaning or sense. Content words are basically stress words and they are also called focus words.

Nouns e.g. kitchen, Peter

Most principal verbs e.g. visit, run, sit, stand, construct

Adjectives e.g. beautiful, interesting

Adverbs e.g. often, carefully

Structure words are small, simple words that make the sentence correct grammatically. They give the sentence its correct form or "structure". Non-stressed words are considered function words such as

Determiners e.g. the, a, some, a few

Auxiliary verbs e.g. don't, am, can, were

Prepositions e.g. before, next to, opposite

Conjunctions e.g. but, while, as, and

Pronouns e.g. they, she, us, it, he

Intonation in Questions

Statements usually end with a pitch fall. Questions that can be answered with a "yes" or "no" are exceptions to this rule and usually end with a rise in the pitch.

Are you married?

Do you want to go out?

Do you need a raise?

Activity 1: *Underline the focus word in the following questions and mark where the intonation goes up.*

Do you drive a car?

Are you ready?

Do you like to dance?

Are you prepared for the meeting?

Have you seen the patient in room two?

Information Questions: Those questions that cannot be answered with a "yes" or a "no" are called information questions.

How many children do you have?

How long have you worked in the company?

Where is the boss today?

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Activity 2: *Underline the focus words and mark where the intonation goes down.*

How much money do you make?

When are you getting home tonight?

Why didn't you carpool today?

Where did you leave the key?

What's your favourite flavour?

Intonation with Choices: When the speaker wants to offer you a choice, the pitch or intonation will go up on the first (or all the choices before the last one) and down for the final option to indicate the end of choices.

Do you want chocolate or vanilla?

Do you want chocolate, vanilla or strawberry?

Do you want red, brown or black?

Activity 3: *Underline the word on which the intonation rises and mark the intonation at the end of the phrase.*

Do you want black or brown?

Do you want mornings, afternoons or evenings?

Which is better, Thursday, Friday or Saturday?

Do you speak Mandarin or Cantonese?

Do you need it today or tomorrow?

Do you need a small, medium or large?

Intonation/ Stress Shifts: Sometimes the intonation and stress change to show what the speaker feels is important.

Example: If you've been leaving office earlier each day this week and your boss asks the second question below, maybe she / he will stress on today and rise in intonation will also be on "today".

You've left early every day this week.

When are you leaving today?

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New Vs Old Information Directives

A rise in intonation can highlight the new vs. old information.

I just found some quarters.

How many quarters?

Ten quarters.

Activity 5: Underline the focus words in the following exchange:

A: "I just got a raise."

B: "Was it a big raise?"

A: "It was a big raise and a promotion."

Contours

I didn't say he stole the money.

I **didn't** say he stole the money.

I didn't **say** he stole the money.

I didn't say **he** stole the money.

I didn't say he **stole** the money.

I didn't say he stole **the** money.

I didn't say he stole the **money**.

Reading with Expression

John said, "My father is here."

"John", said my father "is here."

The End

Conversation Skills I

Session 26

Everyday English in Conversation

- Does it happen to you that sometimes you feel frustrated because you find yourself unable to express yourself clearly and yet when you hear native speakers, you feel that it is so simple and easy?
- In this section, we will focus on learning idiomatic and everyday expressions to help us deal with daily conversational situations.
- As each dialogue is accompanied with carefully designed exercises, follow the recommended steps and practice at your own pace.

Dialogues

Scenario 1 (Eating Out)

Harsimrat is going to make a phone call to a restaurant. She wants to reserve a table for her and her friends for dinner....

Hostess: “Tasty Bite. How may I help you?”

Harsimrat: “Yes. I’d like to reserve a table for dinner, please.”

Hostess: “How large a group are you expecting, ma’am?”

Harsimrat: “Well, I think we will be six couples. So that makes it twelve people.”

Hostess: “Okay. Would you like to reserve a private dining room, please?”

Harsimrat: “Oh, a private dining room? Wow! That sounds like a good idea. I would like to.”

Hostess: “All right. May I have your name, ma’am?”

Harsimrat: “My name is Harsimrat Sidhu. **S-I-D-H-U.**”

Hostess: “What time will you be arriving?”

Harsimrat: “I think all of us would be together by about 7:30 PM.”

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Hostess: “All right, Ms Harsimrat. We have reserved a private dining room for you at 7:30 PM. Thanks for calling Tasty Bite.”

Harsimrat: “Oh, thank you very much. Bye bye.”

Think over and answer these questions

- Who did Harsimrat call?
- What time did she get the booking for?
- How many people were expected for dinner?
- Which room was reserved for dinner?
- What is the name of the restaurant that Harsimrat called?

Exercise 2 (Emotions)

Harsimrat tells Disha that she can't stop being angry at Aman because Aman was mean to her the other day. Disha tries to persuade Harsimrat to let go of her anger.

Disha: “What happened just now, Harsimrat? You weren't very kind when you were talking with Aman. What do you have against him?”

Harsimrat: “Oh ... I just don't like him at all that's all.”

Disha: “Why? Is there something in particular that is upsetting you?”

Harsimrat: “Well, he has such a mean streak in him! I'll tell you what happened ... I went to his office to ask him for some help, and he simply turned up his nose at me! I was so angry! You know, he wasn't like that before he got the promotion. Now he's such a snob!”

Disha: “You want my advice?”

Harsimrat: “Yeah. I think I can do with your advice.”

Disha: Let it go.”

Harsimrat: Let it go? “Of course, logically I know you're right, but somehow I just can't bring myself to forget it. Even the mention of his name starts me fuming.”

Think over and answer these questions

- With whom is Harsimrat angry?
- What advice did Disha give to Harsimrat?
- Who thinks that Aman is a snob?

Exercise 3 (Friendship)

Harsimrat looks fairly anxious because the final exam is three days away and she's not fully prepared yet.

Disha: “Hey Harsimrat, you look concerned. What's on your mind?”

Harsimrat: “It’s the final exam. I'm not fully prepared yet.”

Disha: “Well, don't worry too much. You still have three days.”

Harsimrat: “Oh yes, but three days will fly past in a wink.”

Disha: “Well, you still have time to cram things into your brain anyway.”

Harsimrat: “I know but I am too scared to study.”

Think over and answer these questions

- What is Harsimrat worried about?
- What advice does Disha give to Harsimrat?

Exercise 4 (Health)

Disha has athlete's foot. Harsimrat recommends her to use a cream to knock out the bacteria on her foot.

Disha: “My toes feel very itchy. It's really irritating. I don't know what's happening.”

Harsimrat: “Let me have a look. Ah! I think you have athlete's foot.”

Disha: “What are you talking about? I'm not an athlete!”

Harsimrat: “Come on, Disha, stop joking. You'd better take care of it, before it gets worse. Imagine you have pus gushing out and rashes all over your legs ...”

Disha: “Oh! Stop it, *Dr. Harsimrat.*”

Harsimrat: “OK, OK. I guess I've got some cream for it. It really fixes skin in trouble. And it's really a help for irritations and blemishes.”

Disha: “Is it this one?”

Harsimrat: “Not really. That one is for heat burns.”

Disha: “Oh. Have you had athlete's foot before?”

Harsimrat: “Yeah. It was a very bad experience, you know. If you don't keep your feet dry and clean, the fungus will grow and spread out quickly.”

Disha: “So my case isn't that bad, huh?”

Harsimrat: “You're lucky. Now here is the cream. Apply it to the affected areas. This cream is very effective in clearing out bacteria and stopping inflammation from developing.”

Disha: “Okay! Thank you very much.”

Harsimrat: “You're welcome.”

Think over and answer these questions

- What is troubling Disha?
- What does the cream do?

Exercise 5 (Housing)

Storyline: Harsimrat: makes a phone call to an apartment complex inquiring about the rent....

Manager: Green Valley Apartments. How may I help you?

Harsimrat: Hello ma'am. I'm calling about the apartment you advertised.

Manager: Yes. What kind of apartment are you interested in?

Harsimrat: I'm interested in a one-bedroom apartment. Do you have any available?

Manager: Yes. I have one. When do you need it?

Harsimrat: Sometime around next week. What can you tell me about this apartment?

Manager: Well, it's a one-bedroom apartment. The monthly rent is Rs.3500/-, and Rs. 2500/- is the security deposit. You pay electricity only. Gas and water is included. You'll be assigned a sheltered parking space at no extra charge. And that's probably it.

Harsimrat: Sounds good. May I come over tomorrow to take a look at the apartment?

Manager: Sure. What time would you like to come?

Harsimrat: How about 10 AM?

Manager: Good. May I have your name, please?

Harsimrat: My name is Harsimrat Sidhu.

Manager: Harsimrat. I'll see you tomorrow.

Think over and answer these questions

- Who did Harsimrat call?
- How much security deposit is the Manager asking for?
- What kind of apartment is Harsimrat looking for?

Scenario 6. College Life.

Maya: Oh, hi Diya! Long time, no see!

Diya: Hi Maya. I was in the neighborhood, so I thought I'd drop by.

Maya: Come on in. Take a seat. Would you like anything to drink? I have Sprite or orange juice.

Diya: Sprite would be fine. So, how have you been?

Maya: Oh, not bad. And you?

Diya: Oh, I'm doing okay, but school has been really hectic these days, and I haven't had time to relax.

Maya: By the way, what's your major anyway?

Diya: Hotel management.

Maya: Well, what do you want to do once you graduate?

Diya: Uh... I haven't decided for sure, but I think I'd like to work for a hotel or travel agency in this area. How about you?

Maya: Well, when I first started college, I wanted to major in French, but I realized I might have a hard time finding a job using the language, so I changed majors to computer science. With the right skills, landing a job in the computer industry shouldn't be as difficult.

Diya: So, do you have a part-time job to support yourself through school?

Maya: Well, fortunately for me, I received a four-year academic scholarship that pays for all of my tuition and books.

Diya: Wow. That's great.

Maya: Yeah. How about you? Are you working your way through school?

Diya: Yeah. I work three times a week at a restaurant near campus.

Maya: Oh. What do you do there?

Diya: I'm a cook.

Maya: How do you like your job?

Diya: It's okay. The other workers are friendly, and the pay isn't bad.

1. What does Diya want to do after she graduates?

- A. She wants to become a teacher.
- B. She hopes to go on to a graduate school.
- C. she'd like to work at a hotel.

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2. What is Maya majoring in?

- A. History
- B. French
- C. Computer science

3. How does Maya pay for college?

- A. She has a part-time job.
- B. She received a scholarship.
- C. Her parents are paying for it.

4. Where does Diya work part-time?

- A. at a bakery
- B. in a library
- C. at a restaurant

5. What thing did Diya NOT say about her job?

- A. Her co-workers are friendly.
- B. she works long hours.
- C. The pay is okay

The End

Solutions

Exercise 1

- Who did Harsimrat call? A restaurant number
- What time did she get the booking for? 7.30 pm
- How many people were expected for dinner? 12 people/ 6 couples
- Which room was reserved for dinner? Private dining room
- What is the name of the restaurant that Harsimrat called? Tasty bite.

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Exercise 2

- With whom is Harsimrat angry? Aman
- What advice did Disha give to Harsimrat? Let go
- Who thinks that Aman is a snob? Harsimrat

Exercise 3

- What is Harsimrat worried about? her exams
- What advice does Disha give to Harsimrat? Study at the last minute

Exercise 4

- What is troubling Disha? She is suffering with a disease called Athlete's foot
- What does the cream do? Prevents swelling and further infection

Exercise 5

- Who did Harsimrat call? Manager of a housing society
- How much security deposit is the Manager asking for? Rs 2500/-
- What kind of apartment is Harsimrat looking for? One bedroom apartment

Exercise 6

1. What does Diya want to do after she graduates?
B. She received a scholarship.
C. she'd like to work at a hotel.
2. What is Maya majoring in?
C. at a restaurant
3. How does Maya pay for college?
B. she works long hours.
4. Where does Diya work part-time?
5. What thing did Diya NOT say about her job?

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CONVERSATION SKILLS: ETIQUETTE AND COURTESY

SESSION 27

In addition to complete sentences, a good conversation would also consist of certain appropriate expressions. These relate to the following situations we face every day:

Asking for Permission

Making an Invitation, Acceptance and Refusal

Making an Appointment

Apologizing, Accepting Apologies

Expressing gratitude, Answering to Gratitude

Answering the Phone

Expressing Gratitude

A: "Have a cold drink!"

B: "Thanks!"

A: "You forgot your pencil box in the class.
Here it is!"

B: "Thank you very much!"

Thanks.
Thank you
very much.



Exercise: *Would you say thanks in the following situations?*

You're wearing a lovely dress.

Pink is not your colour. You're too dark ...

Thanks for your support!

You can borrow my book.

Do have lunch with us.

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Answering the Phone



Ice Breaker on Call ... Hello.

“Hello. May I know who is calling?”

“Yes. This is Anita.”

“Hello. May I help you?”

Exercise: *Would you answer the phone with these words?*

Who are you?

Why are you calling me?

Good morning. I'm Rekha.

Yes? Whom do you want to speak to?

Hello! How are you?

Asking for Permission



“Can I go to drink water?”

“May I go to drink water?”

Exercise: *How would you ask for permission in the following situation?*

You board a bus. An old lady is sitting on a seat meant for two people.

Option 1: “May I sit down beside you, ma'am?”

Option 2: “I want to sit down here. Push up, please!”

Option 3: “Is this seat taken?”

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Making Invitations.



“Yes, please.”

“Will you come to the party?”

“I will. Thanks for the invitation.”

“Would you fancy travelling in a bullock cart?”

“No, I wouldn’t.”

“Would you like to have a cup of tea?”

Exercise: *How would you invite your friend?*

To have lunch with you.

To see a film on Sunday.

To attend your Birthday party.

Answering to Gratitude



A: “Thank you. You’ve been so helpful!”

B: “Don’t mention it.”

A: “Thank you for your hospitality.”

B: “You’re welcome.”

A: “Thank you!”

B: “You’re welcome.”

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Exercise: How would you respond to the following situations?

“Thanks for the coffee.”

“Thanks! You’ve done so much for me!”

“Would you like to have lunch with me?”

Apologizing



“Hey Gurpreet! That’s my book!”

“*Sorry!* I thought it was mine!”

“Hello.”

“Have I woken you up?”

“Yeah. I was sound asleep.”

“I’m sorry. I didn’t mean to disturb you.”

Exercise - Would you apologize?

“Hey! You’re sitting on my favourite chair!”

“That’s my seat!”

“I want your shirt and your dark glasses.”

“Join us for lunch!”

“Ouch! You stepped on my foot!”

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Acceptance



“Yes, please.”

“Let’s see a movie on Sunday.”

“OK. I’ll book the tickets.”

“We’re going to the zoo.”

“Alright. I am driving.”

“Would you like to have a cup of tea?”

Exercise: *How would you accept the invitation?*

“Let’s become partners!”

“Do you want to be my room-mate?”

“Have a cup of tea.”

Refusing an Invitation



“Would you like to have a cold drink?”

“No, thank you. I have a sore throat.”

“Do you want to see the match on Sunday?”

“Sorry, but I’m going with my classmates.”

“Let’s go to the carnival!”

“I’m afraid I can’t. I have to study.”

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Exercise: Now let's refuse the invitation.

"Let's become partners!"

"Do you want to be my room-mate?"

"Have a cup of tea."

Making an Appointment



"Let's see a movie on Sunday."

"OK. Shall we meet in sector 17?"

"Let's meet in the park tomorrow. We'll take a brisk walk together."

"How about a tea party on Dad's birthday?"

"Good idea. We'll invite all the relatives."

Exercise: Let's make appointments!

"Hi, Priti! _____ see a film on Saturday?"


"OK, _____ at the theatre for the morning show?"

"All right. And afterwards, _____ a shopping trip? I need to buy a pair of shoes."

"Good idea!"

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Accepting Apologies



Never mind.
It doesn't matter.
Don't worry.

“Don't worry.” (about it)

“Sorry! I've had your coffee!”

“Never mind. I'll get another cup.”

“Oh, I'm sorry to bother you!”

“It doesn't matter. I'm not busy at all.”

“I'm so sorry!”

Exercise - *How would you accept apologies in these situations?*

“Sorry! I didn't notice you.”

“I'm sorry to bother you...”

“Did I return your pen? No? I'm so sorry!”

Exercise: *What feelings do these expressions convey?*

Fantastic! / I love it! / Great!

Thank God! / At last!

What! / Goodness! / Good heavens!

Absolutely not! / You have no right! / That's so unfair!

So what! / I couldn't care less! / I don't mind!

How awful! / How sad! / What a bore!

Go away! / Leave me alone! / Get lost!

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Exercise: Choose the appropriate expression.

To attract someone's attention:

- a. Come on!
- b. As I was saying ...
- c. Excuse me!

To start a conversation:

- a. As I was saying ...
- b. Hello!
- c. In your case ...

To express approval:

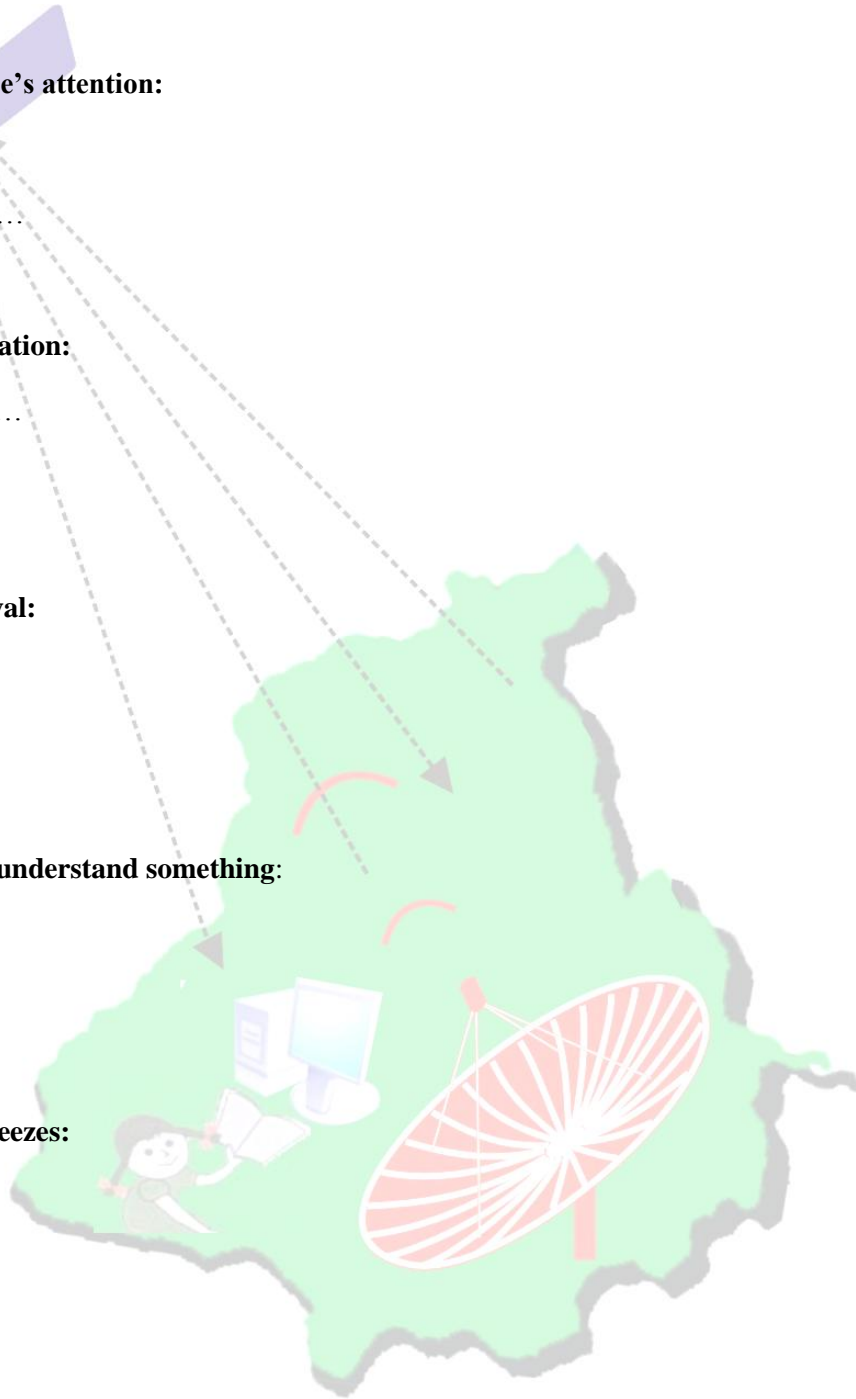
- a. Definitely not!
- b. Well done!
- c. Shut up!

To show that you understand something:

- a. Of course!
- b. Be careful!
- c. To sum up ...

When someone sneezes:

- a. Pardon!
- b. Bless you!
- c. Excuse me!



THANK YOU

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CONVERSATION SKILLS: MEETING PEOPLE

SESSION 28

Phrases that we use when we meet people:

- a) Greetings
- b) Asking
- c) Introducing

Greetings

1. Informal Greeting: Hi, Hello.
2. Formal Greeting: Good morning, Good afternoon, Good evening.
3. How are you?

How are you doing?

How do we respond?

Fine. How about you?

Thank you. Same to you!

Okay. Thanks.

A few more expressions:

Lovely day today, isn't it?

Excuse me, ...

What's the matter?

Good luck!

Congratulations.

Many happy returns of the day.

Happy birthday!

F Bless you!

Get well soon!



sat Society

Could you do me a favour?

May I offer you a drink?

Thank you very much!

Thank you.

Many thanks.

Thanks a lot. - You're welcome.

Would you excuse me, please?

It doesn't matter.

Listen and Respond:

Listen carefully to the brief extract.

It is just the opening of a conversation.

Then listen to the replay.

Which form is better?

Why?

Which sounds better?

1) Hi, Disha.

Hi, Harsimrat.

How are you?

I'm fine. How are you?

I'm fine too.

What are you doing?

2) Hi!

Hello. How are you?

I'm fine. And how are you doing?

Very well. I've got admission in a good college.

Really? Tell me about it?

Well, it's a very nice college, in Chandigarh. The place where I want to be.

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Let us note:

Don'ts

- Repetition of words.
- Short phrases.
- A Rusty Start

Do's

- No repetition of words.
- Longer phrases.
- Answer and next question becomes one response.
- Conversation begins smoothly.

Conversation: What's in a Name?

Hi, Harsimarat!

Hello, Disha. How are you?

I'm fine. And how are you doing?

Very well. I've got admission in a good college.

Really?

Adding the name brings charm and meaning to the conversation and meeting.

Introducing Yourself

I'm Rohan. (Use first name in informal situations)

I'm Rohan Seth. (Use full name in business and formal situations)

Response Options:

- a) (It's) nice to meet you.
- b) (It's) nice meeting you.
- c) (It's) good to meet you.

Nice to meet you too

Exercise: Pick the Right Response.

1. Good morning! I'm Rohan Seth.

- a) Good morning, Rohan Seth! Do take a seat.
- b) Hello, Rohan! How are you?
- c) Good morning, Mr. Seth! Do take a seat.

Introducing People

This is my friend, Ram.

Hi Ram. I'm Lila.

My brother, Bobby

My father, Mr. Mehta

My mother, Mrs. Mehta

My teacher, Ms. Wasim

My student, Rima

My friend, Punit Gupta

My boss, Mr. Sharma

My co-worker, Pammi Mehra

Greeting a new person:

Nice to meet you

Nice to meet you too

Asking for Information

1. What is this?

This is a table.

2. What is that?

That is a chair.

3. What's this?

It's a pen.

4. What's that?

It's an apple.

5. What are these?

These are pencils.

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6. What are those?

Those are books.

7. Where is Mr. Kant?

He is over there.

8. Where is Ms. Chopra?

She's (right) here.

9. Where's Johnny?

He's in the house.

10. When's the movie?

It's at 9:00.

11. What time do we take lunch?

We take lunch at two.

12. How is the food?

It's delicious.

Simple Questions

Are you from Delhi?

Yes, I am.

Is he a doctor?

No, he isn't.

Is this free?

Yes, it is.

Do you like apples?

Yes, I do.

Is she going to the disco?

No, she isn't.

Are they going home by train?

No, they're taking the bus.

Are you coming to the party?

No, I have other plans.

Give brief answers

1. Can you swim?
2. Did he go to work or to school?
3. Are your classes over?
4. Where is my pen?
5. Whom did you visit yesterday?
6. Which team won the match, India or Australia?
7. What are your hobbies?

Simple Wh- questions

What do you do (as an occupation)?

I'm a computer programmer.

What do you do on the weekends?

I usually stay at home and watch television.

How do you know Mr. Thakur?

He is my teacher.

Where are you from?

I'm from Lajpat Nagar, Delhi.

Where do you live?

I live in Chandigarh.

Talking about Family

This is my mother. This is my father. (These are my parents)

This is my husband. This is my wife.

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Describing a family: My father is a doctor. My mother is a homemaker. I have two elder brothers. One is studying medicine and the other is doing his graduation.

Sample Conversation

A: Disha, tell us about your family.

B: My father is a retired lecturer and my mother is the Vice President of Saupins Schools. And I have an elder sister.

A: So you've got an elder sister. You don't have any brothers?

B: No. I have no brother.

A: All right. And you're the youngest child?

B: Yes, I am the youngest child.

A: So you must be very spoiled.

B: No, not at all.

A: Not at all? All right ... Do you know Kamal doesn't have any brothers or sisters?

B: Really?

A: Hmm ... He's the only child.

B: Okay.

A: A lot of people have a single child these days. Do you think it's a good idea to have a single child?

B: Yeah, I think so. Because then the only child gets a lot of importance. And then we can also take care of the increasing population of our country.

A: That's a good idea. So Disha agrees with double income, single kid.

B: Yeah.

A: You do.

Talking about Past Actions

1. What did you do last Sunday?

I went to the market.

2. Where did you go?

I went to sector 17.

3. When did you get back?

I got back in an hour.

4. Where did you stay that night?

I stayed with my parents.

5. What did Savita have for lunch next day?

She had noodles for lunch.

6. And what did you eat?

I had Italian food.

7. How was the weather?

Oh! It was very hot.

Expressing Likes and Dislikes

What do you like to eat?

I like fruits.

What kind of fruits?

Oranges and bananas

Oranges and bananas. Don't you like mangoes?

No, I don't like mangoes.

Okay.

Ms. Vij doesn't like coffee.

Really? Does she like tea?

Yes, she does.

Does Sheila like salad?

No, she does not.

Do you like Chinese food?

Yes, I do.

Well, I don't. Do you like Indian food?

A little.

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CONVERSATION SKILLS

SESSION 29

Conversation 1: What's the Weather Like?

Preeti: "Hello!"

Kiran: "Hi, Preeti! How are you?"

Preeti: "Fine! What about you, Kiran?"

Kiran: "I'm good..."

Preeti: "... Okay. And what's the weather like?"

Kiran: "The weather? I don't know ... the same as usual ... it's okay."

Preeti: "Okay? And what's okay?"

Kiran: "Oh, all right. It's cold, of course. Canada is a cold country. But it's not too bad."

Preeti: "Cold? But it's March! Winter's over ..."

Kiran: "In India. The summer is rather short here."

Preeti: "I see ... what is the summer like in Canada?"

Kiran: "I don't know ... I haven't seen it yet. I moved here in October ..."

Preeti: "I remember that."

Kiran: "All right. Forget about the weather."

An Analysis: The situation is simple. Kiran calls her friend Preeti, who has moved to Canada. Let's note that there is no specific purpose for the call. The conversation between the two friends is a bit awkward in the beginning. This is because small talk may be a problem for some people.

What is small talk? Small talk is conversation for its own sake; the ability to conduct small talk is a social skill.

Exercise 1: Look at the pictures. What's the weather like?



1

2

3

4

5

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Exercise 2: Choose the right options.

What do people do when it is sunny?

They go to the beach.

They eat ice-cream.

They don't sweat.

They swim.

They wear big boots.

They feel very cold.

They wear coats.

They wear cool clothes.

What do people do when it is raining?

They go to the beach.

They play tennis.

They feel very hot.

They carry umbrellas.

They wear boots.

They wear sandals.

They wear rain-coats.

They wear warm clothes.

What do people do when it is snowing?

They eat ice-cream.

They play music.

They go skiing.

They make snowmen.

They wear gloves.

They wear slippers.

They feel cold.

When does it usually snow?

In January.

In April.

In July.

In February.

In May.

In August.

In March.

In June.

When is it usually very hot and sunny?

In May.

In August.

In November.

In June.

In September.

In December.

In July.

In October.

It's spring during the months of...

February.

August.

November.

June.

April.

May.

March.

October.

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It's winter during the months of...

March.

August.

November.

June.

February.

January.

December.

October.

Conversation 2: *Drink a Lot of Liquids!*

Vineeta: "Oh, God! I can't stand it any more!"

Mallika: "What? The heat?"

Vineeta: "How did you know?"

Mallika: "I can't bear it either. Nobody can stand this kind of scorching heat."

Vineeta: "What should we do?"

Mallika: "Let's go to the beach. It's a sunny day."

Vineeta: "It's far too sunny for the beach! I tried to go to the market this morning. Nearly fainted, and had to turn back! And you want to go to the beach!"

Mallika: "I thought we should do something to get our mind off the heat. Or we'll be sitting here all day, complaining about how hot it is."

Vineeta: "Don't even think about going out. You'll be scorched like a shrivelled plant."

Mallika: "I like your sense of humour, Vineeta."

Vineeta: "I'm glad you do! Anyway, there's really nothing we can do but stay at home today."

Mallika: "You're right. I don't want to get a sun stroke! That was a bad idea. You can't stay in the sun for even five minutes. But why are you dressed like that, Vineeta?"

Vineeta: "I'm wearing a pair of jeans! What's wrong with my clothes?"

Mallika: "The material is so thick. No wonder you're so uncomfortable! Why don't you get into one of your cool cotton *kurtas*? You will feel better."

Vineeta: "That's a good idea! I'll do that. And if you want my advice, drink a lot of liquids and spare yourself the worst of the heat!"

Mallika: "Yeah, you're right. I have got to drink a lot of fluids. Do we have any lemonade?"

Vineeta: "Yes we do. It's in the kitchen ..."

Exercise: Pick the right answer.

What's the weather like?

It's a warm day.

It's a hot day in the summer.

It's a very hot day, at the peak of summer.

Nobody can stand this kind of "scorching" heat. What does scorching not mean?

Boiling

Sizzling

Burning

Freezing

What advice does Mallika give Vineeta?

To have a cold drink.

To wear cool clothes.

To practice Pranayam.

What is Vineeta's advice for Mallika?

To go shopping.

To wear cotton clothes.

To drink a lot of fluids.

"Don't even think about going out. You'll be scorched like a shrivelled plant."

What does this mean?

To get dehydrated.

To be unable to walk.

To become very dark.

Activity: How far away is the storm?

Follow these Steps: See a flash of lightning. Count the seconds until you hear thunder.

Use a watch / Verbal count (one thousand one, one thousand two, one thousand three...)

For every 5 seconds, the storm is 1 miles away. Divide the no. of seconds by 3. This gives the distance in miles.

Conversation 3: No Dishes to Wash.

Namita: "What's going on?"

Swati: "There's no water."

Namita: "I don't see why! We get a fresh water supply early in the morning."

Swati: "Not this morning..."

Namita: "Why do you think that is?"

Swati: “When you turn on the faucet, it goes drip, drip, drip. And it's the second day in a row. I guess the pipes are frozen again.”

Namita: “Really?”

Swati: “Yes. Yesterday there was water in the tank. But we’ve used it up. So now there is no water at all.”

Namita: “So I can’t wash that pile of dishes in the sink! How nice!”

Swati: “It cuts both ways, madam. You can’t take a bath either...”

Exercise: *Pick the right option(s).*

What’s the weather like?

It’s a hot day in July.

It’s a cold winter’s day.

It’s a stormy day.

Why haven’t Namita and Swati received a fresh water supply as usual?

There is a water cut.

The pipes are frozen.

There is a drought.

What is Namita happy about?

There’s no drinking water.

There’s no water to wash dishes.

She can’t water the lawn.

What is Namita not happy about?

She can’t wash the dishes.

She can’t wash the curtains.

She can’t take a bath.

When you turn on the faucet, it's just drip, drip, drip. What is a faucet?

A motor.

A water pump.

A tap.

A Challenge: *Do you know the full form of the acronym VIBGYOR?*

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V
I
B
G
Y
O
R

Conversation 4: *I Changed the Channel.*

Sanat: “Wow, you look like a drowned rat! Didn't you hear the weather forecast last night?”

Sandhya: “No, I didn't.”

Sanat: “Come on ... I know you watch the news on NDTV. The outbreak of the monsoon is news every year. NDTV clearly told us to expect stormy weather.”

Sandhya: “Well, it didn't make the headlines ... I normally change the channel right after the headlines.”

Sanat: “To watch yet another family drama?”

Sandhya: “These days I'm into mythology.”

Sanat: “I see. Still, I find it hard to believe that anybody would get caught in a storm on a Monday morning! Surely, you noticed the cloudy sky!”

Sandhya: “I knew there would be a shower, but I didn't realize it would rain cats and dogs.”

Sanat: “How bad is it?”

Sandhya: “Terrible. The roads are flooded. I had to wade in knee deep water to get here!”

Sanat: “Well, you'd better take a hot water bath right now, or you'll catch a cold.”

Sandhya: “I know. I don't want to get sick, especially during the final exams.”

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Exercise: True or False?

The storm was not expected.

NDTV forecasted stormy weather.

Sandhya saw the weather forecast last night.

Sandhya expected it to rain.

The roads are flooded.

Sanat advises her to bathe with cold water.

A Brief Test: Fill in the blanks with do / don't / does / doesn't.

_____ he carry an umbrella when it is raining? Yes, he _____.

_____ you wear sunglasses when it is sunny? Yes, I _____.

_____ she play tennis when it is raining? No, she _____.

_____ you wear gloves when it is snowing? Yes, we _____.

_____ she go skiing in the summer? No, she _____.

The End



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Conversation Skills V: Let's talk about dreams

Session 30

What did you dream about last night?

Do you usually remember your dreams?

What were the nicest dream and the worst dream you ever had?

Can you talk about a recurring dream that you have had in the past?

Do you think about your dreams?

Origin of the Word

The word dream comes from the Middle English word *dreme*. Dreme means 'joy' and 'music'.

Good night. Sweet dreams! - The expression 'sweet dreams' means enjoy your sleep.

Dream fact 1: Everybody dreams. Some people may not remember their dreams.

Simply because they do not remember their dream does not mean that they do not dream.

Dream Fact 2: How much do we dream? We dream at an average of one or two hours every night. In an average lifetime, we spend a total of about six years dreaming.

Conversation 1: The Landing

Listen Carefully. You may not believe it!

"I liked the sunset that I could see from my balcony."

"Really! Tell me about it."

"I went on the long balcony, and watched the sun go down over the tall building in the distance. It looked so big!"

"That's because you can compare it to the size of the building. If you see the sun setting over the fields, it would probably be smaller."

"No doubt. Anyway, yesterday I saw the sunset and felt so restless. I decided to be part of the beautiful scene."

“Oh. What did you do?”

“I took off the balcony and glided towards the sun.”

“I see. Did you manage to catch it?”

“No, I didn’t! I was only half way across town when it vanished from sight. In the darkness, I realized I was dreaming.”

“That must have been a nightmare. What happened next?”

“Nothing much! I just landed in a deserted park, and walked back home.”

“It must have been a long walk.”

“It would have been, had I not woken up in my bed.”

Exercise: *Pick the right option.*

1. I took off the balcony and glided towards the sun.

This means that

- a. I was thinking about the sun.
- b. I was flying in the direction of the sun.
- c. I was dreaming about the sun.

2. I took off the balcony and glided towards the sun. What did I think I was?

- a. A Bird
- b. A Car
- c. An Aeroplane
- d. An Elephant

3. Which would be a suitable title for the story?

- a. A Dream I Had
- b. A Daydream I Had
- c. A Nightmare I Had



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Dream Fact 3: How much do we remember of our dreams? We don't remember most of our dreams. Five minutes after the end of the dream, half the content is forgotten. After ten minutes, 90% is lost.

Some kinds of dreams: Daydream, Nightmare and Recurring Dream

What is a daydream?

Day dreams occur during our waking hours when we let our imagination carry us away.

As our minds begin to wander and our level of awareness decreases, we lose ourselves in our imagined scenario and fantasy.

Let's day dream

Close your eyes. Imagine yourself at home in your kitchen. What are you doing in the kitchen? Are you cooking? Are you helping your mom? Are you washing dishes? Everyone can do it with an effort. Some people do it effortlessly. They often look like they are somewhere else. They are the daydreamers.

What is a nightmare?

A nightmare is a bad dream that causes the dreamer to wake up feeling scared or worried.

Nightmares may be a response to unfavourable real life situations.

Do you have nightmares often?

Everyone has an occasional nightmare.

These could be triggered off by horror stories or movies.

If you have too many bad dreams, it could be a sign of stress.

What is a recurring dream?

Recurring dreams repeat themselves with little variation in story or theme.

These dreams may be positive, but are more often nightmares.

Dreams may recur because a problem depicted in the dream remains unresolved. A solution to the problem may cease your recurring dreams.

Think about the recurring dream logically, no matter how illogical it may seem.

Identify the problem.

Solve it.

Sleep well.

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Dream fact 4: Do children dream? Infants do not dream about themselves. They do not appear in their own dreams until the age of 3 or 4 years. Nightmares are common in children, typically beginning at around age 3 and occurring up to age 7-8.

Conversation 2: A Foggy Day

Look at the picture.

Consider it a dream image.

Then we'll talk about the dream.



Neha: Hi, Preeti. How are you?

Preeti: Fine, Neha.

Neha: You're not looking very well.

Preeti: I haven't been sleeping well lately.

Neha: Why is that? Are you studying too much?

Preeti: No, I never study too much!

Neha: Then what's bothering you?

Preeti: Nothing serious. It's just this dream that I have over and over again.

Neha: Tell me about it.

Preeti: I see myself walking down a long road. There isn't a soul in sight. Nobody at all!

Neha: Wonderful. The city is so crowded. I would love to walk down that road.

Preeti: No, you wouldn't.

Neha: Why not?

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Preeti: Well ... it's a foggy day. I don't know where I am, or where I am going. I can't see anything except the road in the wilderness.

Neha: If you can't see anything, how do you know that the road is in the wilderness?

Preeti: The silence ... it is eerie. And the stillness ... nothing moves except for my feet.

Neha: Well ... tell me about the road.

Preeti: It isn't metalled, for sure. It is only a rough track.

Neha: How long do you walk along the track?

Preeti: I don't know. It feels like ages!

Neha: And nothing happens at all?

Preeti: Suddenly this tree comes up in front of me. It's so huge! And it has no leaves at all ... the dry branches ... it is so scary!

Neha: What's scary? The branches?

Preeti: I feel as if they will catch me! And I won't be able to free myself. And there is no one to help me.

Neha: So what do you do?

Preeti: I wake up, screaming!

Exercise: Pick the right options.

1. How would you describe the dream?
a) A daydream b) A Recurring dream c) A Recurring Nightmare
2. The silence ... it was eerie. And the stillness ... nothing moved except for my feet. What does eerie mean?
a) Scary b) Normal c) Funny d) Ghostly
3. In your opinion, what does the dream mean?
a) Preeti is a brave girl.
b) Preeti has never gone out of the city.
c) Preeti is afraid of new challenges.
4. There isn't a soul in sight. What does the phrase "not a soul in sight" mean?
a) Nobody b) Very few people c) Ghosts d) No Humans

Let us note:

Preeti describes the dream in the present tense: “Well ... it’s a foggy day. I don’t know where I am, or where I am going. I can’t see anything except the road in the wilderness.” Present form of verbs is used to describe the recurring dream, which is still happening, in a sense.

Dream fact 5: Can you tell if a sleeping person is dreaming? When a person is dreaming, his eye balls move rapidly. If a person is snoring, then he cannot be dreaming.

Conversation3: Dream Doctor

The theme of the conversation is interpreting dreams about animals.

Chanchal: Hello Rohini!

Rohini: Hi, Chanchal. Daydreaming again?

Chanchal: I was thinking about the dreams I’ve had. I dream a lot.

Rohini: Tell me about your dreams.

Chanchal: I see animals in my dreams ...

Rohini: Really? What kind of animals?

Chanchal: Last night, I saw a tiger. A Royal Bengal Tiger.

Rohini: The tiger is a symbol of power. It may mean that you want to be a leader. You are a house captain, aren’t you?

Chanchal: That’s right.

Rohini: What was the tiger doing? Do you remember?

Chanchal: I don’t remember. But in the dream I had a week ago, I saw a camel walking through an endless desert.

Rohini: Well, a camel is known as the ship of the desert.

Chanchal: What does it mean? I’ve no plans to go to the Merchant Navy!

Rohini: The keyword is desert, not ship! So it’s nothing to do with the Merchant Navy. It probably means that you carry too many responsibilities on your shoulders. You are feeling the strain. The Vice-Captain of your house should do more work.

Chanchal: I wish he would ... But last month, I was chased by a crocodile. I had to run for miles. I woke up in a cold sweat!

Rohini: A crocodile! Be careful ... there is some hidden danger. Someone near you is giving you bad advice and is trying to influence you into making bad decisions.

Chanchal: I knew it. My good for nothing Vice-Captain. But why would he do such a thing? It's his house too.

Rohini: He probably sees donkeys in his dreams! Donkeys, of course, signify a lack of understanding...

Chanchal: You're so knowledgeable!

Rohini: I'm only a Dream Doctor...

Chanchal: But how do I know you're not a crocodile?

Rohini: Why would I be a crocodile?

Chanchal: How do I know?

Rohini: Come on ... don't take it so seriously!

Chanchal: Okay ... but I have a question. Do you see donkeys in your dreams, Doctor?

What?

Exercise: *Pick the right options.*

1. Which of these animals did Chanchal see in her dreams?

- a) Kangaroo
- b) Tiger
- c) Monkey

2. Who did the Dream Doctor associate the crocodile with?

- a) Chanchal's best friend.
- b) Chanchal's house Vice-Captain.
- c) Chanchal's neighbour.

3. Which animal is called 'the ship of the desert'?

- a) The elephant.
- b) The camel.
- c) The donkey.

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Homonyms

SESSION 31

What is a homonym?

A homonym is one of a group of words that share the same spelling or pronunciation (or both) but have different meanings. They may share the same spelling but have the same or different pronunciation. They may have the same pronunciation but have same or different spellings. E.g. they're, their and there.

Activity 1: Can you fill in the correct homophone into the sentences below? Think carefully about what each word means! The options are there, their or they're.

1. The book is on the table over _____.
2. I have heard that _____ going on holiday tomorrow.
3. Have a look over _____.
4. Is this _____ house?
5. Will we be invited to _____ party?
6. How long will it take to get _____?
7. I will look for the scissors in _____ classroom.
8. If _____ careful, they will be OK.

Examples in words

beat	beet
berth	birth
billed	build
bread	bred
allowed	aloud
altar	alter
ascent	assent
bare	bear
bean	been

Activity 2: Tick the correct homonym in each sentence.

1. Ramesh likes to (brows / browse) the internet.
2. Rani wanted some money to (buy / bye) a book.
3. Preeti bought a (canvas / canvass) for her painting class.
4. India as a country has suffered due to (cast / caste) system.
5. After getting his law degree John went to the (caught / court).
6. Ekta Kapoor's (cereals / serials) are a rage in India.

Some more words

aid to assist	aide an assistant
ail sick	ale beer
aisle walkway	isle island
aural sound	oral related to mouth
awed in a state of wonder	odd not usual
ball playful orb	bawl to cry
band a group	banned forbidden
bard a poet	barred enclosed by poles
baron minor royalty	barren unable to bear children
heal to cure wound	heel hind part of foot
higher farther up	hire to employ
hole round opening	whole entire
idle not working	idol object of worship
lacks does not have	lax loose discipline

Activity 3: Choose the right homonym to fill in the blanks.

1. My mother went to the bank to get a _____. (loan / lone)
2. Don't ____ that car. (steel / steal)
3. His voice is _____ because of his bad cold. (horse / hoarse)
4. The family was in ____ after their son's death. (morning / mourning)
5. What are you going to ____ to the party? (wear / where)
6. Could I have my ____ well done? (stake / steak)
7. My math teacher never takes the _____. (role / roll)
8. The building had a long _____. (haul / hall)
9. The ____ is very clean in the country. (air / heir)
10. I went ____ hunting in October. (dear / deer)

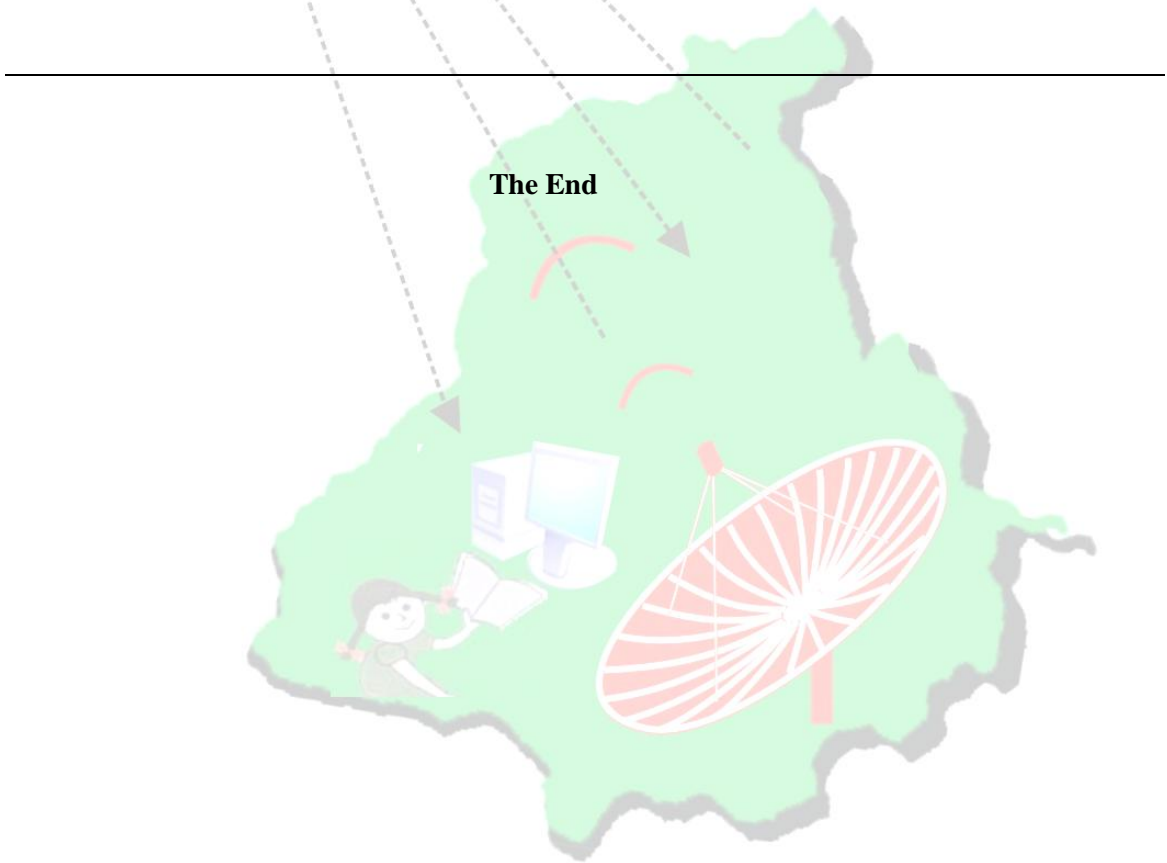
Home Task: For three of the sets of words below use all three homonyms correctly in a sentence. You should have three separate sentences, one for each set of words.

chews / choose

sees / seas / seize

write /right / rite

flew / flu / flue



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CONVERSATIONS USING HOMONYMS

SESSION 32

Understanding homonyms

The word is Greek in origin.

homo- + -onym = homonym

The prefix homo means the same, the suffix -onym means name.

Thus, it refers to two or more distinct words sharing the same name.

What is a homonym?

A homonym is one of a group of words that share the same spelling or pronunciation (or both) but have different meanings.

The state of being a homonym is called homonymy.

Examples of homonymy

1. To – for the purpose of

“I go *to* school everyday.”

Too – also

“Besides school, I go to the gym *too*.”

Two – the number (2)

“I walk to school with two of my friends.”

2. Allowed – permitted

“Should students be allowed to carry mobile phones to school?”

Aloud – to speak out

“She kept her dreams to herself, and did not express them aloud.”

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Identify the homonyms:

won	worn	son	one
hare	mare	hear	hair
sale	tale	sail	sell
steel	seal	steal	style
wear	wire	we're	where
meat	neat	meet	might

Kinds of homonyms

Homographs

Homophones

Heteronyms

Part I - Homographs

Homographs are homonyms that share the same spelling. They may be pronounced the same way or in a different manner.

Examples of Homographs

“The dog *barked* and pawed at the *bark* of a tree. Someone was hiding in the branches.”

bark - the sound of a dog

bark - the skin of a tree trunk

Turn on the *light*. (tube light or bulb)

There isn't enough *light*. (as an energy)

I'm carrying a *light* bag. (in weight)

Exercise: Match the columns

“There was a very long *row* of people waiting to *row* boats. When the counter closed for the day, there was a *row*.”

Row of people

Argument

Row boats

Queue

There was a row

To move a boat forward

Conversation 1: Costume Party.

Ankita: “Hi Mamta! Enjoyed the party?”

Mamta: “Oh, yes! I was dressed up as a fairy, with lots of bows and frills. My brother was a bow-legged pirate. Why weren’t you there, Ankita?”

Ankita: “I was there! I was Robin Hood, with a big bow and lots of arrows. I met you with a bow, Mamta.”

Mamta: “Oh! I didn’t recognize you!”

Some meanings of bow

a *knot* in which the loops remain visible, seen in shoelaces or in ribbons

to *bend forward* from the waist, as a signal of respect or greeting

a *weapon* used to fire arrows, consisting of a curved piece of wood and a taut string tied to the two ends

curved outwards or at the sides, as opposed to straight

Part II - Homophones

Homophones are homonyms that share the same pronunciation. Homophones may be spelled the same or differently.

Examples of Homophones

There is no doubt that the neighbours are moving into *their* own house.

We bought *our* new TV an *hour* ago.

The wind *blew* the white clouds across the *blue* sky.

Exercise: Identify the homophones

I know of no airport in the city.

Whoever I meet does not eat meat.

Brazil won the match by one goal.

The only jewellery I wear is a pair of pear shaped tops.

I was so hungry that I ate eight apples.

Conversation 2: Vacation at Khajjiyar

Pick the right options.

“Where / Wear are we going?”

“We’re / Veer going to Khajjiyar. It’s a pretty little meadow with a lake in the middle. The meadow is surrounded by fir / fur trees. It’s often called a Mini Switzerland ...”

“Are there dear / deer in the meadow?”

“No, but there are bears / bares in the hills. You have to be careful in the dark!”

“What will we do their / there for a whole / hole week?”

“What I did last ear / year with my brother. I rode / road horses and roamed around the meadow all day. It was so peaceful.”

“Is that all you did?”

“I also trekked to Chamba. I remember the route / root we took. It was such a nice walk. And the whether / weather was really good. Wood / would you like to be adventurous?”

Part III - Heteronyms

Heteronyms are homonyms that share the same spelling but have different pronunciations. They are homographs, not homophones.

Examples of Heteronyms

The villains *desert* the hero in the *desert*.

desert - to abandon

desert - arid land (Sahara or Thar desert)

The *dove* *dove* into the bushes.

dove – small bird of pigeon family

dove – past form of dive

My name, in *lead* pencil, *leads* the list.

lead – a metal

leads – at the beginning of

Use of the and thee

We use *the* before the singular noun beginning with a consonant sound and *thee* before the singular noun beginning with a vowel sound.

Noun and Verb forms

“What sort of a *pre-sent* should I buy for my friend?”

“I’ll pre-*sent* her with a bottle of perfume.”

Admission to college is a long *pro-cess*.

“How long will it take to *pro-cess* my application?”

The vase was a rare *ob-ject*.

“I *ob-ject*, your honour.”

Conversation 3: On a deserted island.

A: “What are you reading?”

B: “A novel Robinson Crusoe.”

A: “Tell me the story.”

B: “It’s the classic written by Daniel Defoe! It’s based on the diary of a sailor, who records his experiences when he is shipwrecked! Our hero lives to tell the tale, for he drifts onto what appears to be a deserted island.”

A: “Oh, I think I know the story. Then he meets Ben Gunn!”

B: “That’s Treasure Island! Jim Douglas meets Ben Gunn on another island! Crusoe meets Friday.”

A: “Friday? Is he a wild man too?”

B: “He’s a native of the area. He’s presented as a simple, child-like person. The people are projected as uncivilized and Robinson Crusoe brings progress to the islands.”

A: “How does he do that?”

B: “Why don’t you read the book?”

A: “I have read it before!”

Exercise: give one homonym of each given word.

Records

Are

Lives

Tale

Desert

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Meet
Present
Project
Progress
Read

The End

Solutions

Identify the homonyms:

won	worn	son	one
hare	mare	hear	hair
sale	tale	sail	sell
steel	seal	steal	style
wear	wire	we're	where
meat	neat	meet	might

Exercise: Match the columns

“There was a very long *row* of people waiting to *row* boats. When the counter closed for the day, there was a *row*.”

Row of people	→	Argument
Row boats	→	Queue
There was a row	→	To move a boat forward

Exercise: Identify the homophones

I **know** of **no** airport in the city.

Whoever I **meet** does not eat **meat**.

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Brazil **won** the match by **one** goal.

The only jewellery I wear is a **pair** of **pear** shaped tops.

I was so hungry that I **ate eight** apples.

Conversation 2: Vacation at Khajjiyar

Pick the right options.

“**Where** / Wear are we going?”

“**We’re** / Veer going to Khajjiyar. It’s a pretty little meadow with a lake in the middle. The meadow is surrounded by **fir** / fur trees. It’s often called a Mini Switzerland”

“Are there dear / **deer** in the meadow?”

“No, but there are **bears** / bares in the hills. You have to be careful in the dark!”

“What will we do their / **there** for a **whole** / hole week?”

“What I did last ear / **year** with my brother. I **rode** / road horses and roamed around the meadow all day. It was so peaceful.”

“Is that all you did?”

“I also trekked to Chamba. I remember the **route** / root we took. It was such a nice walk. And the whether / **weather** was really good. Wood / **would** you like to be adventurous?”

Exercise: give one homonym of each given word.

Records **Record**

Are **Our**

Lives **Live**

Tale **Tail**

Desert **Desert**

Meet **Meat**

Present **Present**

Project **Project**

Progress **Progress**

Read **Read**

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SINGULAR AND PLURAL

SESSION 33

Singular Number: A noun that denotes one person, animal, place or thing, is said to be in the Singular form. Example: cat, man, table, pen, computer.

Plural Number: A noun that denotes more than one person, animal, place or thing, is said to be in the Plural form. A plural form of a noun names more than one. It usually ends with 's' or 'es'. Example: cats, men, tables, pens, computers.

Rules for forming Plurals

The plurals of nouns is generally formed by adding –s to the singular

Example: girl – girls, file - files, toy - toys, gate – gates.

The nouns ending in –s, -sh , -ch (soft), or –x form the plurals by adding –es to the singular

Example: glass - glasses, marsh - marshes, match - matches, box - boxes.

Most nouns ending in –o form the plurals by adding –es to the singular

Example:

potato - potatoes

mango - mangoes

hero - heroes

tomato – tomatoes

mosquito - mosquitoes

A few nouns ending in –o form the plurals by adding –s to the singular

Example:

radio - radios

memo - memos

ratio - ratios

kilo - kilos

photo – photos

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The nouns ending in -y, preceded by a consonant, form their plurals by changing -y into -i and adding -es

Example:

butterfly - butterflies

country - countries

family - families

lady - ladies

The nouns ending in -f or -fe form their plurals by changing -f or -fe into -v and adding -es.

Example:

shelf - shelves

wife - wives

knife - knives

calf - calves

wolf - wolves

The nouns dwarf, hoof, scarf and wharf take either -s or -ves in the plural.

Example:

hoof, hoofs, hooves

dwarf, dwarfs, dwarves,

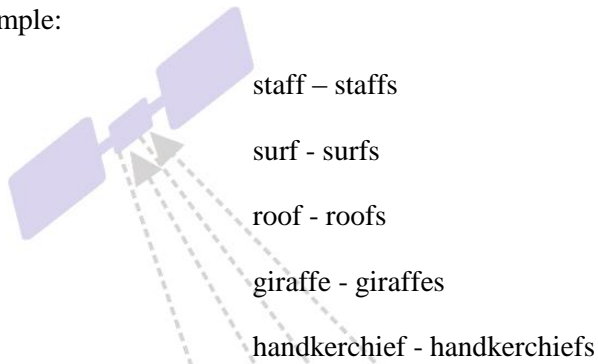
scarf, scarfs, scarves

wharf, wharfs, wharves

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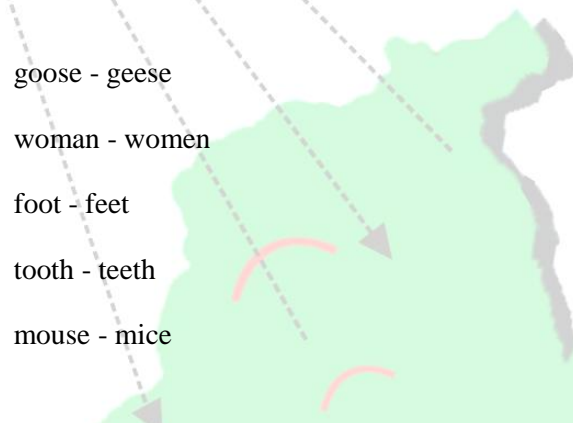
Some nouns ending in -f or -fe form their plurals by adding -s .

Example:



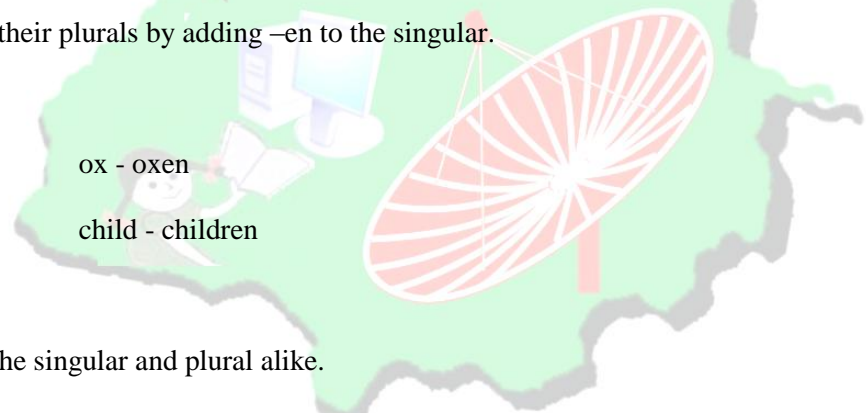
A few nouns form their plurals by changing the inside vowel of the singular.

Example:



A few nouns form their plurals by adding -en to the singular.

Example:



Some nouns have the singular and plural alike.

Example: sheep, hundred, deer, thousand, aircraft, species, spacecraft, fish, pair, dozen

Some nouns are used only in plurals.

Names of instruments which have two parts forming a kind of pair.

Letters, figures and other symbols are made plurals by adding an apostrophe and s.

Example:

Add two 4's and four 2's.

Dot your I's and cross your t's.

There are more e's than a's in this page.

Exercise: Write 'P' if the noun below is plural. And 'S' if the noun below is singular.

houses

baby

church

tables

books

bus

glasses

news

police

oxen

people

criterion

Can you make these nouns plural?

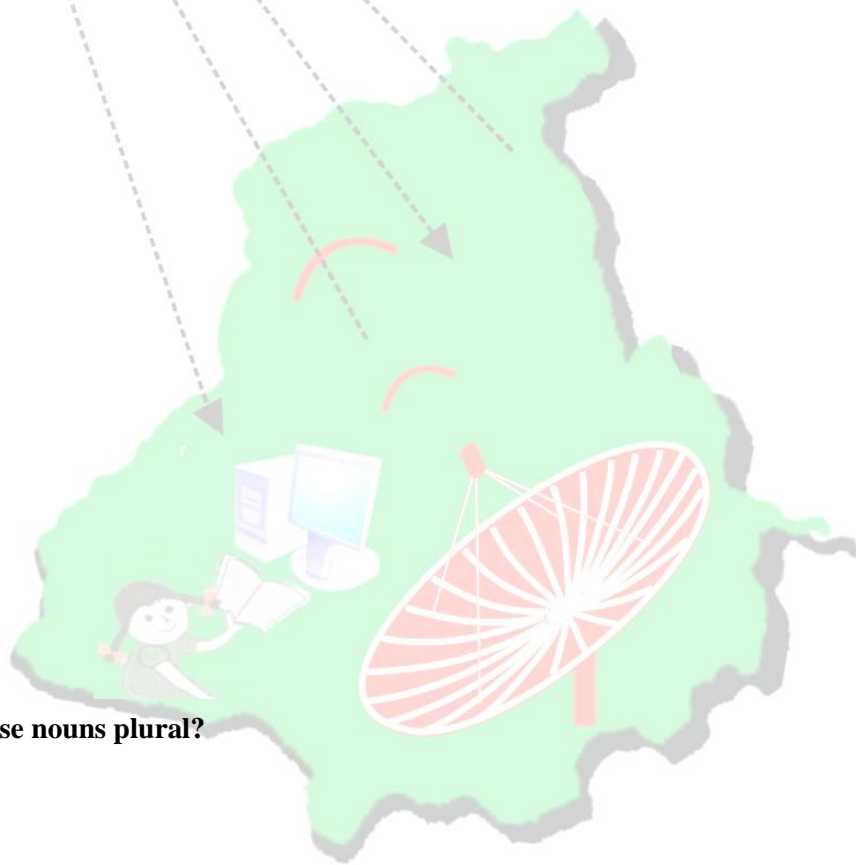
half

foot

piano

spy

brush



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mouse

memo

shelf

leaf

child

Correct the following sentences:

The police is still looking for him.

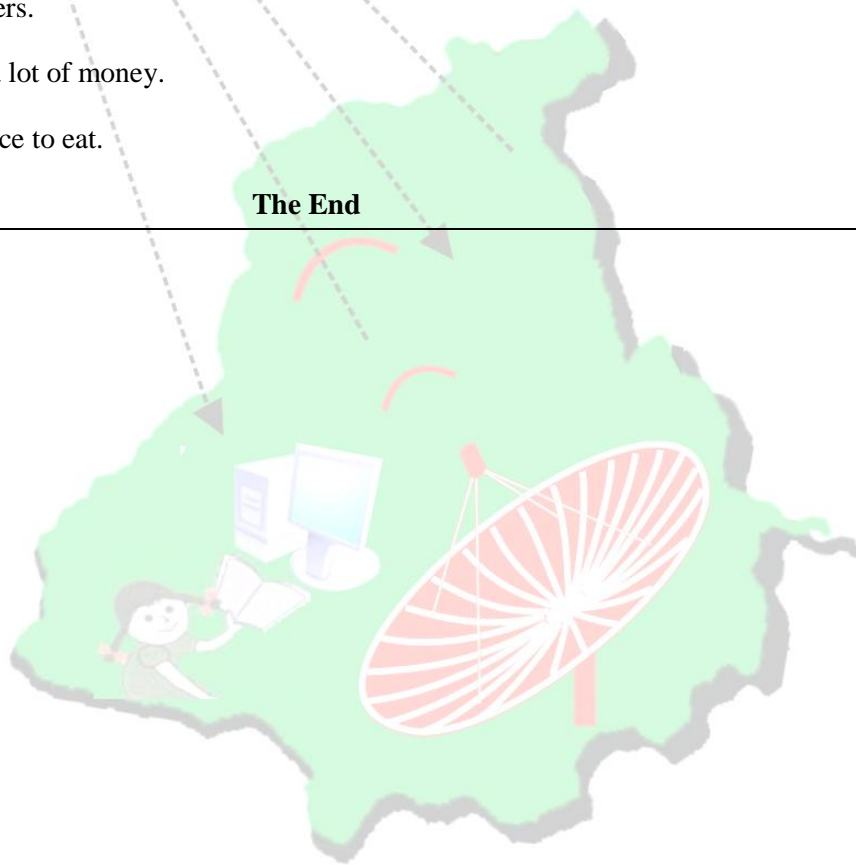
Athletics are my favourite sport.

Those is nice trousers.

Twenty pounds is a lot of money.

Fish and chips is nice to eat.

The End



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CONVERSATIONS USING SINGULAR / PLURAL

SESSION 34

Rule #1

The plural of nouns is usually formed by adding - s to a singular noun.

lamp lamps

cat cats

fork forks

flower flowers

Conversation 1: An Olympic Race (Exercise)

Change the singular forms to the plural where required.

“It was the worst of all the storm that year.”

“Tell me about it.”

“It was out of a horror film. The whistling wind shook all tree in sight. Lightening flashed through the black cloud. And then it rained hard. It was all so sudden!”

“Were you caught unawares?”

“Not really. We were seated on chair in the verandah. We rushed indoors to lock the door and shut the window. But the owner of the farmhouse next door, the Sidhu family were caught in the field.”

“What did they do?”

“They ran an Olympic race!”

“Who won the race?”

“As far as I could make out, the two brother were running neck to neck. The mother and the sister were tailing. The father was urging them to run faster! Oh... their pet were all over the place.”

“What?!”

“They have four dog, two cat, a couple of goat and several parrot.”

“*Kya scene hai!* I wish I had been there! And after the storm?”

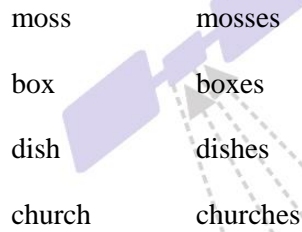
“The star shone in the clear sky.”

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Rule #2

Nouns ending in s, z, x, sh, and ch form the plural by adding - es.

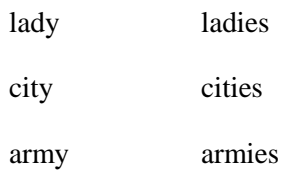
moss	mosses
box	boxes
dish	dishes
church	churches



Rule #3

Nouns ending in - y preceded by a consonant is formed into a plural by changing y to ies.

lady	ladies
city	cities
army	armies



Rule #4

Most nouns ending in o preceded by a consonant is formed into a plural by adding es.

hero	heroes
grotto	grottoes



Conversation 2: Marriages are for Women! (Exercise)

Change the singular forms to the plural where required.

“It's marriage time again!”

“What do you mean?”

“Most marriage take place in the month of October, November, February and March.”

“Why is that?”

“The weather, I guess. The lady want to wear their bright dress.”

“Only the lady?”

“Marriages are for woman!”

“Don’t be silly!

“Think about it. What do we do at our wedding party. We sing folk song, dance folk dance and eat lots of sweet.”

“Man eat sweet too!”

“But when you think of the typical marriage scene, its full of woman. The heroine fly into her father’s arms. The mother cry. Aunt, friend and baby join in. *Kya Scene Hai!*”

“Which scene?”

“The departure!

“What about the arrival scene? Our hero arrive on horse. And pipe-bands are far noisier than chorus singing!”

“All right ...”

Rule #4

Nouns ending in y preceded by a vowel form their plurals by adding –s.

boy boys

day days

ray rays

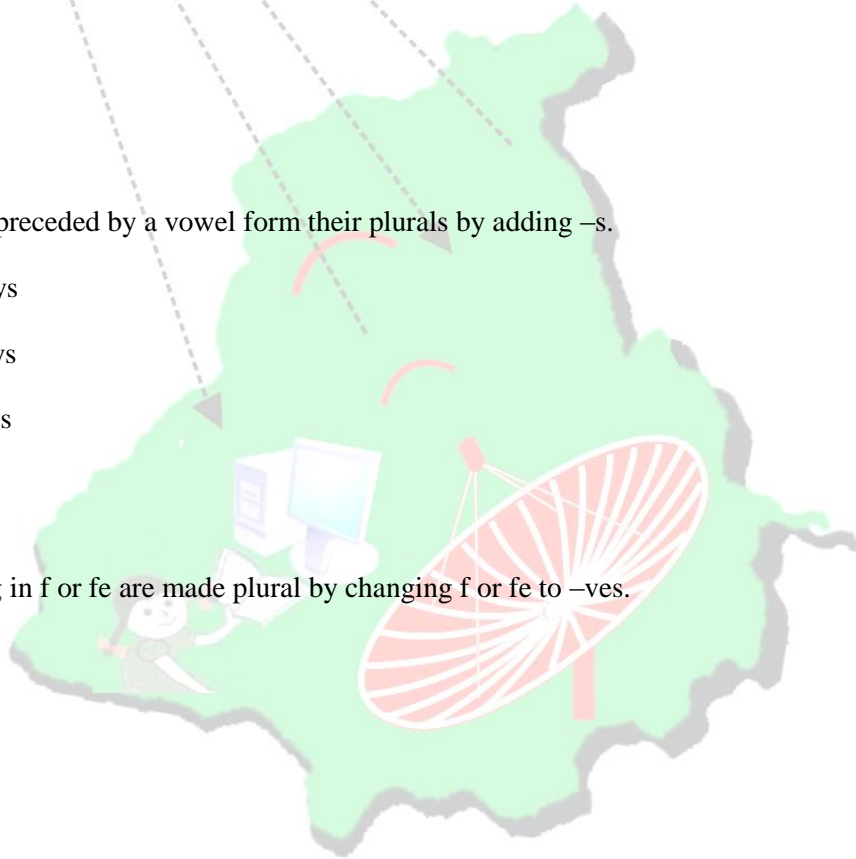
Rule #5

Some nouns ending in f or fe are made plural by changing f or fe to –ves.

Beef beeves

Wife wives

Shelf shelves



Conversation 3: What are you doing? (Exercise)

Edit the following conversation.

“Hello, Vinay!”

“Hi Rahul!”

“What are you doing today?”

“Right now I’m chopping vegetable. We’re expecting guest.”

“Family or friends.”

“Several family of family and friends.”

“Really. Any special occasions?”

“A get-together. No special reason why.”

“Oh ... well I guess I’m calling at the wrong time. I was feeling bored and thought I could do with some company.”

“Actually, you’ve called at the right time. I can do with some help, Rahul.”

You want to hand over the knife.”

“I’ve got a set of knives in front of me. And the vegetables to chop fill up three shelves in the kitchen.”

“Okay I’ll be there.”

“Hurry up, please ... I’ve got aching wrists and calfs.”

“Calves?”

“We don’t grow vegetables! I’ve been shopping.”

Conversation 4: Looking Your Best (Exercise)

Choose the right options.

“I need to buy a new pair of sandal / sandals to wear on Saturday evening.”

“Is it a special occasion?”

“I’m going out with my friends.”

“Why don’t you wear that slipper / those slippers you bought last month. They’re so pretty!”

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“They don’t match with this shirt / these shirts or that pant / those pants I’m planning to wear.”

“Your black shoes do...”

“What black shoes? ... That shoe / those shoes got wet last night. They’re ruined.”

“Don’t tell me!”

“Well ... what sort of sandals should I look for?”

“Something to match with the clothes?”

“Good idea! And match with my dark glasses.”

“Dark glasses! In the evening?”

“I really love this glasses / these glasses.

“I hope they match with what you’re going to eat?”

“Hmmm... I’ll order a plate of Noodle / Noodles.”

Exercise: Give the plural forms of the following words.

Ox

Mouse

Sheep

Chicken

Father-in-law

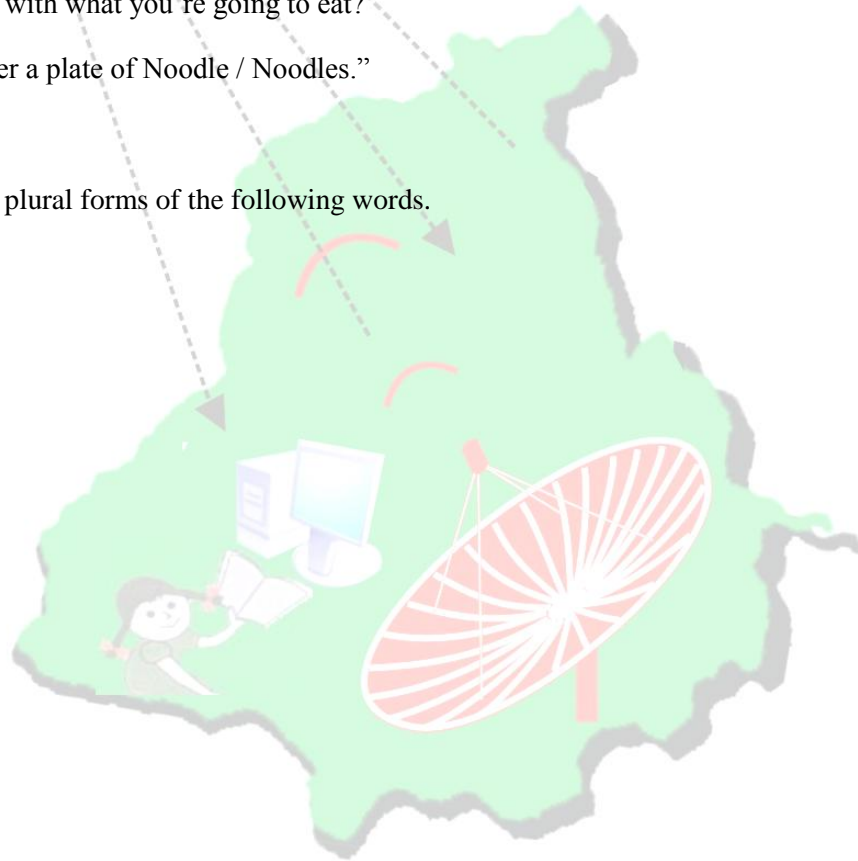
Mathematics

Tweezers

Tooth

Staff

fish



The End

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COMPARATIVES

SESSION 35

Is beauty comparable?

Rani is *beautiful*.

Rani is *pretty*.

Katrina is *more beautiful* than Rani.

Katrina is *prettier* than Rani.

Aishwarya is *the most beautiful* actress.

Aishwarya is *the prettiest* actress.

Amir Khan is the better actor but Shah Rukh Khan is the bigger star.

Degrees of Comparison

The degree of comparison of an Adjective describes the relative value of an Adjective.

An Adjective may simply describe a quality (**Positive** degree), may compare the quality to that of another of its kind (**Comparative** degree), may compare the quality to many or all others (**Superlative** degree).

The Positive Degree

The Positive degree is the most basic form of the adjective, positive because it does not describe a quality in relation to the qualities of others.

It is a *cold* day.

Is mathematics a *difficult* subject?

The mango is a *sweet* fruit.

I saw an *interesting* film yesterday.

I study in a *good* school.

The Comparative Degree

The comparative degree denotes a greater amount of a quality relative to something else.

It is a *colder* day (as compared to yesterday).

Is mathematics a *more difficult* subject (as compared to Physics)?

The mango is a *sweeter* fruit (as compared to the apple).

I saw a *more interesting* film yesterday (as compared to the one I am watching today).

I study in a *better* school (as compared to other schools).

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More examples of the comparative degree.

Anuj is taller than his father.

Sandeep is not taller than his father.

The Superlative Degree

The superlative degree denotes the largest quality among a group, or among all things of a certain kind.

Amitabh Bachann is *the best* actor in Bollywood.

Sunita is *the most intelligent* girl in the class.

The Shatabdi is *the fastest* train to Delhi.

23 Dec is *the shortest* day of the year.

The Nile is *the longest* river in the world.

Match the columns

The Nile	the largest desert in the world.
Mount Everest	the largest continent in the world.
The Pacific	the biggest country in the world.
The Sahara	the biggest ocean in the world.
Russia	the longest river in the world.
Asia	the highest mountain in the world.

Usage in Positives Comparatives / Superlatives

The Positive Degree

AS AS (for positive comparisons),
(NOT) AS AS (for negative comparisons).

Examples:

Her pronunciation is AS good AS yours.

His pronunciation is NOT AS good AS yours.

Her pronunciation isn't AS good AS yours.

Mind your usage!

Boys are normally taller _____ girls, _____ the girls of this class are taller.

Norwegians are taller people _____ Indians, but Miss Norway is _____ tall _____ Miss India.

January is _____ coldest month, _____ February was colder _____ January this year.

Hollywood films are better _____ Bollywood films, _____ I don't enjoy them _____ much _____ our films.

Forming Regular Comparatives / Superlatives

Generally, comparatives are formed using -er and superlatives are formed using -est. But there are several exceptions to the rule.

Rule 1	Only one syllable ending in e: wide, fine, cute.	Add -r: finer, wider, cuter.	Add -st: finest, widest, cutest.
Rule 2	Only one syllable, with one vowel and one consonant at the end: hot, big, fat.	Double the consonant, and add -er: hotter, bigger, fatter.	Double the consonant And add -est: hottest, biggest and fattest.
Rule 3	Only one syllable, with more than one vowel or more than one consonant at the end: light, neat, fast.	Add -er: lighter, neater, faster.	Add -est: lightest, neatest, fastest.
Rule 4	Two syllables ending in y: happy, silly, lonely.	Change y to i, then add -er: happier, sillier, lonelier.	Change y to i, then add -est: happiest, silliest, loneliest.
Rule 5	Two syllables or more, not ending in y: modern, interesting, beautiful.	Use more before the adjective: more modern, more interesting, more beautiful.	Use most before the adjective: most modern, most interesting, most beautiful.

Irregular Adjectives

good	better than	the best
bad	worse than	the worst
little	less than	the least
much	more than	the most
many	more than	the most
far	farther than	the farthest
far	further than	the furthest
old	older than	the oldest
old	elder than	the eldest

Give the comparatives of

interesting

weak

funny

important

careful

polluted

boring

angry

Memory test 1: I think the story of the *Mahabharata* is _____ than that of the *Ramayana*. But the *Ramayana* is a _____ text in the Hindu mythology.

Give the superlatives

interesting

weak

funny

important

careful

polluted

boring

angry

Memory test 2: Was Jaspal Bhatti's Flop Show _____ comedy show I ever saw? I don't know. But I know that Jassi Jaisi Koi Nahi was _____ show I ever saw. I could not miss a single episode.

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The End

CONVERSATIONS USING COMPARATIVES

SESSION 36

Exercise: Fill in the blanks with the right comparative form of the given verbs.



A B C

A is _____ than B (short)

A is the _____ (short)

C is the _____ (thin)

C is _____ than B. (thin)

B has the _____ clothes (colourful)

A is _____ than B. (heavy)

C is the _____ . (light)

A is _____ than B. (happy)

C is the _____ . (unhappy)

B is _____ than A. (energetic)

Conversation 1: What would you like to drink?

Amit: "Hello, Mandeep!"

Mandeep: "Hi, Amit! How are you?"

Amit: "Fine ... And what about you?"

Mandeep: "I'm doing well ... Take a seat ... What would you like to drink?"

Amit: "Anything ..."

Mandeep: "Anything? Something hot? Or cold?"

Amit: "I like tea or coffee as much as I do cold drinks ... But since it's rather hot, I think I'll have a cold drink."

Mandeep: "Okay ... I've got juice as well as Coke! Which would you prefer?"

Amit: "I'll go by your choice."

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Mandeep: “Personally, I prefer drinking juice to aerated drinks. A glass of apple juice is more nutritious than a bottle of Coke.”

Amit: “I agree that Coke is not as healthy a drink as juice is ... But I drink it everyday, whereas I hardly ever drink juice.”

Mandeep: “So you would prefer to have a Coke. I think I’ll have a glass of juice.”

Amit: “I think I’ll join you ... But I don’t like apple juice much. I find it too sweet. Do you happen to have orange juice?”

Mandeep: “I do. I’ll fetch two glasses of orange juice.”

.....

Amit: “Thanks!”

Mandeep: “You’re welcome! What makes you drink Coke everyday? It’s not as tasty as juice, is it?”

Amit: “No, its not! It’s just easily available. And so much cheaper than juice. I end up drinking it everyday! What would you do?”

Mandeep: “Squeeze a lemon into a glass of water!”

Frame suitable answers:

What does Mandeep like to drink?

Why does he ask for a cold drink?

Does he normally drink Coke or juice?

Does Amit agree with him?

Exercise: Fill in the blanks with the suitable comparatives provided to complete the paragraph.

healthy, tasty, more than, great, easy, cheap, important

Sponsoring juice over aerated drinks.

Juice is a _____ drink than cold drinks. It is also _____. One would think that people drink Real juice _____ Coke. But this is not the case. Cold drinks have _____ sale in the market. This is because they are _____ available and _____ than soft drinks. But we must remember that good health is the _____ thing and avoid drinking soft drinks.

Conversation 2: *Amir Khan or Shah Rukh Khan: Who is the better actor?*

Soni: “What is your most prized possession?”

Harsimarat: “My CD collection of Bollywood classics! My dad used to collect cassettes. I’m doing my bit to add to the family fortune...”

Soni: “What films have you added to the library at home?”

Harsimarat: “From *Hum Apke Hain Koun* to *Chak de India*, I’ve purchased about thirty CDs. My favourite films are *Lagaan*, *Dil Chahata Hai* and *Rang de Basanti*.”

Soni: “All starring Aamir Khan?”

Harsimarat: “He’s my favourite actor.”

Soni: “Don’t you like Shah Rukh Khan.”

Harsimarat: “Of course I do. I liked his acting in *Veera Zaara* and *Chak de India*. I find him especially entertaining in his interviews. But I don’t think he acts as well as Aamir Khan.”

Soni: “I don’t think that’s fair! Shah Rukh Khan is the top actor in Bollywood.”

Harsimarat: “Do you think he’s better than Aamir Khan?”

Soni: “He certainly has a greater number of hit films.”

Harsimarat: “That’s because Aamir Shah Rukh delivers three or four hits every year! That’s what I expect from the best actor in Bollywood! He has power, fans and fame. Aamir Khan is losing out on all these, with his long intervals between movies.”

Harsimarat: “You seem to prefer quantity over quality. Think of the hero in *Mangal Pandey* and the character of Daljeet in *Rang de Basanti*. And what about the art teacher in *Taare Zameen Par*? They are so different! Aamir Khan acts through the skins of the characters ... I don’t see Shah Rukh Khan achieving that. He looks and sounds the same in most of his films.”

Soni: “I have to agree with you. I think it’s fair to say that Aamir Khan is the better actor, but Shah Rukh Khan is the bigger star.”

Harsimarat: “Let’s compare both of them with Amitabh Bachchan!”

Soni: “Amitabh Bachchan is in a league of his own! He remains the best actor and the biggest star in Bollywood.”

Khan appears in very few films. He must be the most choosy actor in Bollywood! He is so devoted to his work that he doesn’t mind investing two years on a project at the peak of his career”

Soni: “My point is simple. As a fan, I tend to have a short-memory. Aamir is at his best in one movie after an average of two years. So, I hardly get to see him on screen. On the other hand,

Complete the table

		most prized
Like		
Entertaining		
	better	
	greater	
		most choosy
Few		
	bigger	

Pick the right option

Think of the hero in *Mangal Pandey* and the character of Daljeet in *Rang de Basanti*. And what about the art teacher in *Taare Zameen Par*. They are so different! Aamir Khan acts through the skins of the characters.

The actor looks and sounds like the character.
The characters look and sound like the actor.
The actor’s make up is very good.

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Conversation 3: *How may I help you?*

Customer: “Hello! Aren’t you in my geography class at college?”

Sales Assistant: “I am. I work here part time in the evening.”

Customer: “I’m here to buy a new sweater. This one is a bit expensive, but I love the feel of it.”

Sales Assistant: “It’s a good quality piece. This is the most expensive brand we have. They’re selling like hot cakes this winter.”

Customer: “(sigh) I think it’s better to earn money than to merely spend it.”

Sales Assistant: “Oh, no! It is better to go shopping than to work in a shop.”

Customer: “Yes, but it is best to travel around the world.”

Sales Assistant: “That would be a dream come true! But seriously, it’s not that easy to work! The cost of living is getting higher and the wages are getting lower.”

Customer: “Why is that?”

Sales Assistant: “I don’t know! Maybe more kids want to earn some pocket money by working part time. It is getting really difficult!”

Customer: “I’m feeling guilty. I should buy cheaper sweaters.”

Sales Assistant: “Oh no! You’ll be working in a year or two! Enjoy your college life!”

Customer: “But this sweater is really expensive.”

Sales Assistant: “It’s almost knee length.”

Customer: “Can you show me a shorter one, please?”

Sales Assistant: “Sure ... What about this one?”

Customer: “I like it. It’s smart. But I wanted to buy a green sweater.”

Sales Assistant: “Here a green one in the same pattern. It’s even smarter!”

Customer: “I want them both.”

Sales Assistant: “Buy them both. That’s two sweaters for the price of one!”

Customer: “They are beautiful! I’ll buy them. How much are they?”

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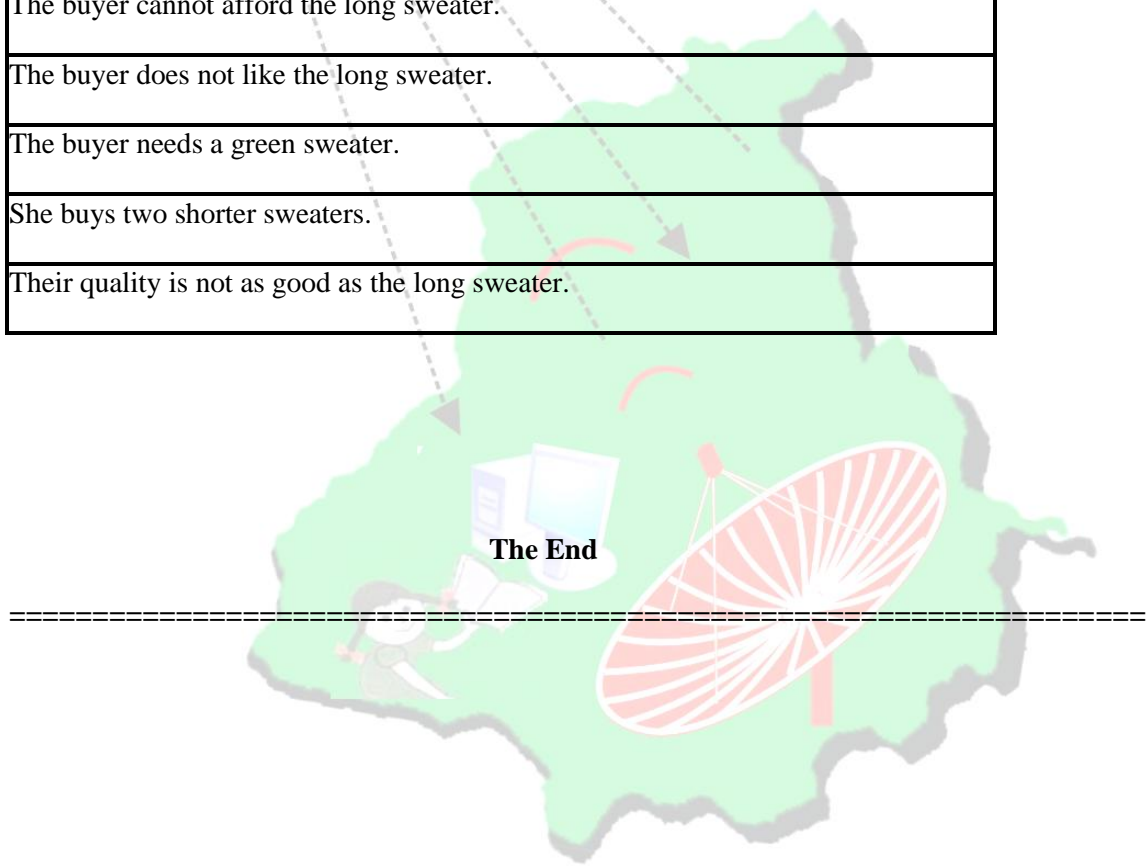
Pick the right option.

It's a good quality piece. This is the most expensive brand we have. They're selling like hot cakes this winter.

- Not many people are buying the sweaters.
- There is a lot of demand for them.
- With every sweater, you get a fresh cake free.

True or False

- The buyer has come to buy a long sweater.
- The buyer cannot afford the long sweater.
- The buyer does not like the long sweater.
- The buyer needs a green sweater.
- She buys two shorter sweaters.
- Their quality is not as good as the long sweater.



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Commonly Mispronounced Words

SESSION 37

Let's apply our pronunciation rules. Mind our syllabic stress.

Drill: tion, logy, ity, ics and ment words.

Examination	ihg – zaem – ihn – ay – shun
Pronunciation	pra – nun – see – ay – shun
Psychology	sI – kawl – a – gee
Chronology	chroh – nawl – a – gee
Personality	pe(r) – san – ael – ih – tee
Electricity	ih – lehk – trihs – ih – tih
Apologetic	a – paw – la – geht – ihk
Academic	ae – ka – dehm – ihk
Department	dih – pah(r)t – mant
Development	dih – vehl – ap – mant

Conversation 1: Out of syllabus?

Remember the words we just practiced pronouncing correctly? Let us correct them.

Student 1: “Why don't you take a course to improve your pronunciation?”

Student 2: “Why should I waste my time? I don't think there is an examination of that in the current academic year!”

Student 1: “Personality development is not a waste of time. It's a most important department in the job market.”

Conversation 2: Chhatbir Joo

A conversation focusing on Commonly Mispronounced Animals. Pick them.

Listen and repeat: zoo, zoology, zoologist and zoological.

“Where are we going?”

“Chattbir Zoo.”

“What is so special about this zoo?”

“It houses many kinds of animals, birds and reptiles.”

“What animals will we see there?”

“We’ll see the Royal Bengal Tiger. And we won’t miss the lion safari. Or the dear safari.”

“Safari! Lion safari! Dear safari! Wow! What else is there in the zoo?”

“A lot. There are bears, monkeys, rhinoceros, kangaroo and a crocodile.”

“A crocodile! That’s wonderful! Are there no elephants?”

“On special days, you may take a ride on an elephant. Let’s hope we’re lucky....”

“I’ll keep my fingers crossed!”

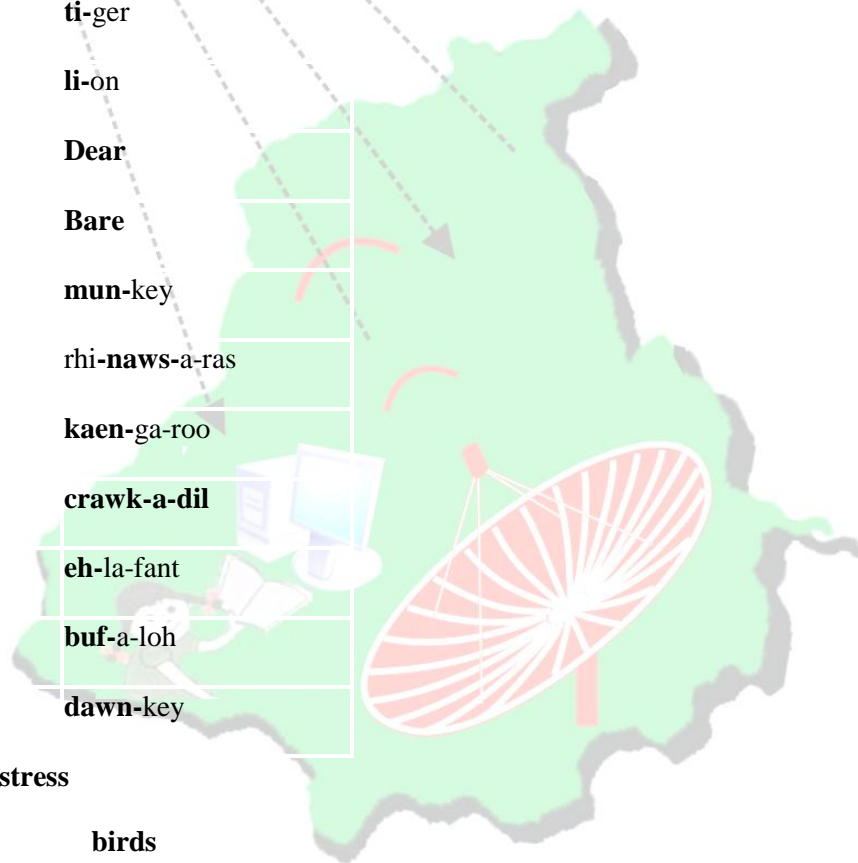
“Please do! There are the buffaloes and donkeys on the roads.”

Commonly Mispronounced Animals

tie-ger	ti-ger
Loin	li-on
dee-yar	Dear
Beer	Bare
mawn-kee	mun-key
rie-noh-srus	rhi-naws-a-ras
kung-ah-roo	kaen-ga-roo
croh-koh-diel	crawk-a-dil
ae-lih-fant	eh-la-fant
buh-fae-loh	buf-a-loh
dunk-kee	dawn-key

Applying syllabic stress

Birds	birds
Animals	ae-nih-malz
Reptiles	rehp-tllz



A Little Test: How will you pronounce ‘Royal Bengal Tiger?’

Exercise - About Sunil

Listen to the following passage being read out. Pick the mispronounced words.

Sunil Kumar is from a business family. His father owns a small factory unit which manufactures clothes hangers made of steel. After school, Sunil had started working with his father. But he was really not interested in the work. So he decided to lead an independent life. His father accepted his point.

His mother told him to get a government job because of job security. But Sunil wanted to enhance his customer handling skills. So he started working in a hotel as a customer care executive. He did well and was promoted. He is now a manager. His success is due to his strong character.

Planning an Outing

It’s a hot Wednesday in August!

Where should we go today?

Nowhere! It’s too hot and humid,

We’ll stay at home and pray.

For beautiful October!

When the weather is so fine,

And let’s not forget, it’s shopping time!

Before miserable December,

January and February too!

Make an Arctic out of Karnal,

And leave me cold and blue.

By the fifteenth of March,

It’s spring time again.

We’ll plan an outing in the monsoon rain!



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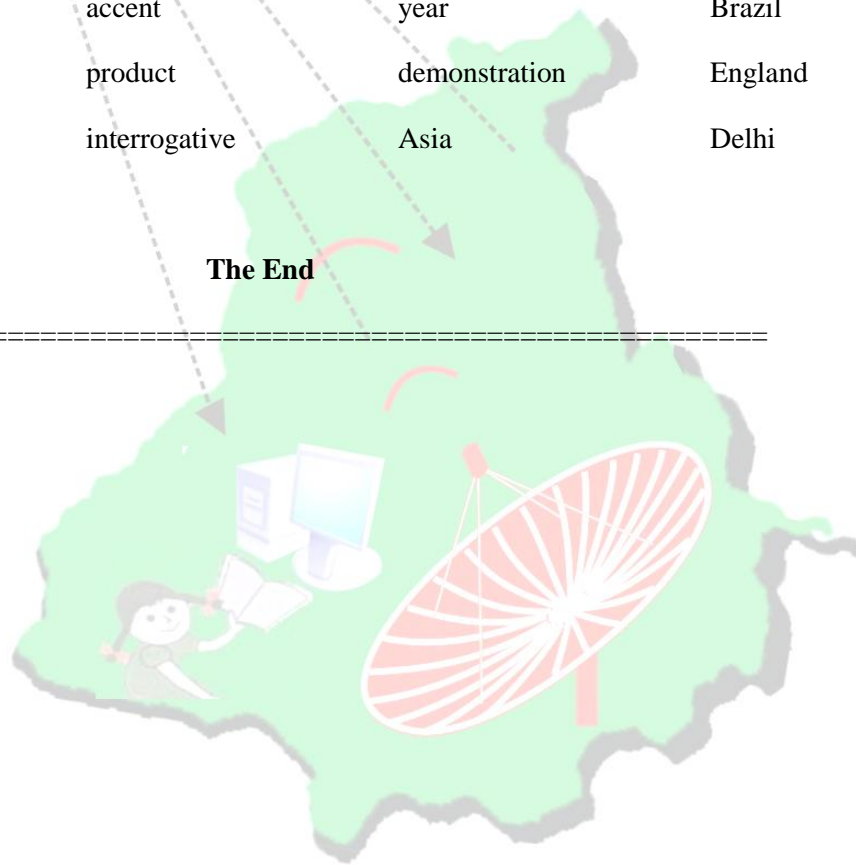
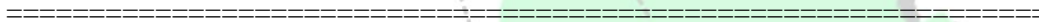
Listen and Repeat:

Wednesday	beautiful	December	again
August	October	January	outing
where	weather	Arctic	monsoon
today	forget	fifteenth	
nowhere	shopping	March	
humid	miserable	spring	

Some more commonly mispronounced words:

decision	accent	year	Brazil
decade	product	demonstration	England
pleasure	interrogative	Asia	Delhi

The End



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Countries , Capitals and Currencies

Session 38

Objectives:

Countries

Capitals

Currencies

Practice the pronunciation of the names of some countries in the world, their capital cities and currencies.

Let's go on a World Tour

Our First Stop – EUROPE

Europe though is one of the smaller continents but has been instrumental in human development in the modern history.

The continent has had two World Wars fought on its soil that gave shape to the modern world as we know it.

For nearly 50 years the continent remained on the verge of war with massive deployment of nuclear weapons

Countries in Europe- United Kingdom

United Kingdom also called **Great Britain**

Once the center of the largest empire in the modern world

It comprises of 4 different States namely:

England

Scotland

Wales

Northern Ireland

The capital of United Kingdom is London

The famous landmarks in London are The London Bridge, The Big Ben and The Buckingham Palace. The queen lives here.

The most famous place for shopping in London is Harrods.



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Scotland is known as the country of lakes.

The traditional dress of Scotland is kilts. These are skirts that Scottish men wear.

Countries in Europe- France

France Paris Euro

France is the third largest and the most visited country in the world.

Paris is the fashion capital of the world and is home to brands like Chanel, Prada, Gucci etc.

France is famous for its fine food, vineyards and the Eiffel tower is its most significant monument.

Countries in Europe- Germany

Germany Berlin Euro

Germany is the largest economy of the continent

It is home to some of the best car companies in the world like Mercedes, BMW, Audi and Volkswagen

There are more than 300 types of breads eaten in Germany. In fact there is a Museum which showcases 500 different breads eaten there.

Germany gave the world some of the best music composers like Beethoven, Mozart and Bach

Countries in Europe- Spain

Spain Madrid EURO

The national sport of Spain is bullfighting, where the bull fights a man, who is called a Matador

Spain gave the world the greatest artist of all time – Pablo Picasso

Football is a very popular game and the national football league is called LA LIGA which has great teams like Real Madrid and FC Barcelona.

It has an annual festival called Tomatina where people throw tomatoes at each other.

Countries in Europe- Italy

Italy Rome EURO

Italy is home to great minds like Galileo, Copernicus and Leonardo Da Vinci besides many others.

Pasta and Pizza are both Italian foods now popular around the world

Though officially a separate country, it also houses the Vatican, where the pope lives and is the center of Roman Catholic Christians across the world

The city of Venice is in Italy which is unique as it has canals and not roads.

Countries in Europe- Russia

Russia Moscow Rouble

Russia is on the eastern side of Europe and is the largest country in the world and has eight times zones

The country has the largest reserves of natural gas in the world

The Trans Siberian Express is the longest distance train in the world

It shares its borders with Caspian Sea the largest lake in the world

It is a democracy whose parliament is called the Kremlin

Lake Baikal is the deepest, most voluminous freshwater lake in world (accounting for 20% of the world's freshwater)

Exercise 1 – Match the Columns

Eiffel Tower

United Kingdom

Venice

Germany

Big Ben

Spain

Tomatina

Russia

Kilts

Italy

Baikal Lake

France

Mercedes

Scotland



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Let's Fly across the Atlantic Ocean

Discover North America

Quick Facts

Both North and South America were discovered in the medieval times by Spanish and later Portuguese explorers before which they inhabited by natives called Red Indians, Mayans and Incas

Christopher Columbus was the first explorer to discover the continents

The name America however comes from the explorer called Amerigo Vespucci who confirmed that these were new continents.

Countries in North America – Canada

CANADA OTTAWA Canadian Dollar

Canada forms the Northern part of continent and is the second largest country in the world.

It has the world's largest coastline

The country is bilingual and both French and English are spoken and used officially

Blackberry phones originate from Canada.

Countries in North America – USA

USA Washington DC Dollar

The President lives in the White House

It is ethnically and culturally the most diverse country in the world

It is the world's largest economy and is referred to as the most powerful nation in the world – Economically and Militarily

It has produced great leaders like Abraham Lincoln, Eisenhower and Martin Luther King

It was the victim of the greatest terrorist attack in modern history when the twin towers of the World Trade Center were hit by two planes on 11th September 2001

The country has the world's largest natural wonder called the Grand Canyon

The state of California also has Hollywood which has the biggest production houses in the world

Walt Disney, a noted film producer created Disneyland which a huge entertainment park for children and adults alike.

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Countries in North America –Mexico

Mexico Mexico City Peso

Mexico is a southern country in North America

It has beautiful beaches and ancient monuments from Aztec civilization

It is famous for its food like enchiladas and burritos

Bull fighting is the national sport

The spoken language is Spanish

Let's move south to

SOUTH AMERICA

Countries in South America –Brazil

Brazil Brasilia Real

The world's largest rain forest is the Amazon rain forest housing about 4 millions species of plants and animals

The Amazon is the second longest river in the world and largest in terms of volume of water

It is a soccer crazy country and has won the world cup five times. Pele was Brazilian.

The world's best and most delicious coffee is produced in Brazil

The spoken language is Portuguese

Exercise 2 – Complete the sentences

The world's largest coastline is in the country of _____

Bullfighting is the national sport of _____

The President of the USA lives in the _____

Walt Disney created the entertainment park for children and adults called _____

The best coffee is produced in _____

The spoken language in Mexico is _____

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Let's fly across the Pacific Ocean

AUSTRALIA

Australia Canberra Australian Dollar

It is the driest inhabited country in the world

It has the lowest population density in the world

The Great Barrier Reef is the longest reef in the world

Australia is home to the kangaroo and the ostrich

The other important cities include Sydney, Melbourne and Perth

Let's take a long flight across the Antarctic and the Indian Ocean and reach Africa

Quick facts

Africa is the second largest continent of the world

It has the largest desert in the world called Sahara

The world's largest land animal is the African elephant

The tallest Land animal, Giraffe and the fastest animal, the cheetah are all found here

African Countries – Egypt

Egypt Cairo Egyptian Pound

Egypt is one of the oldest civilizations in the world

The longest river in the world, the Nile passes through the country

The language spoken is Arabic

Egypt is home to the only existing wonder of the world – the Pyramids

African Countries – Morocco

Morocco Rabat Dirham

Morocco is one of the most visited countries in Africa due to the varied landscapes it offers from beaches to mountains to the Sahara desert in the south.

The first university in the world was established here in the city of Fez

The national drink of Morocco is mint tea

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African Countries – Kenya

Kenya Nairobi Kenyan shilling

Kenya has some of the best wildlife reserves in the world and attracts a lot of tourists due to that

It has the largest lake in Africa – Lake Victoria

Kenya produces the best long distance and marathon runners in the world due to it being highland country

African Countries – South Africa

South Africa Johannesburg Rand

South Africa is now the only country in the world to have hosted the Soccer, Cricket and Rugby World Cup!

Table Mountain in Cape Town is believed to be one of the oldest mountains in the world and one of the planet's 12 main energy centres, radiating magnetic, electric or spiritual energy.

Can you think of any other place in the world where two Nobel Peace Prize winners lived on the same street? Both Nelson Mandela and Archbishop Desmond Tutu had houses on Vilakazi Street in Soweto

Exercise 3 – Fill in the blanks

The _____ are believed to be the oldest mountains in the world

_____ is the national drink of Morocco

We cross the _____ Ocean to reach Australia from America

Being a highland country _____ produces some of the best long distance runners

The only existing wonder of the world, The _____ are found in Egypt

_____ is home to the kangaroo and Ostrich

Let's fly across the Indian Ocean or the Red Sea to reach ASIA

QUICK FACTS ABOUT ASIA

Asia is the largest continent in the world

It has the largest lake - Caspian Sea and the highest mountain – Mt Everest

It has the oldest inhabited City in the world – Damascus

It is where nearly all great religions of the world originate

It is the most populated continent as well

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Asian Countries – China

China Beijing Renminbi

China is the third largest country in the world

It is also the second largest economy of the world.

It is the world's most populated country accounting for one fifth of the world's population

The oldest tree in the world Gingko is found in China

Paper was invented in China

It is home various martial art forms like Kung-fu, karate etc

Asian Countries – Japan

JAPAN TOKYO YEN

Japan is a small country composed of four islands

It is a leader in the field of consumer electronics and automobiles.

The national dish is 'Sushi'

The country experiences about 1500 earthquakes very year

Tokyo is the most populated city in the world

Asian Countries – Saudi Arabia

Saudi Arabia Riyadh Riyal

Saudi Arabia is the largest producer of oil and desalinated water

Mecca is the center of the Islamic religion where Muslims across the world congregate for the annual Haj ceremony.

It is one of the driest countries

Arabic is the spoken and official language

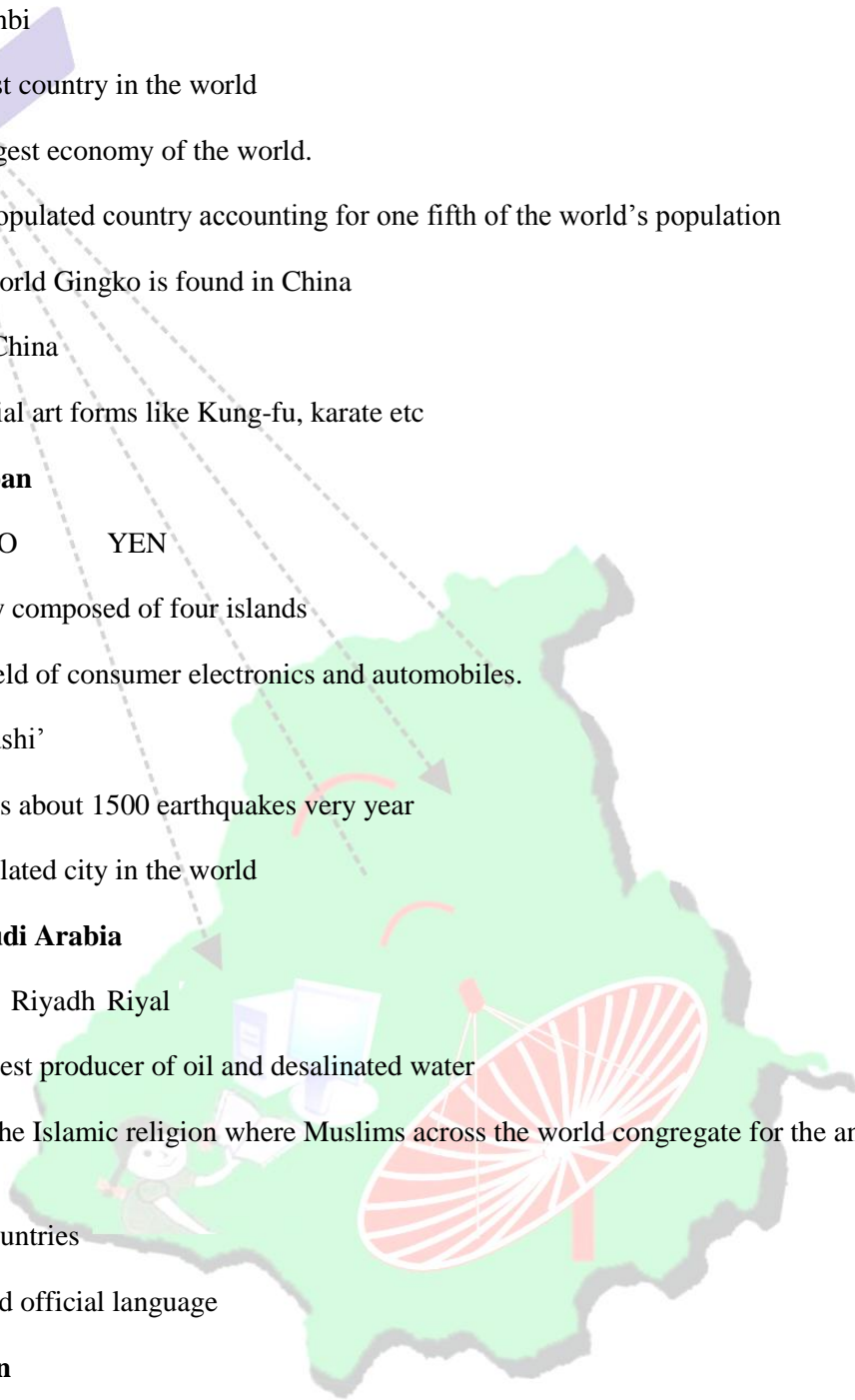
Asian Countries – Iran

Iran Tehran Rial

Iran is one of the world's oldest continuous civilizations, with settlements dating back to 4000 B.C

Most homes in Iran do not have tables and chairs. Instead, people sit on cushions on the floor to eat their meals

Iranian carpets are the best in the world



Asian Countries – India

India New Delhi Rupee

There are 17 major languages and 844 dialects spoken in India.

India was one of the richest countries on earth until the British invasion in the early 17th century

It is the world's largest democracy

Indian railways is the largest single employer in the world

Numbers and Chess were both invented in India

Indians buy more gold than any other country in the world

Exercise – Match the columns

Highest Mountain

Damascus

Invention of Paper

Tokyo

Best Carpets

The Haj

Most populated city

India

Biggest Employer

China

Mecca

Inventor of Chess

Indian railways

Mount Everest

Oldest Inhabited City

Iran

Solutions 1

Eiffel Tower

France

Venice

Italy

Big Ben

United Kingdom

Tomatina

Spain

Kilts

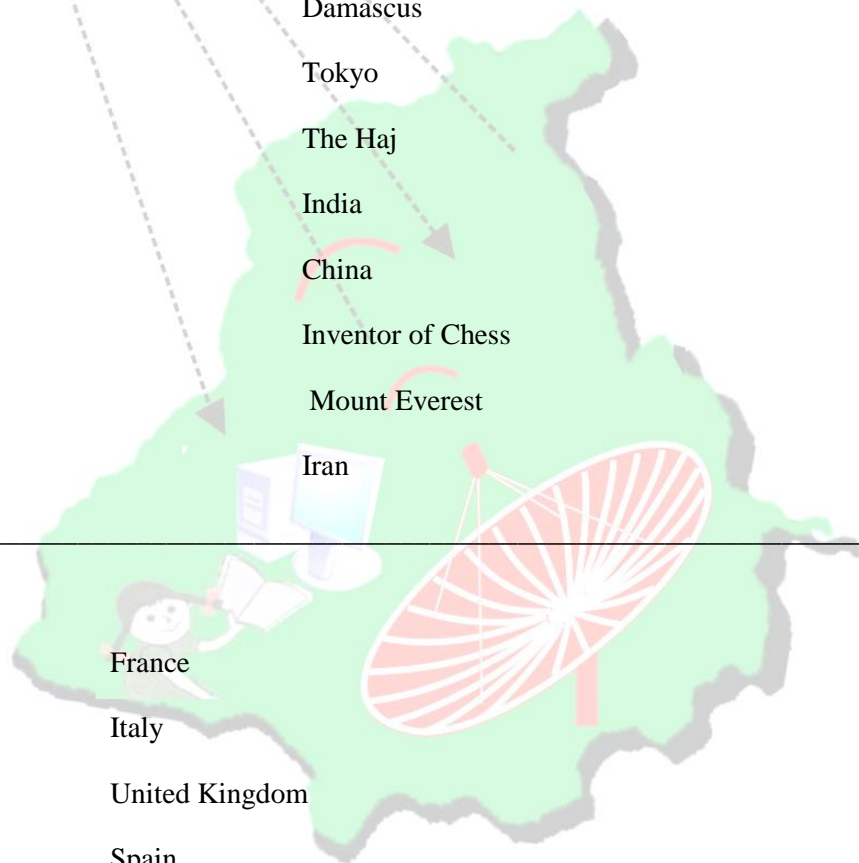
Scotland

Baikal Lake

Russia

Mercedes

Germany



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Solutions 2

The world's largest coastline is in the country of Canada

Bullfighting is the national sport of Mexico

The President of the USA lives in the White House

Walt Disney created the entertainment park for children and adults called Disneyland

The best coffee is produced in Brazil

The spoken language in Mexico is Spanish

Solutions 3

The Table Mountains are believed to be the oldest mountains in the world

Mint tea is the national drink of Morocco

We cross the Pacific Ocean to reach Australia from America

Being a highland country Kenya produces some of the best long distance runners

The only existing wonder of the world, The Pyramids are found in Egypt

Australia is home to the kangaroo and Ostrich

Solutions 4

Highest Mountain

Invention of Paper

Best Carpets

Most populated city

Biggest Employer

Mecca

Inventor of Chess

Oldest Inhabited City

Mount Everest

China

Iran

Tokyo

Indian railways

The Hajj

India

Damascus



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The End

Conversations Using Countries, Capitals and Currencies

SESSION 39

What is a capital city?

The word *capital* means the centre or headquarters. A capital city is the centre or administration or the seat of the government of the country. The capital city therefore becomes an important symbol of the country.

Quiz on the Indian Capital: *How well do we know New Delhi?*

Round 1: New Delhi became the capital of India in 1912. What was the capital of India before 1912?

Mumbai

Chennai

Kolkata

Round 2: Name the famous architect of New Delhi.

Le Corbusier

Edwin Lutyens

Qutb-ud-din Aibak

Round 3: Which of these monuments will you not be able to visit in Delhi?

Qutub Minar

Red Fort

Taj Mahal

Jama Masjid

India Gate

Lotus Temple

Round 4: Identify the city. It lies close to Delhi in Haryana. It has become a major outsourcing destination in northern India.

Panipat

Jhajjhar

Gurgaon

Rohtak

Conversation 1: Friends from the Sub-Continent

Payal: "Hello Priti! When did you get back from Delhi?"

Priti: "Yesterday. I had a great time, Payal!"

Payal: "What was the trip about?"

Priti: "I attended the Asian School Symposium which was organized there. And the aim was to interact with the young people from all over the sub-continent."

Payal: “Why is that so important?”

Priti: “It is important to have good relations with your neighbouring countries. And peace leads to prosperity.”

Payal: “Is it really possible to be at peace with Pakistan? After all the wars and terrorism. Or Bangladesh? We have so many problems with our neighbouring countries!”

Priti: “Yes, we do have. And I’m sure that we’ll overcome them. Take the example of the European Union. European nations have fought World Wars in the twentieth century!”

Payal: “That’s true.”

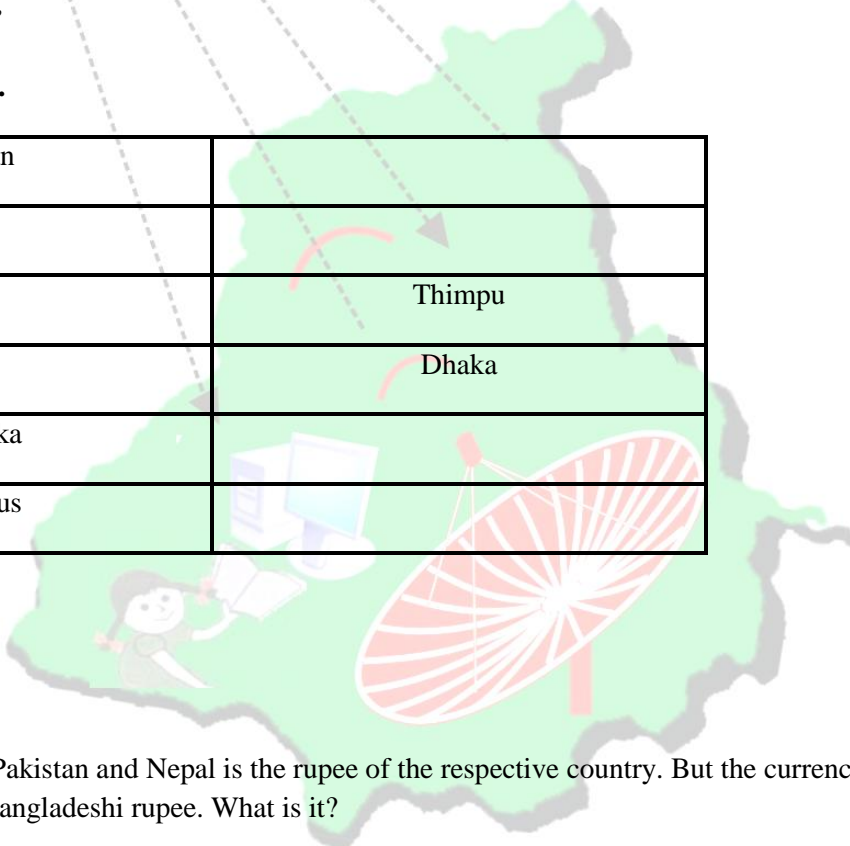
Priti: “And yet, Europe is peaceful and prospering! We must do the same.”

Payal: “What makes you feel so positive?”

Priti: “I have met dozens of students. We were all so happy to meet each other. We were eager to know more about each other.”

Complete the Table: .

Pakistan	
Nepal	
	Thimpu
	Dhaka
Sri Lanka	
Mauritius	



Do you Know?

The currency of India, Pakistan and Nepal is the rupee of the respective country. But the currency of Bangladesh is not the Bangladeshi rupee. What is it?

Can you guess?

The name of a country beyond our immediate neighbours. It is famous for spicy food.

The capital of this country is Kabul.

Let's think further away from home.

An island, a country and a continent too!

Conversation 2: Amazing Australia

A: "Hi! What are your plans for the holidays?"

B: "We're taking a trip to Australia."

A: "Australia! Amazing! Are you going to watch the cricket match there!"

B: "No, I can do that at home!"

A: "Then why are you going to Australia?"

B: "I want to see the east coast. Do you know that over 90% of Australians live in a few coastal cities, mostly along the east coast?"

A: "Really? What about the rest of the continent then?"

B: "The interior of the continent consists of the Outback. It's a huge, dry area. And almost nobody lives there."

A: "Like our Thar desert in Rajasthan?"

B: "Yes, something like that."

A: "How long is the trip?"

B: "That's for one week. It is a package deal. We fly to Sydney from Delhi."

A: "Sydney is the capital of Australia, isn't it?"

B: "Actually the capital of Australia is Canberra, not Sydney as most of the people think."

A: "Oh, Sydney must be the biggest city in Australia then."

B: "It is."

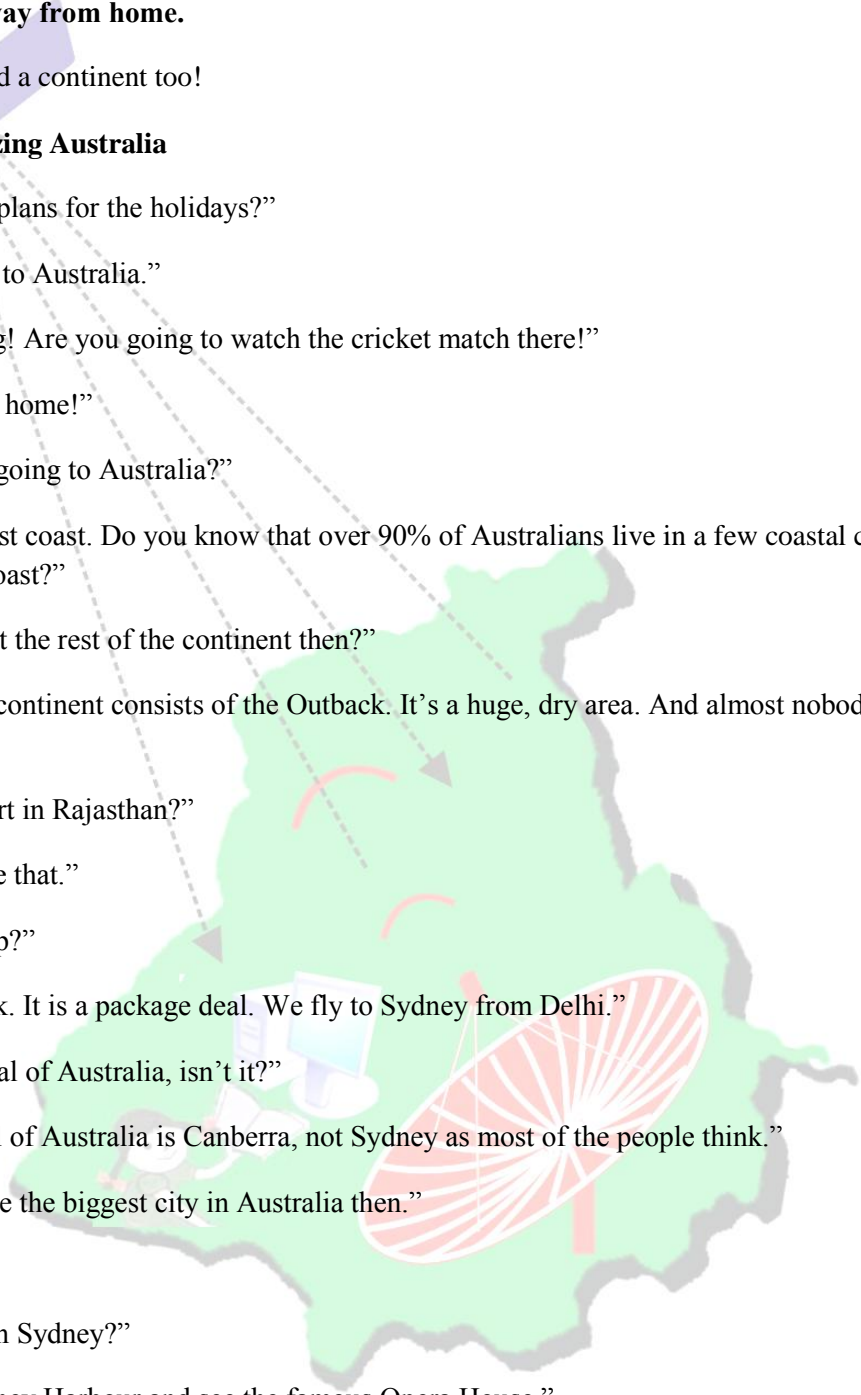
A: "What will you do in Sydney?"

B: "We'll visit the Sydney Harbour and see the famous Opera House."

A: "What makes it so famous?"

B: "It is an architectural marvel. It's the most popular tourist attraction in Australia."

A: "Like our Taj Mahal?"



B: “Yes, in a way. Though nobody is buried there!”

A: “All right! What else will you do in Australia?”

B: “Oh, we’ll laze on the beaches and visit the Coral Reef or the Great Barrier Reef.”

A: “Oh, I’ve heard of it. People go snorkeling or scuba diving there. I saw a programme on it on National Geographic.”

B: “That’s right. I’m really looking forward to that part of the trip.”

A: “I wish I could go along with you!”

B: “So why don’t you?”

A: “And spend in dollars?”

B: “*Australian* dollars.”

A: “Oh, get lost in the Outback!”

B: “You don’t mean that!”

A: “No, I don’t! I want you to come back with lots of pictures for me to see.

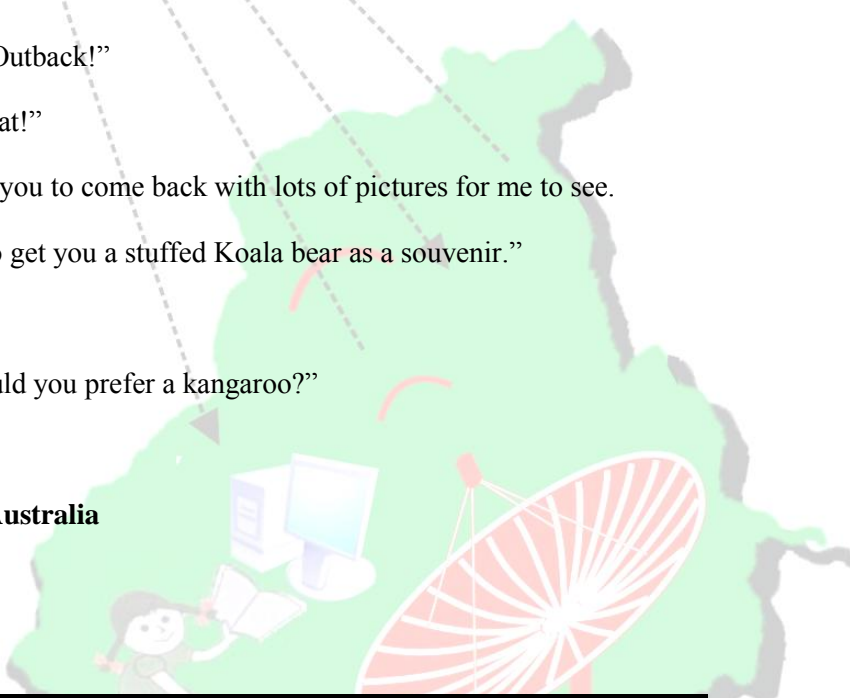
B: “I’ll do that! I’ll also get you a stuffed Koala bear as a souvenir.”

A: “A *what* bear?”

B: “Koala bear! Or would you prefer a kangaroo?”

A Brief Quiz: About Australia

Match the Columns



Capital of Australia	Great Barrier Reef
Famous monument	Outback
Largest city	Kangaroo
Arid interior	Canberra
Natural wonder	Opera House
Australian marsupial	Sydney

Do you know?

The population of India increases by about 20 million every year. That is equal to the total population of Australia. And Australia is more than twice as large as India.

Can you guess?

In India, the Prime Minister runs the country. But the President is the ceremonial head of state. In Australia, the Prime Minister also runs the country. Then who is the ceremonial head of Australia?

Further question: Where does Queen Elizabeth II reside?

Conversation 3: Calling on the Queen...

Neha: “Good morning, Nisha! You’re back from England!”

Nisha: “O Neha! I had a wonderful holiday!”

Neha: “I’m sure you did? Did you visit the Queen?”

Nisha: “Well ... I did join a guided tour of Buckingham Palace. But the Queen did not entertain us, of course.”

Neha: “Oh dear! Then the trip was a waste of time.”

Nisha: “Come on, that was just a joke! I didn’t actually expect to meet Her Majesty, Queen Elizabeth II.”

Neha: “Okay ... who all did you manage to meet?”

Nisha: “I stayed with my relatives at South Hall. We have a large network of family and friends in that general area. It was quite a homely visit, in a way.”

Neha: “So how did family and friends entertain you?”

Nisha: “We saw a few Bollywood films, attended *bhangra* nights and *samosa* parties!

Neha: “*Samosa* parties?”

Nisha: “That’s right! NRIs are serious about Indian cuisine! The *samosa* is an important symbol of our cultural identity. And so is the *parattha*.”

Neha: “Really? That’s an eye opener! Is that what you went to England for?”

Nisha: “No, I went to visit a foreign country. But it also turned out to be a home away from home.”

Neha: “Is London just like Chandigarh?”

Nisha: “We don’t have a London Bridge or a Tower of London in Chandigarh.”

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Neha: “All right! What was the best part of the trip?”

Nisha: “A brief tour of Scotland. It’s a picturesque region. We visited the cities of Edinburgh and Glasgow. The Scots are a friendly people. And they are very photogenic in their kilts.”

True or False?

Scotland is a part of the United Kingdom.
London is the capital of U.K.
The river Thames runs through London.
South Hall is owned by India.
The currency of England is the pound sterling.

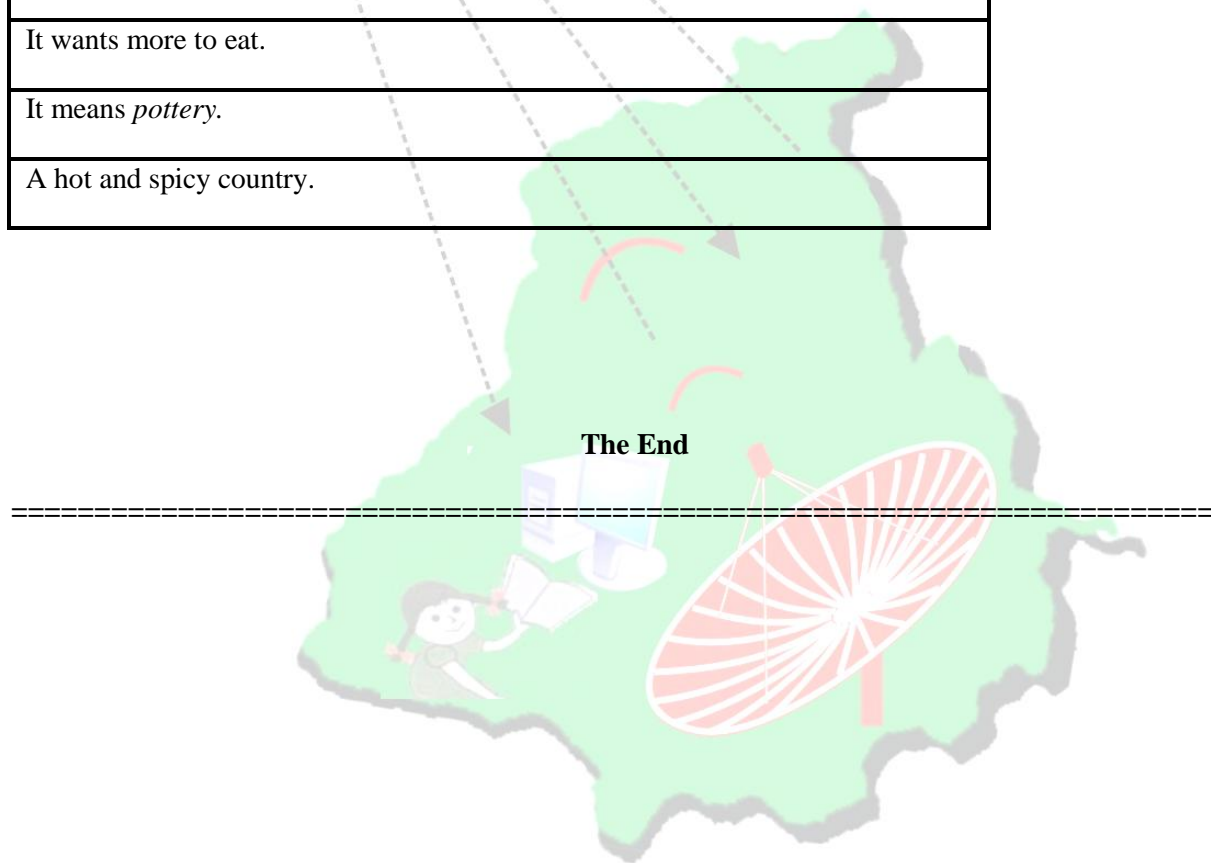
Question: Which continent is the UK a part of?

A Recap of countries, capitals and currencies.

Portugal	Lisbon	Euro
Spain	Madrid	Euro
France	Paris	Euro
Germany	Berlin	Euro
Italy	Rome	Euro
Greece	Athens	Euro
Switzerland	Zurich	Swiss Franc

A Brain Game: How familiar are you with the names of countries?

Name of a bird.
A country that is coloured.
Part of the leg.
An oily nation.
A square nation.
A crying country.
A nation which is very cold.
It wants more to eat.
It means <i>pottery</i> .
A hot and spicy country.



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Recap of Accent I

SESSION 40

What is Accent?

Accent comes from ACCENTUATE which means to lay stress on. It is the manner in which we speak. Accent is a way of pronouncing the words of a language that shows which country, area or social class a person comes from. There are different accents like The American, British, Australian, etc.

What are Vowels?

The word vowel comes from the Latin word vocalis, meaning "speaking".

In written English there are 5 vowels i.e. a,e,i,o,u , but in spoken English there are 20 vowel sounds that are made either by vowels themselves or with the vowels in combination with diphthongs.

Vowels can be categorized as:

Long vowels and Short vowels

Long vowels are the ones that are stretched. For e.g. 'I'

Short vowels are the ones that are not stretched. For e.g. 'ih'

'I' 'ih' and 'Ee' Sounds

'I' sound in words

Write Life Fight Reply

'ih' sound in words

Insect Indigo delicious Spinster

'ee' sound in words

Easter Breeze Squeeze Committee

Activity 1: Fill in the blank with appropriate 'I', 'ih' or 'ee' sound words.

1. He took off his _____ and kept it on the bedside. (tea, tie, lie)
2. A herd of _____ was on the ship. (sheep, shop, sheet)
3. Why are you so _____ in front of her? (shy, sheep, ship)
4. She will sit on the back _____ (sick, seat, sight)
5. He does not eat _____ snacks. (fit, freed, fried)
6. The batsman _____ a run. (heat, height, hit)
7. They think that she _____ on every occasion. (lift, leave, lies)
8. She will _____ a sweater for him. (knit, neat, night)

Eh' and 'Ae' Sounds

with 'eh' sound

Energy Remember Entertain Develop

Words with 'ae' sound

Cattle Attitude Magic Practical

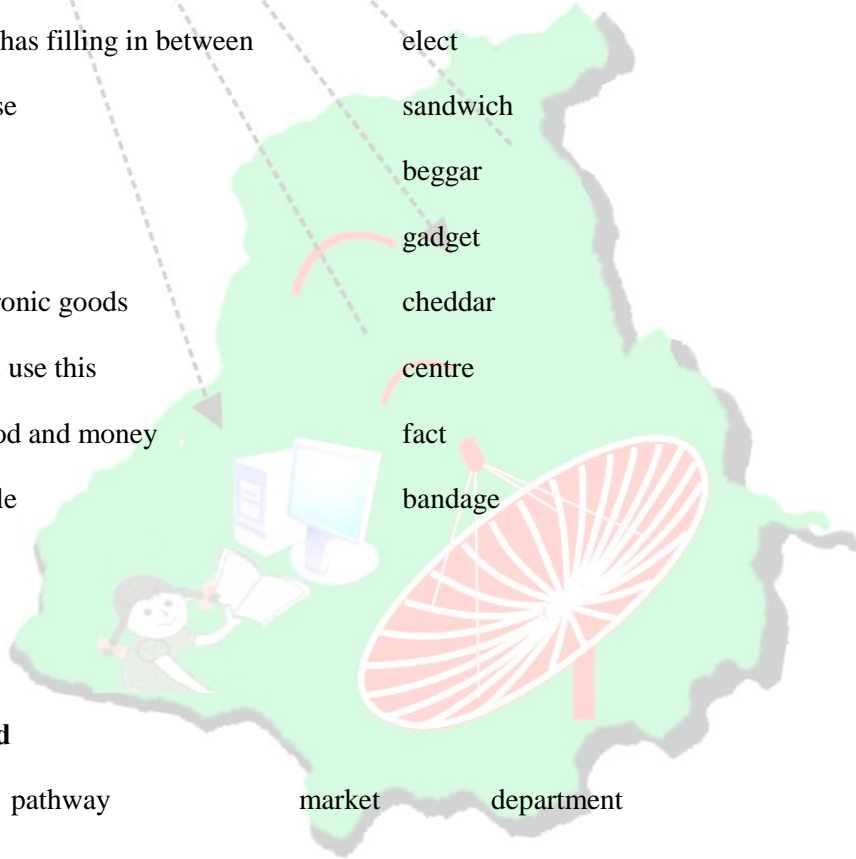
Activity 2: Match the Columns.

A

- It is made of bread and has filling in between
- Another word for choose
- Something that is true
- It is a kind of cheese
- Another word for electronic goods
- When you get hurt, you use this
- This person asks for food and money
- Another word for middle

B

- elect
- sandwich
- beggar
- gadget
- cheddar
- centre
- fact
- bandage



'Ah' and 'E' Sound

Words with 'ah' sound

afternoon pathway market department

Words with 'e' sound

shame claim relate retainer

Activity 3: Match the Following countries with their capitals

What is the capital of Taiwan	Beirut
What is the capital of Bangladesh	Taipei
What is the capital of Lebanon	Havana
What is the capital of Nepal	Beijing
What is the capital of Cuba	Kathmandu
What is the capital of China	Dhaka

‘Aw’ and ‘Oh’ Sounds

Words with ‘aw’ sound

often tomorrow authority automatic

Words with ‘oh’ sound

ocean profession polite associate

Activity 4: Underline the words with ‘aw’ and ‘oh’ sounds.

The Crow and the Snake

One day a crow built a nest in a tree and laid some eggs. She did not know that a snake had a nest in the same tree. Her chicks were soon hatched and the crow began leaving the nest.

One day, she returned to the nest and was dismayed to find one of her chicks gone. She wondered for a long time what had happened. The next day another chick was gone and the nest was barren. The crow wept and cried.

After some time, she decided to lay some more eggs. But this time, the crow decided to find the villain who had robbed her nest. She perched nearby and watched to see who would make a visit. By and by she saw a snake crawl out of its nest and eat up her chicks.

The crow thought and thought but could not think of a way of ridding herself of the snake. A fox had seen the snake too and he said to the crow. “A princess will soon be coming to bathe in the river here and as she takes of her clothing and her chain, you must seize it in your beak and drop it into the snake’s nest. It will all work out.

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The crow did as the fox told her. The servants of the princess who had seen where she had gone with the chain, went up to the snake's nest. They began digging in and around the nest and finding the snake, killed it and took out the chain.

And so it was that the crow rid herself of her worst enemy and from then on lived in her nest in peace.

'Oo' and 'Uh' Sound

Words with 'oo' sound

troop soup loose snoopy

Words with 'uh' sound

hooked crookedshook should

Activity 5: Fill in the blanks with the following words with 'oo' and 'uh' sounds.

foolproof took pool hood would cruel troop book

1. The children jumped into the _____.
2. He _____ my bat and ball along with my gloves.
3. The _____ marched to the border.
4. This plan cannot go wrong, it is _____.
5. Little red riding _____ is a beautiful story.
6. He _____ be here in an hour.
7. He does not have any friends because he is mean and _____.
8. Please, return my _____ by tomorrow.

'Aye', 'Ow' and 'Oi' Sounds

Words with 'aye' sound

flare where careful snare

Words with 'ow' sound

crowd allowance proud shout

Words with 'oi' sound

soil toilet spoil employment

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Activity 6: Fill in the blank with appropriate ‘aye’, ‘ow’ and ‘ee’ sound words.

1. Andy has a _____ for writing. (fare, flair, fair)
2. Her cats _____ all day. (bellow, meow, wallow)
3. He is a collector of _____. (coils, foils, coins)
4. Her sister has a _____ of pink trousers. (prayer, pear, pair)
5. The loud noise makes the clown _____. (crown, frown, drown)
6. Raj is a naughty boy. He can _____ anyone. (overjoy, annoy, rejoice)

‘Ea’, ‘Oa’ and ‘Eu’ Sounds

Words with ‘ea’ sound

spear fearless steer mere

Words with ‘eu’ sound

lieu attribute hew cue

Words with ‘oa’ sound

factual casual cruel sure

Activity 7: Match the columns with ‘eu’, ‘ea’, ‘oa’ words.

When you are unable to decide.

You wear it on your ears.

You find it on the leaves in the morning.

A lady who works in the saloon.

When something happens slowly.

It was used in the olden times as a weapon.

beautician

gradual

unsure

ear rings

spear

Dew

Solutions

Activity 1

1. He took off his tie and kept it on the bedside.
2. A herd of sheep was on the ship.
3. Why are you so shy in front of her?
4. She will sit on the back seat.
5. He does not eat fried snacks.
6. The batsman hit a run.
7. They think that she lies on every occasion.
8. She will knit a sweater for him.

Activity 2.

A	B
It is made of bread and has filling in between	sandwich
Another word for choose	elect
Something that is true	fact
It is a kind of cheese	cheddar
Another word for electronic goods	gadget
When you get hurt, you use this	bandage
This person asks for food and money	beggar
Another word for middle	centre

Activity 3.

What is the capital of Taiwan	Taipei
What is the capital of Bangladesh	Dhaka
What is the capital of Lebanon	Beirut
What is the capital of Nepal	Kathmandu
What is the capital of Cuba	Havana
What is the capital of China	Beijing

Activity 5.

1. The children jumped into the pool.
2. He took my bat and ball along with my gloves.
3. The troop marched to the border.
4. This plan cannot go wrong, it is foolproof.
5. Little red riding hood is a beautiful story.
6. He would be here in an hour.
7. He does not have any friends because he is mean and cruel.
8. Please, return my book by tomorrow.

Activity 6.

1. Andy has a flair for writing.
2. Her cats meow all day.
3. He is a collector of coins.
4. Her sister has a pair of pink trousers.
5. The loud noise makes the clown frown.
6. Raj is a naughty boy. He can annoy anyone.

Activity 7.

1. When you are unable to decide.
 2. You wear it on your ears.
 3. You find it on the leaves in the morning.
 4. A lady who works in the saloon.
 5. When something happens slowly.
 6. It was used in the olden times as a weapon.
- unsure
ear rings
dew
beautician
gradual
spear

Recap of Accent II

SESSION 41

What is ACCENT?

- Accent comes from ACCENTUATE which means to lay stress on.
- Accent is the manner in which we speak.
- Accent is a way of pronouncing the words of a language that shows which country, area or social class a person comes from.
- There are different accents like The American, The British, Australian, etc.

What are Consonants?

- The word consonant comes from Latin meaning "sounding with" or "sounding together".
- A consonant is a sound in spoken language that is characterized by a constriction or closure at one or more points along the vocal tract.
- There are 21 consonant letters in the written alphabet (B, C, D, F, G, H, J, K, L, M, N, P, Q, R, S, T, V, W, X, Y, Z), and there are 24 consonant sounds in most English accents. . . .
- A consonant sound is produced by shaping, stopping or blocking the air stream as it passes through the nose or mouth.
- The position of the articulators will affect the consonant sound. A consonant sound can be voiced or voiceless.

Types of Consonants

Consonants are of two types

- The Voiced Consonants
- Unvoiced Consonants

Voiced Consonants involves the muscular activity of the tongue as well as the activation of the Vocal chords. You can feel these Sounds resonate in your chest by placing a Hand On it. They bring resonance and depth to speech.

Unvoiced Consonants

These are made by the muscular expulsion of breath without the vocal chords being activated.

Consonants ‘T’ and ‘D’

Both T and D are Alveolar consonants (place of articulation). Alveolar consonants are produced with the tongue close to or touching the ridge behind the teeth on the roof of the mouth. The name comes from alveoli - the sockets of the teeth.

They both are plosives or stops.

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Plosive sounds

Consonants 'P' and 'B'

- Plosive (also known as stops, mutes, occlusives, explosives) sounds are formed by the air being completely blocked in the mouth and then suddenly released. A plosive is a consonant articulation with the following characteristics:
- One articulator is moved against another, or two articulators are moved against each other, so as to form a stricture that allows no air escape from the vocal tract. The stricture is, then, total.
- After the stricture has been formed and air has been compressed (held) behind it, it is released; that is, air is allowed to escape.
- If the air behind the stricture is still under pressure when the plosive is released, it is probable that the escape of air will produce noise loud enough to be heard. This noise is called plosion.
- There may be voicing during part or all of the plosive articulation.
- Both P and B sounds are bilabial consonant sounds (place of articulation). In a bilabial consonant, the lower and upper lips approach or touch each other. English [p], [b], and [m] are bilabial stops.
- It is a plosive sound, It means to explode. In these sounds, the consonants are produced by stopping the flow of air at some point and suddenly releasing it.

Affricate Sounds

- Affricates are consonant sounds that begin by fully stopping the air from leaving the vocal tract, then releasing it through a constricted opening. There are two affricate sounds, ch sound and j sound.

Fricative Sounds

Fricatives are consonants produced by forcing air through a narrow channel made by placing two articulators close together.

- v and f sound : The air is constricted between the bottom lip and the frontside of the top teeth.
- zh and sh sound: The air is constricted between the front of the blade of the tongue and the back of the tooth ridge.
- z and s sound: The air is constricted between the top of the tip of the tongue and the front of the tooth ridge
- h sound: The air is constricted deep in back of the tongue

The 'v' and 'w' sound

- The 'v' sound is a Voiced labio-dental fricative.
- The 'w' Sound is a Voiced semi bilabial vowel.
- Both P and B sounds are bilabial consonant sounds (place of articulation). In a bilabial consonant, the lower and upper lips approach or touch each other. English [p], [b], and [m] are bilabial stops.
- 'z' and 'j' are both are both voiced consonants.

- A simple explanation of voiced consonants is that they use the voice. This is easy to test by putting your finger on your throat. If you feel a vibration the consonant is voiced.
- ‘zh’ sound is made when the tip and blade of the tongue make a light contact with the alveolar ridge, the front of the tongue being raised at the same time in the direction of the hard palate and the side rims of the tongue being in contact with the upper side teeth.
- ‘z’ and ‘zh’ are both fricatives. There is friction when the sound is produced and the sound is continuous.
- They are also alveolar sounds.
- ‘j’ is however a plato alveolar sound and is an affricate. While producing this sound there is a complete closure and the air is released with a gush.

The ‘j’ Sound

- Plato alveolar(place of articulation)
- Affricate(manner of articulation)

The ‘zh’ sound

- To create the zh sound, the front of the blade of the tongue is placed near the tooth ridge. The sides of the blade of the tongue may be against the side teeth, and air is forced through the vocal tract during creation of the sound. This sound is considered a continuous consonant, meaning it is a fricative..
- The lips are kept slightly tense, and may protrude somewhat during the production of the sound.

Consonants ‘S’ and ‘SH’

- ‘S’ is an alveolar sound(place of articulation); alveolar sounds involve the alveolar ridge as the passive articulator. The active articulator may be either the tongue blade or (usually) the tongue tip.
- ‘SH’ is a Plato alveolar sound in which the tip or the blade of the tongue articulates with the back area of the alveolar ridge.
- Both ‘S’ and ‘SH’ are Fricative sounds (manner of articulation). These are produced when the articulators are brought so closely together that the sounds are accompanied by audible friction. Fricatives may be voiced (vocal cords vibrating during the articulation of the fricative) or voiceless (vocal cords not vibrating during the articulation of the fricative).

Words with ‘T’ and ‘D’ sound

Words with ‘T’ sound

total astonish adamant deduct

Words with ‘D’ sound

drown dependent reduce dandy

Activity 1: Fill in the blanks with the correct homonym with ‘T’ or ‘D’ sound.

1. **accept/ except**
Everyone _____ Mary is going to the party.
2. **beside/besides**
They offer many flavours _____ vanilla.
3. **desert/dessert**
After dinner, we will have _____.
4. **precede, proceed**
Let us _____ with this session.
5. **all ready/ already**
We were _____ for the results.
6. **bored/board**
The students were _____ during the long lecture.
7. **chute/shoot**
The dock had facilities to _____ grain directly into the vessel.

Words with ‘P’ and ‘B’ sound.

Words with ‘P’ sound

paper pollution optimist couple

Words with ‘B’ sound

Baboon incredible bubble shabby

Activity 2. Match the columns with ‘P’ and ‘B’ sound words

A

B

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. The person who makes our furniture 2. The place where there are many books to read 3. The place where one goes to worship 4. The person who cuts your hair 5. The person who carries luggage 6. Where cakes are made | <ol style="list-style-type: none"> bakery porter temple carpenter library barber |
|--|--|

Words with 'S' and 'SH' sound

Words with 'S' sound

silent associate request crest

Words with 'SH' sound

action recession shallow brash

Activity: Underline the words with 'S' and 'SH' sounds in the story.

The Princess and the Pea

Once upon a time there was a prince who wanted to marry a princess; but she would have to be a real princess. He travelled all over the world to find one, but nowhere could he get what he wanted. There were many princesses, but it was difficult to find out whether they were real ones.

One evening, a terrible storm came on; there was thunder and lightning, and the rain poured down in torrents. Shortly, a knocking was heard at the city gate. It was a princess standing out there in front of the gate. But, Good gracious! What a sight! The rain and the wind had made her look shabby. The water ran down from her hair and clothes; it ran down into the toes of her shoes and out again at the heels and yet she said that she was a real princess.

Well, we'll soon find that out, thought the old queen. But she said nothing, went into the bedroom, took all the bedding off the bedstead, and laid a pea on the bottom; then she took twenty mattresses and twenty sheets and laid them on the pea.

On this the princess had to lie all night. In the morning she was asked how she had slept. "Oh, very badly!" said she. "I have scarcely closed my eyes all night. Heaven only knows what was in the bed, but I was lying patiently on something hard, so that I am black and blue all over my body. It is horrible!"

Now they knew that she was a real princess because she had felt the pea right through the twenty mattresses and twenty sheets.

Nobody but a real princess could be as sensitive as that. So! The prince took her for his wife.

Words with 'V' and 'W' sound

Words with 'V' sound

visual variety carnivore valve

Words with 'W' sound

warranty crawl weave crew

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Activity 3: Fill in the blanks with 'V' and 'W' sound words.

- | | |
|---|--------------|
| 1. _____ are holders for flowers. | Vermont |
| 2. George _____ was a Revolutionary war hero and the first President of the United States. | Weasels |
| 3. A _____ is a flying, stinging insect. | weather vane |
| 4. A _____ is one of the series of small, connected bones in the spine that surround and protect the spinal cord. | vehicle |
| 5. _____ are small, furry mammals with short legs. | windmill |
| 6. A _____ is a device that points the way the wind is blowing. | Vegetables |
| 7. A _____ moves people and things from one place to another. | vertebra |
| 8. _____ is a state in the North Eastern United States of America. | Washington |
| 9. A _____ uses the wind to generate power. | wasp |
| 10. _____ are edible plants, like spinach, they very good for you. | vase |

'Z', 'ZH' and 'J' Sounds

Words with 'Z' Sound

zodiac zenith zipper zig zag

Words with 'Zh' Sound

Version Excursion Genre Luxury

Words with 'J' Sound

Badge Detergent Luggage Jockey

Activity 4: Match The Columns- Idioms

A

1. As busy as a
2. To get on one's
3. Jump to
4. Keeping my fingers
5. Rings a
6. Take it
7. Who
8. Don't joke with
9. Don't be a

B

- stranger
cares
me
easy
crossed
bell
nerves
bee
conclusions

Words with 'R' and 'L' sound

Words with 'R' sound

reason burden crunch customer

Words with 'L' sound

little belt final climate

Activity 5: Read the following conversation and answer the questions. Making an Appointment with Your Professor

A: Professor, could I make an appointment with you?

B: I am free tomorrow afternoon between two and four; do you have a particular time in mind?

A: Two o'clock would be the best time.

B: Fine, do you know where my office is?

A: No, I'm not sure.

B: Remember, it is in the L building on the third floor.

A: I see.

B: Don't worry, it will work out fine once you get there. I'll see you then.

A: I'll see you then.

B: Looking forward to meeting with you!

Answer the following questions

1. Why does the student call the professor?
2. What would be the best time for the professor?
3. What is the address of the building?
4. At what time does the student want to come?

THE END

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Solutions

Activity 1: Fill in the blanks with the correct homonym with 'T' or 'D' sound.

1. accept/ except

Everyone **except** Mary is going to the party.

2. beside/besides

They offer many flavours **besides** vanilla.

3. desert/dessert

After dinner, we will have **dessert**.

4. precede, proceed

Let us **proceed** with this session.

5. all ready/ already

We were **all ready** for the results.

6. bored/board

The students were **bored** during the long lecture.

7. chute/shoot

The dock had facilities to **chute** grain directly into the vessel.

Activity 2. Match the columns with 'P' and 'B' sound words

1. The person who makes our furniture.
2. The place where there are many books to read.
3. A place where one goes to worship.
4. A person who cuts your hair.
5. A person who carries luggage.
6. Where cakes are made.

carpenter
library
temple
barber
porter
bakery

Activity 3: Fill in the blanks with 'V' and 'W' sound words.

1. _____ are holders for flowers.
2. George _____ was a Revolutionary war hero and the first President of the United States.
3. A _____ is a flying, stinging insect.
4. A _____ is one of the series of small, connected bones in the spine that surround and protect the spinal cord.
5. _____ are small, furry mammals with short legs.
6. A _____ is a device that points the way the wind is blowing.
7. A _____ moves people and things from one place to another.
8. _____ is a state in the north eastern United States of America.
9. A _____ uses the wind to generate power.
10. _____ are edible plants, like spinach, they very good for you.

Vases
Washington

wasp
vertebra

Weasels
weather vane

vehicle

Vermont

windmill

Vegetables

Activity 4: Match the Columns- Idioms

A

1. As busy as a
2. To get on one's
3. Jump to
4. Keeping my fingers
5. Rings a
6. Take it
7. Who
8. Don't joke with
9. Don't be a

B

- bee
- nerves
- conclusions
- crossed
- bell
- easy
- cares
- me
- stranger

Activity 5: Read the following conversation and answer the questions.

Answers

1. Why does the student call the professor?
 - The student calls the professor to make an appointment.
2. What would be the best time for the professor?
 - The best time for the professor would be between two and four.
3. What is the address of the building?
 - The address is the L building on the third floor.
4. At what time does the student want to come?
 - The student wants to come at two o'clock.



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IMPORTANCE OF SOFT SKILLS

SESSION 42



WHAT ARE SOFT Skills ????

- Soft skills are personal attributes that enhance an individual's interactions, job performance and career prospects.
- Unlike hard skills, which are about a person's skill set and ability to perform a certain type of task or activity, soft skills are interpersonal and broadly applicable.
- It's often said that hard skills will get you an interview but you need soft skills to get (and keep) the job.
- A common perception is that companies prefer candidates who can rapidly perform at the same level of momentum as the rest of the organization. Therefore, they place more emphasis on the hard skills.

This is not the case.

- Your soft skills are vital to the organization's ability to function effectively both internally and in their industry. Employers cannot discount soft skills when considering a candidate for hire because these characteristics are necessary for a company to maintain a high level of professionalism and customer satisfaction.

The reasons soft skills are so important in the workplace is because ...

- Companies hoping to maintain a position in the marketplace are recognizing that service is the new selling. Rather than talking about themselves and their products and services, companies are focusing more on identifying the problems that their customers face and solving those problems.
- Therefore, your ability to effectively listen, communicate, and solve problems is extremely valuable in any organization.

Soft skills are often described by using terms often associated with personality traits, such as:

- **Communication Skills**
- **Inter personal skills**

- **Attitude and Optimism**
- **Common sense**
- **Responsibility**
- **A sense of humour**
- **Integrity**

Abilities that can be practiced (but require the individual to genuinely like other people) such as:

- **Empathy**
- **Teamwork**
- **Leadership**
- **Communication**
- **Good manners**
- **Negotiation**
- **Sociability**
- **The ability to teach.**

SOFT SKILLS CONSIST OF:

- **Body Language**
- **Telephone etiquette**
- **Personal Grooming**



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Soft Skills + Body Language

A step forward...

- Body Language - technically known as kinesics (pronounced 'kineesicks') - is a significant aspect of modern communications and relationships.
- Body Language is therefore very relevant to management and leadership, and to all aspects of work and business where soft skills can be seen and physically observed among people.
- Body language is also very relevant to relationships outside of work, for example in dating and mating, and in families and parenting.
- Communication includes listening. In terms of observable body language, non-verbal (non-spoken) signals are being exchanged whether these signals are accompanied by spoken words or not.

Body language goes both ways:

- Your own body language reveals your feelings and meanings to others.
- Other people's body language reveals their feelings and meanings to you.



Soft Skills + Telephone Etiquettes **to Improve Communication**

- Telephone etiquettes - An individual needs to follow a set of rules and regulations while interacting with the other person over the phone. These are often called as telephone etiquettes.
- It is important to follow the basic telephone etiquettes as our voice plays a very important role in creating an impression of our personality, education, family background as well as the nature of job we are engaged in.

Soft Skills +Personal Grooming **Heading Towards Success**

- Personal grooming may seem like a matter of individual preference, but how you present yourself can have a significant impact on your life. Whether you are interested in attracting a member of the opposite sex or making a good impression in the workforce, good personal grooming is essential.

- Your physical appearance is the first impression that people have of who you are. Choosing to ignore common personal grooming habits may indicate to those around you that you are not detail oriented; that you do not take pride in your work because you don't take pride in your appearance; or that you are not someone who desires to be taken seriously.

Positive Attitude

- A mental filter through which we process our thoughts and view the world .”
- No one ever developed eyestrain looking on the bright side of things”

Attitude is CONTAGIOUS

The will to win is important but the will to win isn't worth a nickel

unless you also have THE WILL TO PREPARE !”Rick Pitino

Preparation tools for success are:

- Desire
- Commitment
- Responsibility
- Hard work
- Positive believing
- Give more than you get
- Pride of performance
- Be willing to be a student



somebody did a golden deed;
somebody proved a friend in need;
somebody sang a beautiful song;
somebody smiled the whole day long
somebody thought, "it's sweet to live;"

somebody said, "I am glad to give;"

somebody fought a valiant fight;
somebody lived to shield the right;

was that "somebody".....YOU?

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Steps to Improve Soft Skills

- Greet your family members first thing in the morning. If you are not used to this, they will be surprised with your sudden and nice gesture.
- Greet your peers, teachers and seniors once you enter the school. Smile at even the 'security' personnel standing at the gate, who takes care of your safety.
- Greet your friends along the way and do not ignore them.
- Continuously reciprocate to breed communication. If you do not reciprocate at least with a 'thanks' when you get information or a source on your online network or your offline network, you will not be remembered for a long time. If you are not remembered, you are out of your network.
- Be a proactive listener and empathise with others to command respect.
- While talking to others, your voice, tone and tenor must be audible and soothing. It should not be aggressive or in a shouting mode.
- Dress well to suit your profession and to create positive vibes in your workplace.
- Political and religious comments must be avoided at all costs in the workplace, when you are in a group.
- Your communication should not provoke others.
- Do not speak ill of others if you can help it.

The “Soft Skills” Quiz

Choose the answers for the following situations and find out the results about your soft skills

1. Other people (teachers, peers etc.) are holding my grades back.
 - True (1) Mostly true (2) Untrue (3)
2. It's never okay to be rude to someone, even when they are incompetent.
 - True (3) Mostly true (2) Untrue (1)
3. Showing initiative and being more organized will help you to be promoted.
 - True (2) Mostly true (3) Untrue (1)
4. I never volunteer for a difficult job.
 - True (1) Mostly true (2) Untrue (3)

5. I always apologize when I've done something wrong.

- True (3) Mostly true (2) Untrue (1)

6. I will ask seemingly stupid questions when I don't understand something.

- True (3) Mostly true (2) Untrue (1)

7. I try to maintain connections with my teachers.

- True (3) Mostly true (2) Untrue (1)

8. I try to plan everything in advance.

- True (3) Mostly true (2) Untrue (1)

9. If I'm unhappy with my teacher, it's ok to go over his or her head.

- True (1) Mostly true (2) Untrue (3)

10. I tell my peers and my teachers about my projects and accomplishments.

- True (3) Mostly true (2) Untrue (1)

Results: Add the points for all the questions together and read about your results.

- 10-16 points- You need to work a lot in order to improve your soft skills.
- Try to be more friendly and polite to your co-workers. Show more initiative at work and do not be afraid of self-promotion.
- 17-23 points- You need to do some additional work on your soft skills. You are almost there. Try to make suggestions and volunteer for difficult jobs in order to be noticed.
- 24-30 points- Congratulations! You are on solid ground when it comes to your soft skills. You understand the importance of soft skills at work. You are a very valuable employee!

The End

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BODY SPEAKS: THE IMPORTANCE OF BODY LANGUAGE

Session 43

How Does the Body Speak?

- Like any spoken language, body language has words, sentences and punctuation.
- Each gesture is like a single word and one word may have several different meanings.

BODILY SPEAKING...

- According to the social anthropologist, Edward T. Hall, in a normal conversation between two persons, less than 35% of the social meanings is actually transmitted by words.
- So, at least 65% of it is conveyed through the body (non-verbal channel).

Why Is It Important to Understand Body Language?

- ✓ For effective communication
- ✓ To make a greater impact on others.
- ✓ To understand the other person better.
- ✓ To avoid offending others.

: Let's Examine How the Body Communicates, from head to toe



Handshaking is a form of greeting in most Western cultures.

In the Middle East, a gentle grip is appropriate.

In most Asian cultures, a gentle grip and an avoidance of direct eye contact is appropriate.

Different kinds of hand shakes

- Firm
- Should not be a loose handshake
- Arms should be fully stretched
- Soft handshake not appreciated in professional life.
- In case of meeting a lady, shake hands only if she is the first one to initiate the gesture.

Some more Hand Gestures

Palms up



- Open palms usually have a positive effect on people. It's effective in making amends or closing a sale.
- Combined with outstretched arms, it communicates acceptance, openness and trustworthiness.

Palms down



This means confidence and shows that you know what you're talking about – but it also conveys rigidity

Clenched fists



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- Clenched fists usually connote firmness of resolve
- Clenched fists with thumbs tucked-in indicate discomfort and anxiety.

Hands on heart



- This conveys a person's desire to be believed or accepted. Though intended to communicate sincerity, it doesn't necessarily mean honesty.

Chopping movements



- Chopping is for emphasis. A person who "chops" has made up his mind and is not likely to change it

LEGS AND FEET

- Do not point with your toes.
- Putting feet up on a desk or any other piece of furniture is very disrespectful.
- Sitting cross-legged, is consider to be very impolite
- Tapping feet is also a sign of disrespect, it shows that one is not paying attention to the speaker

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Eye Contact

- Always maintain eye contact with the person you are speaking to.
- Remember eye contact does not mean staring.
- Do not look up or down or sideways while communicating.
- Maintaining proper eye contact shows confidence and honesty.
- Poor eye contact shows dishonesty or lack of confidence.

Some typical Body Gestures and Postures;

Let's look at what meaning they convey

Disagreement



Figure 5: Common critical evaluation gesture

- If the listener shown in Figure, has a different opinion than yours, his non-verbal signals would be congruent with his verbal sentences, that is, they would match or be consistent.

17

Telling Lie



Figure 6: The child telling a lie

- If a five-year-old child tells a lie to his or her parent, the mouth will be deliberately covered with one or both hands immediately afterwards

18

Telling lie



Figure 7: The teenager telling a lie

- When the teenager tells a lie, the hand is brought to the mouth like that of a five-year-old, but instead of the obvious hand slapping gesture over the mouth, the fingers rub lightly around it

19

Telling lie



- When the adult tells a lie, his brain instructs his hand to cover his mouth in an attempt to block his dishonest words.

20



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Rubbing Palms



Figure 38 'Isn't it exciting?'

- Rubbing the palms together is a way in which people non-verbally communicate positive expectation.

Confident or Know it all



Figure 42 The hand/clasp

Figure 43 The behind/clasp

This fascinating gesture is frequently used in superior or subordinate interaction and that it can be an isolated gesture which indicates a confident or 'know-it-all' attitude.

Superiority



Figure 44 The superiority-confidence gesture

- This is a superiority or confidence gesture position. If you take this position when you are in a high stress situation, you will feel quite relaxed, confident and even authoritative.

Frustration

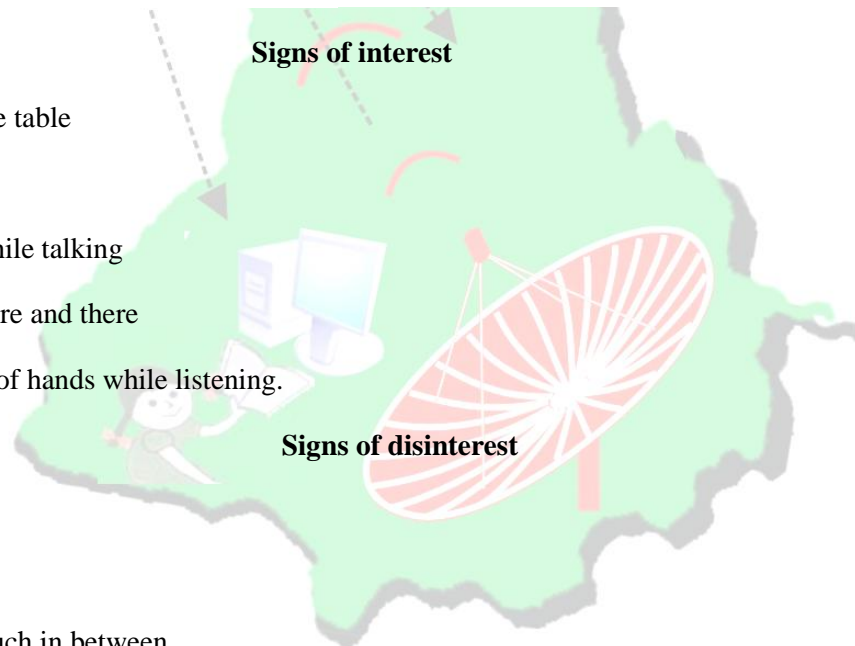


Figure 46 The upper arm grip

- The hand-gripping-wrist gesture which is a signal of frustration and an attempt at self-control

- Leaning On the table
- Nodding head
- Eye contact while talking
- Not looking here and there
- Minimum use of hands while listening.

- Leaning back
- Talking too much in between
- Shaking legs
- Moving eye balls right, left, down and up.
- Arms folded at the chest.



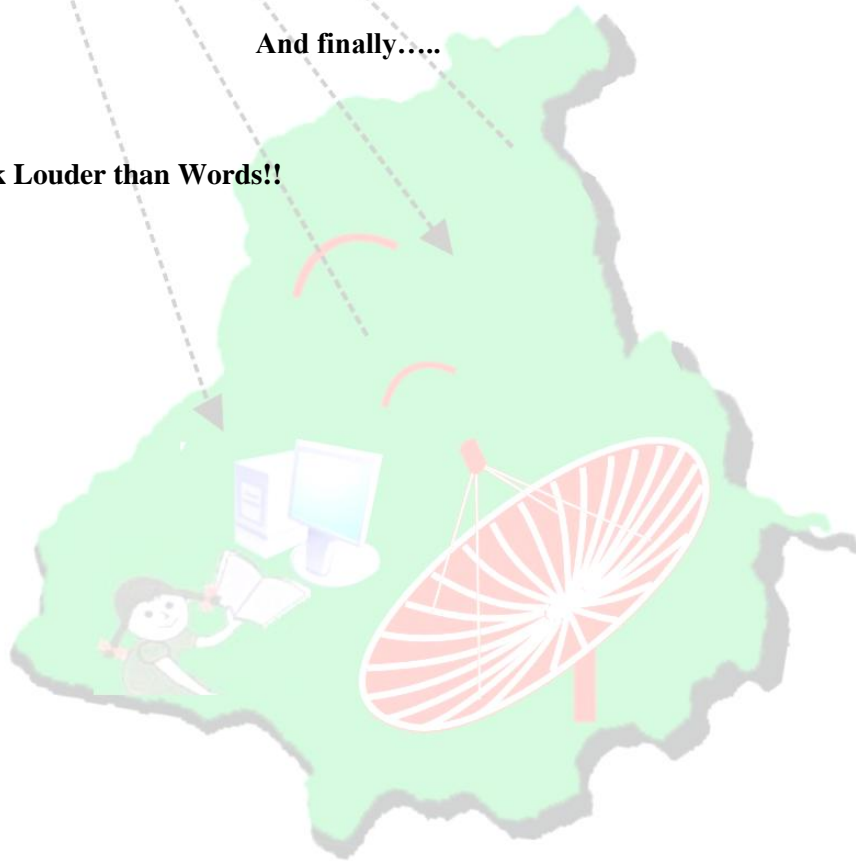
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Correct Body Language for the Interview

- Firm Handshake
- Eye Contact
- Sit in an upright position
- Lean forward to show interest ; Open body
- Legs firmly on the ground. Boys should keep them very slightly apart and girls should keep their feet together.
- Open and relaxed body posture

And finally.....

Actions Speak Louder than Words!!



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Personal Grooming; DRESSING FOR SUCCESS

Session 44



What is Personal Grooming?

- Personal grooming is also referred to as personal hygiene.

It is the act of taking care of your body through proper cleanliness and self-care.

- Personal grooming not only affects the way others see you, but also has an impact on how you feel about yourself.
- When you look and feel your best you are able to present yourself confidently with others.

Why Personal Grooming?

- Your physical appearance is the first impression that people have of who you are. Choosing to ignore common personal grooming habits may indicate to those around you:
 - That you are not detail oriented.
 - that you do not take pride in your work because you don't take pride in your appearance.
 - or that you are not someone who desires to be taken seriously.

But! Why is Personal Grooming Important for Me?

- Your image is what helps "sell" you to potential employers, members of the opposite sex, peers and any other groups of people you come in contact with.
- Your resume may tell the story of a highly educated and accomplished individual. But if your appearance and cleanliness don't follow suit then you put yourself at a disadvantage. You may miss out on opportunities for advancement at work and fulfilment in personal relationships.

Basic Personal Grooming Essentials:

- Brush and floss your teeth at least twice a day.
- Use mouthwash for extra freshening.
- Shower or bathe every day.
- Use body soap to cleanse the all-over surface of your skin, paying special attention to areas that tend to get sweaty and hold odour.

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- Shampoo and condition your hair.
- Keep your hands and fingernails clean and trimmed.
- Use deodorant each day after showering to cut down on body odour.
- Avoid clothing that is too tight.
- Avoid wearing clothing with offensive images or wording.
- Limit your use of perfume or cologne so as not to overpower those around you.
- Do not attempt to use fragrances to cover body odour caused by lack of hygiene.

Personal Grooming Essentials for Women

- The eye brows and upper lip needs to be waxed.
- Don't keep very long nails. Clip and file your nails.
- Use clear or a conservative nail paint colour.
- Avoid clothing that is too tight.
- Don't wear excessive body jewellery. Remember piercings and ear plugs can have a negative effect in how you are perceived by others.
- Minimal use of makeup (it should not be too noticeable).

Personal Grooming Essentials for Men

- Shave or trim your facial hair neatly every day or every couple of days depending on how fast your hair grows.
- Trim nose and ear hair weekly.
- Keep your hair trimmed for a healthy appearance.
- Avoid hairstyles or hair colours that are shocking or unprofessional (such as a mohawk, bright unnatural colours or stripes).
- Cover your tattoos, if possible.
- Wear clothing that is clean, in good repair and wrinkle-free.

Proper Interview Attire: Women

- Always wear a suit with a jacket; salwar suit or a saree
- No high heels. High-quality black or brown shoes. Clean and polished. Wear flat shoes in colours that avoid making your feet a focal point.

- Conservative hosiery at or near skin colour (and no runs)
- If the hair is too long, make a neat bun. Hair should be neat and tidy.

A small purse. No heavy purses Do not carry a purse with a briefcase. Choose one or the other

Proper Interview Attire: Men

- Wear a formal shirt and trousers, not jeans and T shirts.
- Necktie should be with a conservative pattern.
- Dark shoes - black shoes are best.
- Dark socks -black is the best.
- Get a haircut; short hair always fares best in interviews.
- No beards.
- Moustaches are a possible negative, but if you must, make sure it is neat and trimmed.
- No rings other than wedding ring.
- No earrings (if you normally wear one, take it out)
- Empty pockets--no bulges or tinkling coins
- No gum, or candy or in the pockets.
- Light briefcase or portfolio case

Interview Suit Practice

“Walk around” in your interview attire

- Remove price tags
- Learn how clothes fit/feel/stretch
- Iron everything!
- Look at all angles in the mirror
- Feel confident and positive

Prepare

- Purchase a portfolio case
- Keep two copies of resume

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- Keep at least 8 passport size photographs
- Take photocopies of all your mark sheets
- Carry all your certificates
- Remember, to carry at least 2 pens.
- Practice for your interview.
- Research the industry.
- Call HR or visit the interview site.

Remember... Make a positive non-verbal first impression

- Choose clothing that makes a positive statement about you as a prospective employee.
- Choose clothing that makes you feel good about yourself.
- Be on time for your appointment.
- Use a firm handshake.
- Establish eye-contact.
- Display poised, confident body language.
- Be relaxed & SMILE!.



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Activity

Look at the pictures and tick X or ✓ against the pictures depending on whether they are appropriate for an interview.



Luck is when Preparation Meets Opportunity!



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ALL THE BEST!!!

TELEPHONE ETIQUETTE

SESSION 45

Aims and Objectives

- Difference between face to face communication and telephonic conversation.
- Phone manners.
- Parts of a Phone Call:
 - Making a call
 - Call opening
 - Developing the call
 - Closing the call
- Taking Calls:
 - Giving information
 - Refusing to take a call
 - Taking a message
 - Cutting a call short

Do you feel more comfortable speaking to your friend with your eyes open or shut?

In face to face conversation: Communication depends on a combination of verbal and non verbal factors. The conversation is longer and more in detail and can be comparatively informal.

Whereas, in the Telephonic conversation: Only verbal factors come into play, there is no facial expression or body language. The conversation is shorter and to the point. The conversation needs to be comparatively formal.

Tips to Improve Telephone Conversation

- Smile
- Stress Words
- Breathe
- Exaggerate your tone

Memory Test: What is the ice breaker we use as soon as we pick up the phone?

Conversation 1: Happy Birthday!

Sonali calls her friend Anjali early in the morning.

Sonali: “Good morning. My name is Sonali and I would like to speak with Anjali please.”

Anjali: “Hello Sonali!”

Sonali: “Hi, Anjali! It’s you! Happy Birthday!”

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Anjali: “Oh, it’s my birthday! I’d forgotten. You’re the first person to wish me Sonali.”

Sonali: “I hope I am. I’m your best friend, aren’t I?”

Anjali: “Absolutely. Sonali, can you drop by my house before school. I have some boxes of sweets to carry for the class, the teachers and the students of my house!”

Sonali: “I’ll do that Anjali. Should I be there at 7:45?”

Anjali: “Please do. And in the evening there’s a birthday party at home. You’ll be there, won’t you?”

Sonali: “You know I will, Anjali. Is there anything else I can do to help?”

Anjali: “Oh no, Sonali. Thank you for calling.”

Sonali: “You’re welcome! Happy Birthday again, and I’ll see you in an hour’s time. Bye, Anjali!”

Sonali: “Thank you Sonali, Bye!”

Question: Should your rate of speech be *higher* or *lower* in a telephonic conversation as compared to a face to face conversation?

Answer: It should be less, because speech needs to be exaggerated on call. We need to remember that telephonic communication depends on speech only and does not include facial expression or gestures.

Telecom Revolution in India: Some Interesting Facts

It began in 1995.

The telecomm sector has been expanding rapidly in India since 1995.

Cell phones or mobile phones have revolutionized the sector.

In 2005, there were 68 million mobile phone users in India. The target for cell-phone subscribers by 2010 is 350 million.

By Dec 2007, 14% of Indians own mobile phones.

Price, Policy and Technology.

Price: A handset used to cost a minimum of 25,000 rupees in 1995. Call charges were Rs.16/minute outgoing and Rs. 8/minute incoming. In the next ten years, crashing prices made the luxury item affordable.

Policy: In 1999 the government stopped charging a license fee from telephone operators and encouraged investment in the sector.

Technology: Features like cameras, radios and music players, games and internet access make cell phones attractive to the buyer.

Feedback Round: True or False?

1. Thousands of Indians laid down their lives in the telecom revolution.
2. Cell-phone prices are rising.
3. Telecom is an expanding sector in India.
4. Mobile phones are a luxury item in India.
5. Mobile phones may have cameras and radios.
6. You can access the internet with your phone.
7. The number of people using mobile phones is going to increase in the next few years.

Therefore, it's fair to say that:

- a) Talking on the phone has become commonplace.
- b) Most people will be available on their personal mobile phones in a few more years.
- c) Telephone etiquette will be very important.

What are Phone Manners?

- Using the Telephone effectively and courteously.
- Think about your phone manners.
- We tend to think about telephone etiquette (or the lack of it) when we have bad experience of being treated rudely or abruptly by someone else on the phone.
- We don't like to be ill-treated on call but probably never think of the number of times we have shown our bad manners while speaking on the telephone.

Keep in mind

- Communicating effectively on the telephone is a unique skill.
- Your telephone etiquette can make or break someone's perception of you.

What should we do?

1. Answer the phone promptly.
2. Return missed calls within 24 hours.
3. Always identify yourself when placing a call.
4. Address people by their names and titles, as appropriate.
5. Keep conversation brief, but not to the point of curtness.
6. Place a call on hold, if necessary, rather than leaving a call with an open line.
7. Respond promptly to all requests.
8. Listen. Do not interrupt a caller or become impatient.
9. Do not talk with food or chewing gum in your mouth.
10. Respond courteously to requests and responses.
11. In case you need to call back, always let a person know when you would do so.
12. When you have finished talking, remember to say Thank You and Goodbye.
13. Don't slam the phone down.

Making a Call

Parts of a Call:

- a) Call opening
- b) Development
- c) Closing

Placing a call

- Know the name of the person you want to reach and how to pronounce it.
- Verify the phone number before calling.
- When someone responds, greet the person, identify yourself and confirm the identity of the person who wants to speak to.
- Specify the aim of the call.
- Ask the caller if it is a convenient time to talk.
- Insist on calling back if the connection is faulty.

Developing the call

- Speak slowly.
- Pronounce words clearly.
- Make sure the other person understands you.
- Your choice of words makes a difference. Avoid crude expressions.
- Show respect with simple comments and responses such as “Please,” “Thank you,” and “I appreciate your help.”

Closing the call

- Always thank the other person for his time.
- In case you need to call back, let him know when you would do so.
- Say good bye.
- Let the other person hang up first. At any rate, don't slam the phone down!

Conversation 2: Seeking a contact number.

Anita is asthmatic. She needs to consult a good doctor. She calls her classmate Priya, who has the same problem.

Priya: “Hello, this is Priya Narang.”

Anita: “Hi, Priya. This is Anita. Is it a good time to talk to you?”

Priya: “Yes, it is. Is there any problem, Anita?”

Anita: “I had a bad attack of asthma last night.”

Priya: “Oh, I’m sorry about that. How are you now?”

Anita: “I’m much better. Priya, I think its time to consult a good doctor for a second opinion.”

Priya: “I see. I hope you’re not over reacting... asthma attacks can be scary!”

Anita: “No, I’m not. I’m not over reacting. I’ve been taking medicines for years now, and the problem is only getting worse! Can you refer me to your doctor?”

Priya: “Certainly. Dr. Hardyal Singh is a very good doctor. I have been consulting him for years, and I haven’t had any asthma attack for a long time now. I’ll give him a call and refer your case.

Anita: “I see...”

Priya: “And I’ll also message his contact number to you (it’s saved in the phone I’m using!). Then you can give him a call in about ten minutes time.”

Anita: “I’ll do that. Thanks, Priya. I appreciate your help.”

Priya: “You’re welcome. You’ll get a message in two minutes time! Take care, Anita. Bye.”

Anita: “Bye!”

Conversation 3: Wrong Number

Smita places a call and reaches what appears to be a wrong number. How should she react?

Speaker: “Hello.”

Smita: “Hello. May I speak with Malvika, please?”

Speaker: “Who?”

Smita: “Malvika Jain. This is her friend, Smita.”

Speaker: “There is no Malvika here.”

Smita: “Is this number 9887-647-661?”

Speaker: “No, you’ve called a wrong number.”

Smita: “Oh I’m sorry to bother you.”

Speaker: “That’s all right. Goodbye.”

Smita: “Goodbye.”

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In case it's a wrong number

- Immediately check the number.
- Always apologize.
- End the call politely.
- Remember: Caller ID is normally displayed on phones these days!

Taking Calls: You place a call with a clear purpose. But when you take other people's calls, you react to the caller.

Reacting to the caller

- Say hello.
- Identify yourself by name. It saves time.
- Listen: When you're taking a call, you react to the caller. Therefore, the first question is what the call is about.
- You may not wish to proceed with the call. But you need to cut the call in a polite manner.
- Be to the point but not abrupt.

Conversation 4: An Unwelcome Caller

A saleswoman calls on behalf of ICICI bank. Neha does not want to talk to her.

Neha: "Hello! Neha Kapoor here. May I know who's calling?"

Solicitor: "Good morning, ma'am. This is Rupika Kumari, calling on behalf of ICICI bank. Is it a good time to talk?"

Neha: "If it concerns my account with ICICI, it is a good time to talk. But if it's a telemarketing call or a solicitation call, I'm afraid it isn't."

Solicitor: "I'm calling in connection with some schemes we have launched for car loans."

Neha: "I'm not interested. Have a good day."

Solicitor: "Thank you for your time ma'am. Have a good day!"

Refusing to talk

- The tendency to be rude to salespersons is common. We feel that they invade our privacy or disturb us.
- We may suppose that they will not call back if treated badly.
- A simple and polite response, "no thank you, have a good day," or "good-bye" is all that is required.

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Conversation 5: Taking Messages

Father is not available when his colleague calls from office. His daughter takes a message to call back.

Daughter: "Hello."

Colleague: "Hello. Is your dad home?"

Daughter: "Just a minute please. Oh, he can't come to the phone right now. He's in the bath."

Colleague: "Okay, could you take a message?"

Daughter: "Yes. One minute please. I'm ready."

Colleague: "I'm Antara Srivastava. I'm calling from office. Ask your dad to call me back as soon as possible. The phone number is 589 7248."

Daughter: "589-7248?"

Colleague: "That's right."

Daughter: "Alright, I'll give my dad the message, Ms. Srivastava."

Colleague: "Thank you. Have a nice day."

Daughter: "You're welcome. Goodbye."

Taking Messages

- Write a message, even if the caller indicates they will call back.
- Write legibly.
- Note down the name of the caller.
- Note the message.
- Confirm telephone number, if given.
- Include the time and date.
- Deliver the message promptly.

Conversation 6: Not a Good Time

Sarika is busy at work. Her aunt calls her. She's hearing from her aunt after years, but can't talk at that time.

Sarika: Hello, Sarika Gupta here."

Puja Aunty: "Hello Sarika! This is Puja aunty. How are you?"

Sarika: "Puja aunty! What a surprise! Are you calling from Bombay?"

Puja Aunty: Oh, no! We're back in Kurukshetra for about two weeks. I've been chatting with family and friends all morning."

Sarika: “Aunty, I’m at work. I would love to have a long chat with you but I have a training session to take right now. I’ll call you back in two hours time.”

Puja Aunty: “Two hours! Do you train for two hours at a stretch?”

Sarika: “Yes, we do. I’ll give you a call when I’m free. Till then, goodbye aunty.”

Puja Aunty: “Okay, bye for now.”

Cutting Calls Short

Give a short, sincere explanation for ending the telephone conversation.

For example, “I’m sorry to cut this short, but I have a visitor waiting to see me.”

Make plans to get back with the caller if necessary.

Example: “We have a staff meeting in five minutes. May I call you back?”

THANK YOU



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BUSINESS LETTERS; RESUME WRITING

Session 46

What is a Resume?

- o A resume is a one-to-two-page document that lists a summary of your experiences and skills relevant to the field of work you are entering.
- o It highlights your accomplishments to show a potential employer that you are qualified for the work you want. Remember! It is not a biography of everything you have done.
- o Its purpose is to get you an interview.
- o A resume can (and often should) reflect more than just your paid work experience.

Why do I need a Resume?

- o In this competitive job-seeking environment, job seekers need to make sure that their resume stands out from the pack.
- o A resume needs to be developed in a professional, no-nonsense way that shows, the applicant has taken the time and interest to pursue a specific job opening.

THERE ARE 3 MAIN TYPES OF RESUMES

- o Since no one has the exact same background of experience and education, no two resumes are exactly alike.
- o However, there are generally three main types of resumes that most job seekers use to show their qualifications and apply to job openings: Chronological, Functional and Combination.

Chronological Resume

- o It starts by listing out your work history, beginning with your most recent position first and continuing in reverse chronological order.
- o To supplement each position listed, key accomplishments and qualifications are included to give potential employers a sense of the kind of work you have done in the past.
- o An Education section follows, including the schools you attended and when, degree earned, your majors/minors, and any honours or awards received.
- o For new grads: list Education first, then Experience. In addition, you will typically also include a Skills section which will include computer skills, laboratory skills or languages spoken, etc.
- o Employers typically prefer this type of resume because they can easily scan what jobs you have held, when you held them, and what you accomplished there.
- o Chronological resumes benefit job seekers with a strong work history.

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Functional Resume

- o A functional resume focuses more on the skills you have acquired rather than a listing of positions you have held.
- o Functional resumes usually highlight a few key areas of experience and list responsibilities and accomplishments for each experience area.
- o You may want to consider a functional resume if you are a new graduate without much professional experience or if you have noticeable gaps in your work history.
- o In addition, a functional resume can benefit those job seekers who are changing careers to a field very different from their previous experience.
- o However, keep in mind that many recruiters and employers do not prefer functional resumes and they are not accepted on most online employer career pages and job sites.

Combination Resume

- o A combination resume is a hybrid of chronological and functional resumes. Skill clusters with accomplishments are listed first.
- o Followed by a work history section in reverse-chronological order.
- o The work history section need only be your job titles held, name and location of the companies, and your dates of employment.
- o You do not need to list what you did at each job, because that information is already included in your professional skills section.
- o However, depending on your unique background of experience and education, there may be a resume that will make you stand out against other applicants.
- o After finding the right type of resume that is best suited to your background, you can best highlight your qualifications to potential employers and expedite your job search!

Basic sections of a resume; Resumes can be divided into three sections:

- o **The heading,**
- o **The body,**
- o **The conclusion.**

Heading

- o The top third of the resume is the heading.
- o It contains your name, phone numbers, address, and other details such as your occupation, titles, email – id and so on.
- o Some resume writers include the name of their profession, occupation, or field.
- o Headings can also contain a goals and objectives subsection and a highlights subsection. These two special subsections are described later in "Special Sections in Resumes."

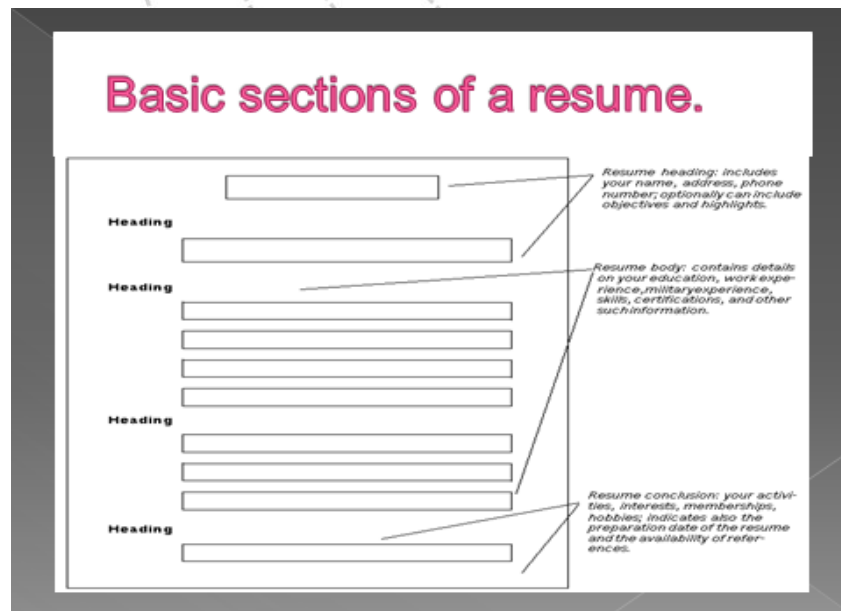
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Body

- o In a one-page resume, the body is the middle portion, taking up a half or more of the total space of the resume.
- o In this section, you present the details of your work, education, and military experience. This information is arranged in reverse chronological order.
- o In the body section, you also include your accomplishments.
- o There are many ways to present this information:

Conclusion

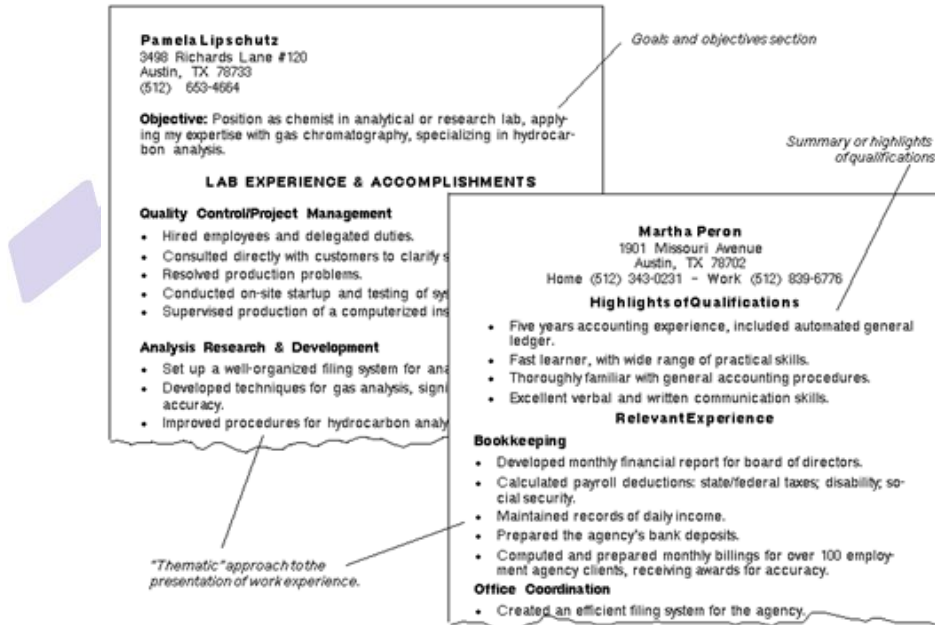
- o In the final third or quarter of the resume, you can present other related information on your background.
- o For example, you can list activities, professional associations, memberships, hobbies, and interests.



General Layout and Detail Formats in Resumes

- o General layout has to do with the design and location of the heading, the headings for the individual sections, and the orientation of the detailed text in relation to those headings.
- o Detail formats are the way you choose to arrange and present the details of your education and work experience.

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As you plan, write, or review your resume, keep these points in mind:

- o Readability: Try to keep paragraphs under 6 lines long.
- o White space: Find ways to incorporate more white space in the margins and between sections of the resume. Again, the "hanging-head" design is also useful.
- o Special format: Make sure that you use same format consistently throughout the resume.
- o Consistent margins: Most resumes have several margins: the outermost, left margin and at least one internal left margin. Make sure to align all appropriate text to these margins as well.
- o Page fill: Do everything you can to make your resume fill out one full page and to keep it from spilling over by 4 or 5 lines to a second page.
- o Reverse chronological order: Remember to list your education and work-experience items starting with the current or most recent and working backwards in time.
- o Clarity of boundary lines between major sections: Design and format your resume so that whatever the main sections are, they are very noticeable. Use well-defined headings and white space to achieve this. Similarly, design your resume so that the individual segments of work experience or education are distinct and separate from each other.
- o Consistency of phrasing: Use the same style of phrasing for similar information in a resume — for example, past tense verbs for all work descriptions.
- o Consistency of bold, italics, different type size, caps, other typographical special effects: Whatever special typography you use, be consistent with it throughout the resume.
- o Grammar, spelling, usage: Watch out for these problems on a resume — they stand out like a sore thumb! Watch out particularly for the incorrect use of its and its.

Common Mistakes in Résumé Writing

- o Font is too small — Make sure that your document is legible. A recommended font size is 11 or 12.
- o Spelling mistakes — Use the spell-check tool, but remember that the best proof-reader is another set of eyes. Be sure that there are no spelling errors, poor word choice, or misuse of language. These mistakes are not acceptable as it might appear that you are negligent with your work.
- o Repetitive words — do not use the same verb to describe your work experience. Use a variety of action verbs to prove your transferable and diverse skills. Utilizing different action verbs can highlight the wide range of skills and knowledge that you possess.
- o Leaving out dates — Include dates on your résumé. Leaving them out might seem like you are trying to hide certain information.
- o Inconsistent layout of résumé — Present your résumé in a consistent layout. Set your margins evenly (right and left sides 1" margins; top and bottom). Have an even amount of space between each heading.
- o Be consistent with your verbiage. For example, if you are describing your current job, use all verbs in the present tense.
- o Using someone else's words — it can be obvious that what is written is not in your own words when you do not speak like you write. It is important to prepare your résumé in your own words.
- o Just having one version — Résumés need to be tailored. Your résumé content needs to support the job for which you are applying. You may have several different versions depending on the jobs you are targeting.
- o Unprofessional email address — Use an email address that is professional. Your professionalism has to come through in your résumé.
- o Cluttered information — Filter out information that might seem irrelevant to the position. Be wise in choosing certain facts to be included on your final résumé.
- o Including personal information — Personal information, like age, gender, and head shot should not be included on your résumé (unless you are a performing art student).
- o Using abbreviations or contractions — Remember your résumé is a formal document, be sure to omit abbreviations or contractions in your words or sentences.



**HAPPY WRITING
ALL THE BEST!!!**

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Interview Skills

Session 47

Objectives for today....

- o Help to gain confidence to face an interview
- o Expose you to the right and wrong answers to common questions
- o Provide tips for resume preparation and the do's and don'ts of interviews

What is an Interview?

- o Two way communication
- o Exchange of Information & Impressions
- o Judging capability & eligibility

What are Employer's expectations...

- o Professional Appearance
- o Ability & Aptitude
- o Experience
- o Effective communication skills
- o Confidence
- o Reliability
- o Teamwork skills
- o Leadership skills
- o Problem Solving Skills
- o Enthusiasm & Dedication

Pre – Interview

- o Update your Curriculum Vitae
- o Gather Facts
- o Things to carry
- o Positive attitude
- o Confirm Time & place
- o Dress Code
- o Understand the requirement to showcase your fitment.



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During an Interview...

- o Remain Calm & Confident
- o Think and Speak
- o Remember what is in your CV
- o Reiterate your skills and abilities
- o Be truthful
- o Sit poised
- o Be Positive

Post Interview...

- o Ask for the next criterion for selection
- o Write or call on the given time and date
- o Thank the organization for the opportunity given

Interview Questions

- o Interview questions are divided into the following groups:
- o Job Interview Questions: Work History
- o Job Interview Questions About You
- o Job Interview Questions About the New Job and Company
- o Interview Questions: The Future
- o Interviews are always stressful - even for job seekers who have gone on countless interviews.
- o The best way to reduce the stress is to be prepared. Take the time to review the "standard" interview questions you will most likely be asked.
- o Also take time to research the company so you'll be ready with a knowledgeable answer for each interview question.

Tell me a little about yourself:

- o Introduce yourself by saying "I am or my name is....."
- o Talk about your academic qualifications, starting from the last one.
- o Talk about your immediate family members only and their professions.
- o Talk about your hobbies.
- o *In case you have experience then you need to talk about that immediately after introducing yourself.*

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Common Mistakes in Introduction

- o Forget to greet
- o Introducing oneself as “myself”
- o I belong to.... I hail from
- o I have done my graduation/ my engineering...
- o I am having two sisters/brothers
- o My father is having a government job.
- o My hobbies is listening music and reading.

Activity- Mock Interview

Identify the mistakes that the candidate makes in this interview scenario.

Candidate: May I come in.

Interviewer: Yes you may.

Candidate sits without asking for permission.

Doesn't wish.

Interviewer: Hi!

Candidate: Hi! Hi!

Interviewer: Can you please tell me something about yourself.

Candidate: Yes sure. Myself Amit. I hail from Rajpura.

Interviewer: Tell me something about your academic qualifications.

Candidate: Yes yes. Why not. I have done my graduation from BB College this year. I have done my 12th from SCt School in Rajpura.

Interviewer: Oh ok. Do tell me something about your family.

Candidate: I belongs to a middle class family. My father is having a government job and my mother is a house maker. I am having two older brothers and one smaller sister.

Interviewer: And what about your hobbies?

Candidate: My hobbies is listening music and I also like to cook myself.

Interviewer: You like to cook yourself? Anyway what kind of music do you like listening to?

Candidate: Any music.

What did you notice?

- o **No greeting**
- o **Poor body posture**
- o **No eye contact**
- o **Lack of confidence.**
- o **Grammatical errors**
- o **Lack of explanation**

What kind of job do you really want?

- o Don't be afraid to show interest by turning the question around.
- o Be clear as to what is your goal
- o Also have a clear understanding of the job that you are applying for. If you don't ask questions at this stage to find out the profile and then match your abilities and personality traits to that of the job

Why do you think you will do well here?

- o Do proper homework. Consult the placement agency or friend who recommended you.
- o Talk to others who have similar jobs.
- o Use internet to gather information about the company.
- o Check on firm's corporate culture & dress code to present yourself similarly.
- o Finally match your personality abilities to that of the job you are applying for.

Where do you see yourself five years from now?

- o Display
Realism
Self Awareness
Desire to Achieve
- o Talk about developing your skills and learning and taking up more roles and responsibilities with time.

How long do you plan to stay?

- o Talk about learning and growing.
- o Never get into time durations.
- o Always focus on learning and maturing as a professional.
- o Talk about your hopes / values.

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What salary do think you're worth?

- o Freshers are not supposed to put a price tag on themselves . So focus on the opportunity to work with the organization and long term opportunity.
- o Talk about money following career and not vice versa

Activity- Talking about Expectations and Future Plans

Identify the mistakes Amit makes when faced with the questions about his job expectations and future plans

Interviewer: What kind of job do you really want?

Amit: Any kind where I can make money.

Interviewer: Why do you think you will do well here?

Amit: Why. Because it is a big company. I always wanted to work for a big company .I promise I will do well.

Interviewer: Where do you see yourself five years from now?

Amit: In Canada. That is my dream.I will apply as soon as I have enough money for the visa.

Interviewer: So how long do you plan to stay with us?

Amit: Till I get my visa. But in case I don't get I will stay for ever.

What salary do think you're worth?

Amit: Sir nothing less than 10000/- per month.

What did you observe?

- o **No clarity about goals, role or organisation.**
- o **No homework done.**
- o **The plans stated are contradicting the organisation's requirement.**
- o **Quoted a figure when asked about the expected salary.**

Are your grades a good reflection of your performance in school?

- o Focus on your strengths
- o If all else fails, talk about COLLEGE being a MATURING experience
- o Never lie

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What's the accomplishment you're the proudest of?

- o Idea behind this is to know:
Do you like yourself?
Do you know your own strengths?
- o Employers know people with high self-esteem are easier to manage and have fewer sick days.
- o Choose any achievement from your personal, academic or extracurricular life

What's the biggest mistake you've made?

- o To check if you have the courage to admit failures.
- o Focus on how you have learned from the mistake.
- o Don't put blame on others.
- o Don't say that you've never failed.
- o Take responsibility for the mistake.

What's your worst flaw, weakness?

- o Choose a real problem
- o Explain how you solved it or are in the process of solving it
- o Few mistakes are desirable

Can you work under pressure?

- o Be positive
Come up with – I'm organised
Sell your skills
Above all, you are a "PROBLEM SOLVER"

A mock Interview

Amit is appearing for an interview for the profile of a customer care executive in a BPO,

Observe the interview process.

Interviewer: Tell me something about yourself.

Candidate: My Name is Amit. I am from Rajpura. I have done graduation in Arts from SB College in the year 2013. My subjects were Psychology and Functional English. I have done class 10th and 12th from SS School in Rajpura. I am from a service class family. My father is a govt. employee and my mother is a home maker. I have 2 elder brothers and a younger sister. My hobbies are listening to music and cooking.

Interviewer: What kind of a job do you really want?

Candidate : I have applied for the position of a customer care executive as I think It is something I can do well. I have strong communication and interpersonal skills and a problem solving attitude. I believe these traits will help me do well in this role.

Interviewer : Why do you think you will work well here?

Candidate: I believe I will get tremendous opportunities to learn and grow as it is one of the fastest growing organisation in the field of Business Process Outsourcing. This is the industry where I can enhance my strengths and grow personally and professionally.

Interviewer : Where do you see yourself Five years from now?

Candidate: I see myself as a person who is more responsible and who can take more initiative for this organisation. I will also be inspiring others to perform better and thus will be adding more value to the company.

Interviewer: And how long do you plan to stay with us?

Candidate: I look forward to building a stable career with your organization

Interviewer : What kind of a salary do you expect?

Candidate: Well as I am a fresher, the priority for me is to get a job with a respectable brand where I can get an opportunity to learn. I will be ok with whatever is the company policy.

Interviewer. Ok, Amit. Congratulations. I think you will be an asset to my organisation.

Preparation is the key: It works!!

The End

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Conclusion

The Journey So far...

Session 48

We learnt:

1. Fundamentals of English grammar
2. How to frame sentences correctly using the various rules
3. How to develop a global accent
4. Correct pronunciation
5. Building Vocabulary
6. Developing confidence
7. Soft skills
8. Interview preparation and grooming

To learn all of this we used:

1. Cutting edge technological solutions
2. Never before used E learning and Computer based learning solutions
3. Expert trainers
4. Best in class course material
5. A whole new approach to an age old challenge

We developed new habits

- Reading
- Writing
- Listening
- Speaking
- Learning

The language which opens the doors of opportunity for us - English



Together we built

- Hope
- Aspirations
- Opportunity
- Dream
- Achievement

All of this and more, So that you can find success in your life

Josh – A path to Success

- Josh is a path to success but it is you who is walking it.
- Josh allows you to dream big and achieve big
- It breaks the barriers of your imagination

It has given you the opportunity to become the global professional which is the new world order

The Journey Ahead

- Implement what you have learnt in your everyday life.
- Do not make excuses of the environment around you. You make the environment therefore it is time you changed it
- Develop winning habits while you maintain the ones you have already built
- Become a master of your circumstances and not their victim
- Remember the importance of these soft skills in your life and revisit your workbook as often as possible
- Remind yourself of the reasons you were a part of this program. Remember you wrote them down in the first session. Add to your dreams if required. Built them better and bigger and you will find your reasons to carry on learning
- Plan your future
- Research the industry and opportunities

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The BPO Opportunity

- From humble beginnings in the year 1999 the industry is now a \$ 25 Billion industry in India
- It provides employment to nearly 2 million people
- It is slated to grow to nearly \$ 60 Billion by the end of 2018 and employ nearly 8 to 10 million people
- Therefore it is an industry where there will be immense opportunity for all job seekers in the years to come

Spectrum of IT Enabled Services

- Customer Services/Telemarketing
- Banking / Collections
- Technical Support / IT Helpdesk
- Medical Transcription
- Back Office Transactions, Revenue accounting,
- Insurance claims processing
- Legal databases
- Content Development/Animation
- Payroll Management
- Logistics Management

Advantage India

- World's largest graduate base
- Skilled professional present in large numbers to meet any skill set requirement
- ***English - an accepted common language***
- IT savvy population
- Time Zone difference
- Low Infrastructure cost
- Low Personnel cost

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The best of the world in India



Hi-Tech Work Environment

- State of the art communication equipment.
- Great opportunities to acquire CRM skills
- Hone the Hi power Selling skills
- Learn telephone, internet etiquette and neutral accent.
- Exposure to Global Customers
- Orientation to diverse cultures

Career Growth

- Head Operations
- Operations Manager
- Asst. Manager
- Team Leader
- Customer Service Executive

Alternative career options

- Process Training
- Voice and Accent Training
- Quality

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- Content Development
- WAN Implementation
- Human Resource and Recruitment

You Are in Caring Hands

- Pick up and Drop from and to your doorstep.
- Young energetic and enthusiastic colleagues. Fun filled environment.
- State of the art communication equipment. Good performance rewards.
- Continuous Learning and Development opportunities
- Great Starting salaries

Diverse Skill Set Required

- IT(H/w, S/w, ISP, Networking etc.)
- HR, Finance, Insurance, sales and Marketing
- Customer relationship Management etc
- *And above all effective English Communication*

How to apply

- **The BPO industry is both domestic and international.**
- **Assess your skill level and apply accordingly**
- **The best way to apply is by posting your resume to the company website**
- **You can also apply for the openings by emailing your CV to careers@visionunlimited.info or join us on Facebook: www.facebook.com/chdvisionunlimited**

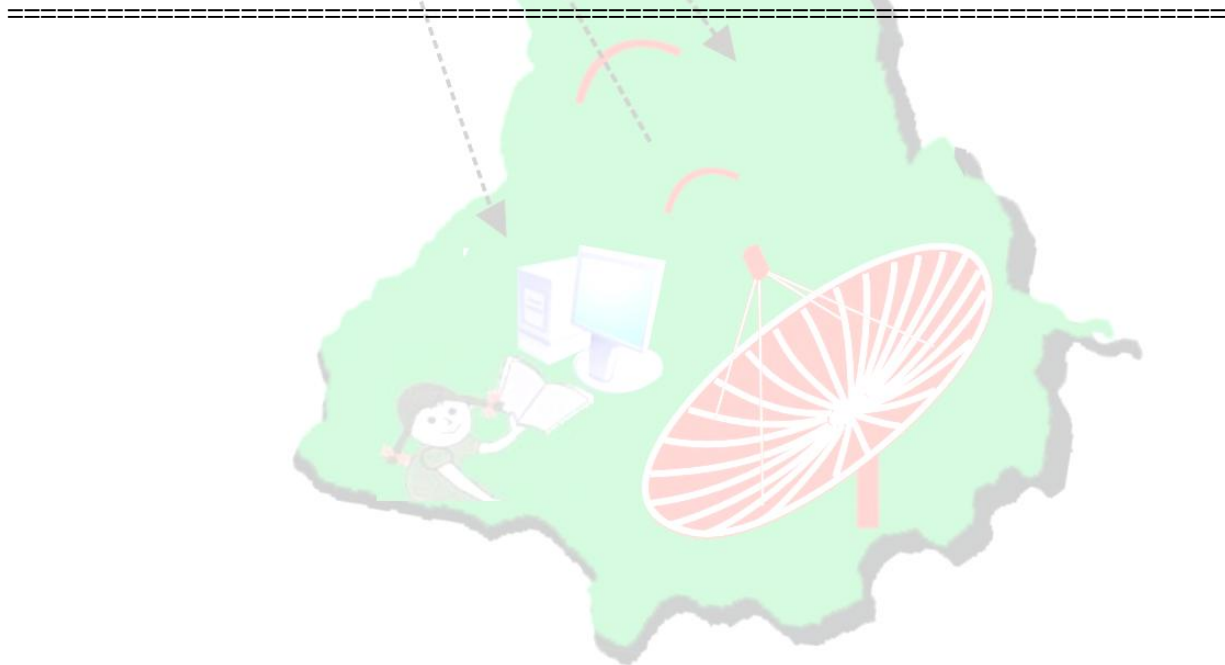
Interview Process

- **All BPO interviews primarily check you for you spoken language skills but there are various rounds of interviews some of which check other things as well. Some of these rounds are described below:**
- **Group Interaction: This is normally a free speech round where you are expected to speak for a while. The assessor checks you for confidence and basic language skills**

- **HR interview:** This interview checks for many HR parameters like stability, career focus, reasons for applying for the job, personality, integrity, sincerity, values and above all communication
- **Voice Round:** Part of the process of many International BPO's. Checks for scalability and trainability of the current language skills
- **Written Test:** These tests check analytical abilities, written English abilities and basic computer skills
- **Operation Round:** This is normally the last round wherein the operation manager interviews the candidate. This round checks for fitment, personality, ability to handle pressure and also functional skills
- **Remember:** Use your learning to maximum effect before and while appearing for the interview
- **All the best**

**The Journey has just begun
Success is the progressive realization of dreams**

The End



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