PRIYADARSHINI
COLLEGE OF ENGINEERING
SULLURPETA-524121

The Department of
ENGLISH
III - I & II B.Tech.

Name: **Reg.No.:**   **Branch:**

Advanced English Communication Skills

Lab Manual
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Written by

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Principal   **Professor & H.O.D.**

PRINCIPAL'S MESSAGE

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Keeping in the view of III-I &II B.Tech students, English is introduced in the name and style of ADVANCED ENGLISH COMMUNICATION SKILLS to develop their caliber and make every one a skilled person.

Mr. K.P.Sarma, Professor of English and Head of the Department has been directed to write and introduce LABORATORY MANUAL and frame RECORD. This enables all the students with complete practical knowledge. With regards to the practical work, the introduction of ADVANCED ENGLISH COMMUNICATION SKILLS – LABORATORY RECORD will be a master piece and it would be a reflection of the work orientation of every student.

Dr. K.VIJAYABHASKARA REDDY

K.P.Sarma's Appeal

K.P.Sarma

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I have an immense pleasure to write ADVANCED ENGLISH COMMUNICATION SKILLS – LABORATORY MANUAL and frame RECORD to make the students with sophisticated and analytical approach.

As per the J.N.T.U., syllabus the lab manual is written. In order to bring innovative ideas to the students; based on the lab manual, Lab Record is introduced.

I am very much thankful to the Management and the Principal since I am made part in part of our reputed Engineering College.

K.P.SARMA

Priyadarshi College of Engineering

Sullurpet 524121

Advanced English Communication Skills
Laboratory Manual

INDEX

1.Functional English.

A basic understanding of functional grammar and style is essential for effective technical communication. It illustrates important grammatical concepts. It discusses parts of speech.

A. <u>**Starting a conversation**</u>**:**

On social occasions, we may start conversation with strangers or know people by talking   about the content, the weather, the place, the entertainment, food and drink, and so on.   We may also start with a compliment like "You look nice today."

When traveling, we may start with a comment on the journey, asking politely about occupying a certain seat, or asking about the destination a person is going to. In continuing a conversation, personal questions should be avoided.

Initiation to the conversation is a positive approach.

"Write two dialogues – on any two concepts of your own." in your observation book and record.

B. <u>**Responding appropriately and relevantly**</u>**:**

It is a must that one should have to be quite, appropriate and relevant attention in receiving speakers. Giving perfect response with a positive attention is the perfect way.

C . <u>Non - Verbal Communication - Using Right Body Language:</u>

This is an art that one should have. To follow it, do have the following:

- ✓ Ways of talking (e.g. pauses, stress on words)

- ✓ Posture (e.g. slouching)

- ✓ Appearance (e.g. untidiness)

- ✓ Head movements (e.g. nodding)

- ✓ Hand movement (e.g. waving)

- ✓ Eye movements (e.g. winking)

- ✓ Facial expression (e.g. frown)

- ✓ Body contact (e.g. shaking hands)

- ✓ Closeness (e.g. 'invading someone's space')

- ✓ Sounds (e.g. laughing)

D . <u>Role Play in different situations:</u>

Role-play is a speaking activity when you either put yourself into somebody or when you stay in your own shoes but put yourself into an imaginary situation!

Imaginary people - The joy of role-play is that students can 'become' anyone they like for a short time.

Imaginary situations - Functional language for a multitude of scenarios can be activated and practice through role-play. 'At the restaurant', 'Checking in at the airport', 'Looking for lost property' are all possible role-plays. It is fun and motivating the students to get every one a chance to express ones in a more forthright way the world of the classroom is broadened to include the outside world - thus offering a much wider range of language opportunities
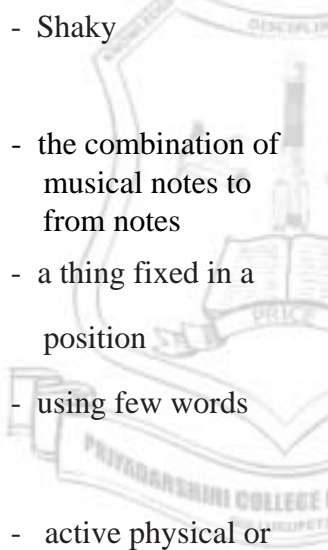
Create a situation of your own and write in your observation book & record in about 10 lines.

2. Vocabulary Building.

The more extensive your vocabulary, the better your chances of success, other things being equal – success in attaining your educational goals, success in moving ahead in your business or professional career and success in achieving your intellectual potential.

A. **Synonyms and Antonyms:**

Synonyms

1 Wobbly   - Shaky

2 harmonies   - the combination of
                            musical notes to
                            from notes

3 fixtures   - a thing fixed in a

                        position

4 laconic   - using few words

5 vigorously   -   active physical or

                        mental strength

6 incongruities -   out of keeping

                          inappropriate

7 sepia-brown -   a reddish brown

                        colour pigment

8 antiquity   - ancient times

9 whiskers   - the hair next to the ear

10 cascading   - a waterfall, something

11 extravagant   - spend thrift, a person who spends more

12 nobility   - high character

13 disgraces   - shame

14 floral   - of flower

15 baffled   - surprised

16 enshrining   - preserve or respect

17 saviour   - protector

18 profusion   - l avish, plentiful

19 lingering   - stay longer than necessary

20 vibrating   - mental influence

21 rustic   - deteriorating

22 harassed   - worry

23 frustrated   - prevent from being achieved

24 transfixed   - make motionless with fear

25 venerable   - able to be hurt or injured
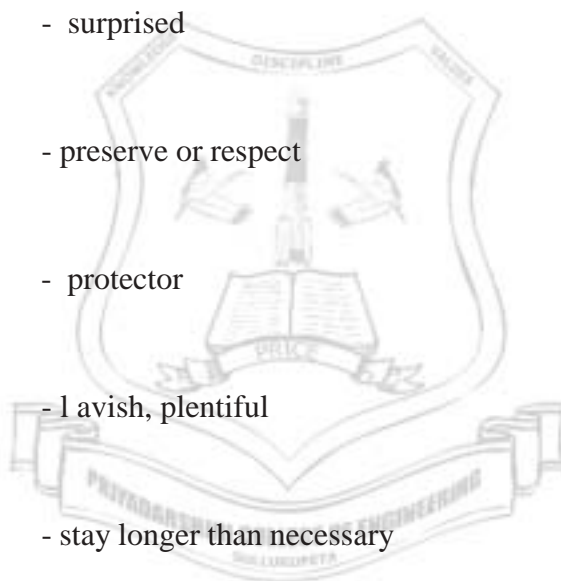
**Collect 15 Antonyms and write in your observation book and record.**

B. Word Roots: There is a contrast between the formation and pronunciation of the words with a proper accent. To know with regards to the same, the root level related words are given here under along with their origin.

A Cluster of houses in a village	Hamlet
A Collection of wild animals	Menagerie, Zoo
A number of ants, rabbits or snakes living in the same place	Nest
A number of beautiful ladies	Bevy
A number of bees living in the same place	Hive
A number of books	Library
A number of chickens hatched at the same time	Brood
A number of constables called to enforce the law	Posse
A number of directors of a company	Board
A number of dried plants	Herbarium
A number of flowers	Bouquet
A number of flows, ducks etc	Poultry
A number of merchant ships protected by Warships	Convoy
A number of people gathered together for some common purpose	Gathering, Society, Assembly
A number of people listening to a concert or lecture	Audience
A number of people looking on at a football match etc.	Spectators
A number of poems	Anthology
A number of rooks	Rookery
A number of sailors manning a ship	Crew
A number of seals	Rookery
A number of salves	Gang, Coffle
A number of soldiers	Army, Troop, Battalion, Regiment
A set of furniture, rooms etc	Suite
All the animals living wild in a particular place	Fauna
All the plants of a particular area or period of time	Flora
A mount deducted from the declared price	Discount
Four-footed animal	Quadruped
A factory for manufacturing beer	Brewery
A place frequented for reasons of pleasure of health	Resort
A place or room for the collection of dried plants	Herbarium
A place where astronomical observations are taken	Observatory
A place where bees are kept	Apiary
A place where birds are kept	Aviary

Genetics (jY-NET'-iks) is the science that deals with the transmission of hereditary characteristics from parents to offspring. The scientist specializing in the field is a geneticist (jY-NET'-i-sist), the adjective is genetic (jY-NET'-ik).

C. One Word Substitutes:

D. Suffixes:

Word	-	Suffix
1. Procrastinate	-	procrastination
2. Reflect	-	reflection
3. Definite	-	definition
4. Simulate	-	simulation
5. Synchronize	-	synchronization
6. Subjective	-	subjectivity
7. Paternal	-	paternity
8. United	-	unity
9. Diverse	-	diversity
10. Vivacious	-	vivacity
11. vital	-	vitality
12. Credulous	-	credibility
13. Creative	-	creation
14. Construct	-	construction
15. Book	-	booking
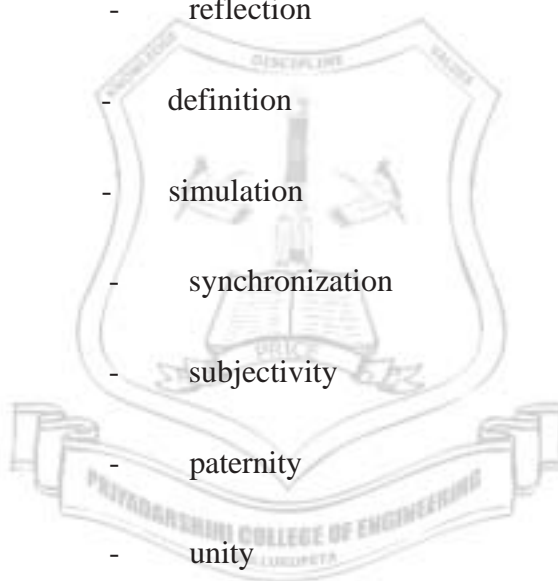
E. Prefixes:

Word	-	Prefix
1. Credible	-	incredible
2. Passive	-	impassive
3. Personal	-	impersonal
4. Sincere	-	insincere
5. Human	-	inhuman
6. Equal	-	unequal
7. Penetrate	-	impenetrate
8. Polite	-	impolite
9. Soluble	-	insoluble
10. Hospital	-	inhospitable
11. Archie	-	inarch
12. Script	-	descript
13. Leading	-	misleading
14. Call	-	protocol
15. naut	-	aeronaut
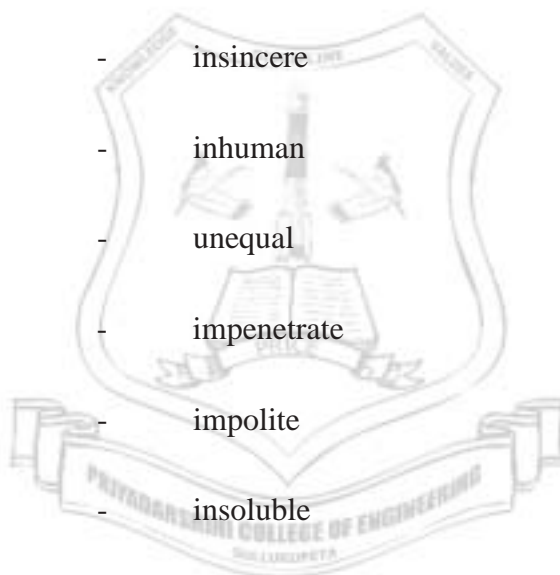
F . Study of Word Origin:

Word – origin is the root system in the language of English. In this, we can find a number of words originated.

Anthropologist is constructed from roots we are familiar with anthropos, mankind, and logos, science study.   The science is anthropology (an' - thrY - POL '-Y - ji).

You know the instrument the beginners at the piano use to guide their timing? A pendulum swings back and forth, making an audible click at each swing, and in that way governs or orders the measure of the player. Hence it is called a metronome (MET '-r Y-nom'), a word that combines nomos with metron, measurement.

G . Analogy:

There are several words that may be confusing because they are similar in meaning or pronunciation but has different meaning. Words like accept/except, accede/exceed may confuse the user. Observe the words and sentences that are frequently mistakenly interchanged.

- ➢ Accept: agree Except: to exclude

    Except the manager, everyone in the hotel accepted the mistake.

- ➢ Accept: agree Except: surpass

    If you do not accede to the government request, you will exceed your limit.

- ➢ Adapt: adjust Adopt: take an idea, habit etc.

    In order to adapt yourself to a new culture, you need to adopt the way of that culture.

> Advice: opinion Advise: to counsel

Whether you accept or reject my advice, I will advise you.

> Formally: officially Formerly: previously

Write a sentence of your own.

H . Idioms and Phrases:

What are idioms ?

Idioms are expressions witch have a meaning that is obvious from the individual words

Exp: - drive somebody round the bend means make somebody angry or frustrated

What is a phrase?

Phrase is the formation of few words which will not give proper meaning but by the time we use in a sentence, they give absolute meaning to the sentences concerned.

Exp: - to look after, to go for, in order to

Some other related idioms

1. Face up to   -confront problem realistically

2. Save face   -avoid losing respect

3. with the naked eye   - without binoculars

4. Be down in the mouth -be miserable

HEARTS, HANDS, LEGS AND FEET

1. by heart   - memories

2. Have someone's interests at heart - feel deeply

3. in good hands   -well looked after

4. Short- handed   -not enough assistance

5. Old hands   -experienced staff

6. Lose heart   -lose courage

7. Hold someone's hand   -help as if a child

8. Find one's feet   -settle down

9. My heart isn't in it   -not be enthusiastic

10. Give someone a free hand   -completed, unrestricted freedom

11. In your hands   -your responsibility

12. Take it to heart   -take too seriously

13. A change of heart   -change in decision making

14. Hasn't got a leg to stand on   -no justification

15. Have cold feet   -feel afraid to commit yourself

16. Keep one's hand in   -retain a skill

17. Give someone a hand   -help

18. Have the matter in hand   -dealing with

A FEW MORE IDIOMS

1. Back out of   withdraw

2. Back up   support

3. Back down   yield

4. Back - up   replacement

5. Behind someone's back   without their

                              knowledge

6. Rule of thumb   a rough practical rule

HARD, SOFT, DIFFICULT AND EASY

1. Hard up   short of money

2. Hard ware   computer equipment

3. Software   computer programmers

4. Hard copy   printed material produced by computer

5. Hard disk   not a floppy disk

6. Hard – wearing   durable

7. Uneasy   anxious, not relaxed

8. Hard /difficult soft   spoken - have a quiet, gentle voice

9. Hard drugs   addictive, dangerous drugs

10. Soft /easy hard line   uncompromising attitude

11. Hard –and – fast rule   fixed rule

12. Hardback   not a paperback

13. Hard – hearted   without compassion

14.Give someone a hard time make it difficult for them

SOME OTHER RELATED IDIOMS

1. Hard cash   notes and coins

2. Hard drink   whisky and other spirits

3. Hard-headed   tough and shrewd

4. Hardwood   wood from deciduous trees

5. A soft option   less and difficult, alternative

6. Softwood   wood from coniferous trees

7. Take it easy   don't get excited/worried

8. A difficult person   unpredictable, hard to deal with
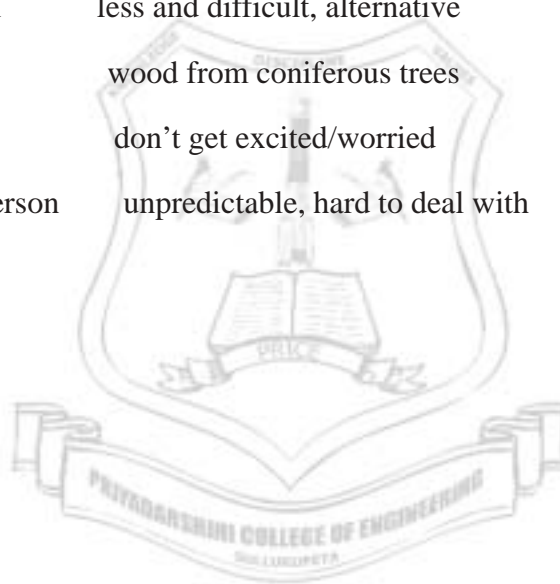
3. Group Discussion

"Group discussion is a systematic and purposeful interactive oral process."
It is a systematic oral exchange of information, views, opinions about a topic, issue, problem, or situation among members of a group who share certain common objectives etc.

A. Dynamics of Group Discussion:

*"Successful **Group Discussion** share some or all of the seven features: agreement on group goals, goal oriented interaction, agreement on procedures, cooperative and friendly atmosphere, use of effective communication techniques, equitable distribution of participation, and shared leadership."*

- ✓ Agreement on group procedures
- ✓ Designated leadership
- ✓ Effective use of communication techniques.
- ✓ Meaningful interactions.
- ✓ Avoid unfriendly atmosphere
- ✓ Goal-oriented interaction.

B. Intervention:

One should have a proper way of intervention while he/she is on Group Discussion.

Observe the following and practice.

- ✓ Interpret the given problem for discussion from your point of view.
- ✓ Always evaluate the seriousness of the problem.
- ✓ Always describe the history and background of the problem.
- ✓ Never mention the causes of the problem.
- ✓ Examine the statement/question about the problem objectively.
- ✓ Support your point of view with facts, examples, and illustrations.
- ✓ Mention the solution/s to the problem as per the need of the topic.
- ✓ Conclude by restating your point of view.

C . Summarizing:

1. Nature of Group Discussion

2. Characteristics of Successful Group Discussions

- ✓ Importance of Group Discussion Skills
- ✓ Agreement on Group Goals
- ✓ Goal Oriented Interaction
- ✓ Agreement on Procedures
- ✓ Cooperative and Friendly Atmosphere
- ✓ Use of Effective Communication Techniques
     Equitable Distribution of Participation
- ✓ Shared Leadership

3. Selection Group Discussions
- ✓ Subject Knowledge
- ✓ Oral Communication Skills
- ✓ Listening Skills
- ✓ Appropriateness of Language
- ✓ Clarity of Expression
- ✓ Positive Speech Attitudes
- ✓ Clear Articulation
- ✓ Non-verbal Clues
- ✓ Leadership Skills
- ✓ Initiative
- ✓ Analysis
- ✓ Assertiveness
- ✓ Self-confidence
- ✓ Objectivity
- ✓ Patience and Composure
- ✓ Persuasiveness & Motivation

4. Team Management

- ✓ Adaptability

- ✓ Positive Attitude

- ✓ Co-operation

- ✓ Co-ordination

D. <u>Modulation of Voice</u>: While producing voice there should be a lap of gap in between the words and keep the listener on no confusion. As a result of modulation, intonation & rhythm are also maintained. Then the voice becomes a **melody**.

SPEAKING

Word stress and Rhythm
1.under'stand ,2. for'give,3. e'conomy
4. 'operate,5. o'fficial, 6. par'ticular
7. 'breakfast 8. 'conduct (noun)
9. con'duct (verb)

Weak forms
I will wait for you.

I am not
ready yet.

Strong forms
What're you
waiting for?

Don't laugh at the
people; laugh with
them.

Falling tones
The 'train was⬆late
What 'time are we
   leaving⬇

Rising Tones
'Won't you ↗join us

I 'm 'so ↗sorry

Fluency
- Too fast , too slow – avoid.
- Keeping in the view of audience.

British accent	WORD	American accent
/aː k	ask	/ æsk/
/faːst	fast	/fæst/
La'boratory		'laboratory

Influence of mother tongue
- labbar but it is rubber
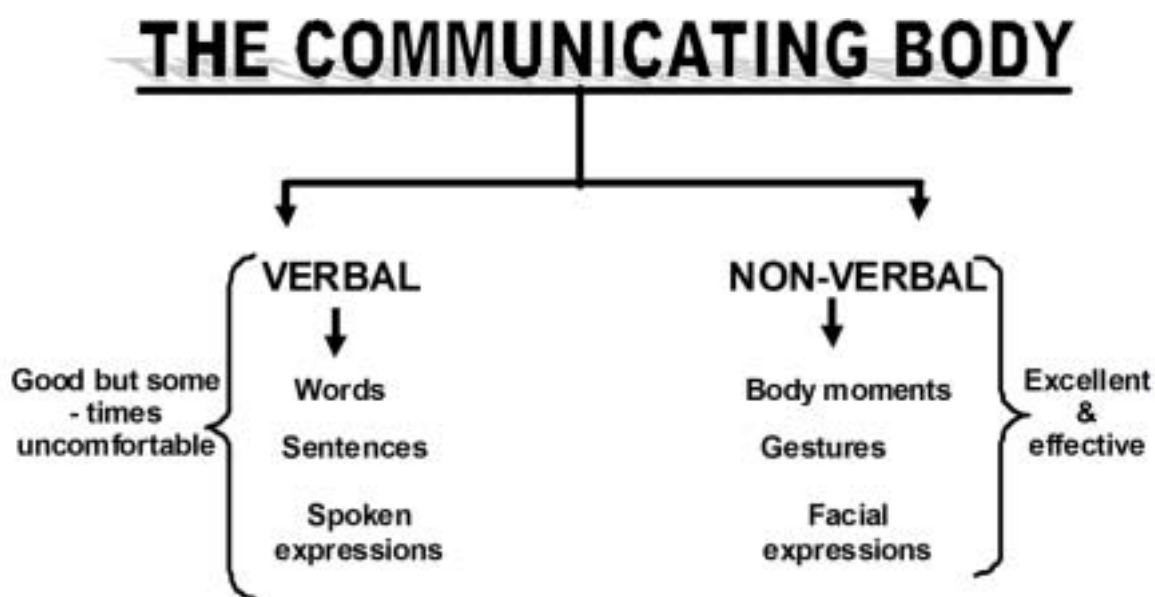- I have come just now.

E . Body Language & Relevance:

Body Language

Get in touch with the way the other person feels.Feelings are 55 per cent body language, 38 per cent tone and 7 per cent words. Feelings = 55% Body   = 38%

Words   = 07%

THE COMMUNICATING BODY

VERBAL

Good but some - times uncomfortable

Words

Sentences

Spoken expressions

NON-VERBAL

Body moments

Gestures

Facial expressions

Excellent & effective

F . Fluency and Coherence:

The voice is an extraordinary human instrument. Every time we speak, our voice reveals our gender, age, geographic background, and level of education, native birth, emotional state and our relationship with the person spoken to. All these clues (and many more) are contained in even small fragments of speech, and other people can "read" our voices with remarkable accuracy. When we speak, we "encode" important information about ourselves; when we listen to others, we can "decode" important information about them.

As THE HUMAN VOICE, demonstrates, much is revealed by our speech and our paralanguage.

The following tips are the most important for a human to speak effectively in the public:-

1. The fear of speaking before audience, commonly known as "stage fright," is also known as communication apprehension.

2. The first step in learning to relax is admitting that you're nervous.

3. To give a good speech, you should start strong and end strong.

4. Statistics are numerically formulated facts used to describe observations of size or frequency.

5. Facts, examples, statistics, and definitions are all types of supporting materials.

6. Three types of anecdotes are personal, third person, and fictional story.

7. Most speeches contain between two and five main ideas.

8. Three ways to organize your speech are chronologically, topically, caused and effect.

9. An attention-getter makes the audience want to listen to what's coming up next.

10 A rhetorical question is a question for which no answer is expected.

11. Three good ways to create a sense of rhythm are repetition, parallel wording, and antithesis.

12. The rate is the speed at which a person speaks.

13. The conclusion of your speech draws together everything that has been said and indicates what the audience should do or believe.

4 . Interview Skills

"Facing interview after a proper preparation led to be a grand success."

"A job interview is a pre-arranged and planned conversation used for evaluating the suitability of a candidate for a particular position."

A . Concept and Process:

Your idealism is to develop the concept of getting a job under a good process. Particularly, at the Indian, Corporate level, one should have to have quick review of the basics.

Many people get nervous at the very idea of a job interview. For most job applicants, job interviews are frightening simply due to the fear of being rejected. Even if a person is self-confident, with a good grasp of the subject of his/her specialization he/she is a most likely to be tense and nervous before and during the interview. However, we can overcome our fear of the interview process by understanding the process and making ourselves ready and prepared for it.

"Success in a job interview depends on knowledge, self-confidence, good speaking skills, through preparation and use of appropriate interview strategies."

B . <u>Pre- Interview Planning</u>:

A job interview is prearranged and planned. Despite flexibility during an interview, the basic structures of most job interviews are planned for effective results. Several factors such as the time , the venue, the number of experts, the areas to be covered in the interview, the papers and materials needed, and so on are decided much before the interview. The interviewers may also consider the best ways of opening and concluding interviews. However, no job interview is just a mechanical process of asking and answering questions. The interviewer may plan and generate specific questions for each candidate with modifications in the planned interview design.

"There are five aspects of job interviews: planning, purpose, conversation, two-way interaction, and informality."

C . <u>Opening Strategies & Answering Strategies</u>:

Facing interviews is an art keeping in the view, one should have the related knowledge as follows:

1. Prepare firmly to face the interview courageously.

2. List out the Indian and Multi National Companies.

3. Make a list of the companies which have openings.

4. Preference will be given by some of the companies to fresher.

5. H.R round will also be over while in B.Tech – 3/2 itself and get selected.

6. The fresher who is selected for the companies will be trained after 4-2 examination.

7. The companies will hire the candidates and make them to work.

8. The company teaches and trains to work at the work place so that one can get experience.

9. The finally selected employees of such companies are sent abroad for updated training and to work on the projects.(the top most intellectuals exclusively)

10. Initially, every one should have related knowledge of the projects.

11. By down loading, some of the projects of different M N C's (which will be available in the Internet on different sites) one should work and preserve.

12. During the time of interview, one should exhibit live – projects.

13. Every one should have a system with an Internet connection.

14. One should have updated knowledge in computerization.

15. All the languages should be known related to computer.

16. Work orientation nature should be developed.

17. To present, one should have an excellent way of communication skills.

18. To develop communication skills, one should have to work hard.

19. Facts must be known.

20. Giving positive answers is a positive approach with a smile on the face is a part of answering strategy apart from the above.

D . <u>Interview through Tele and Video- Conferencing:</u>

Preparing for a Video Conference:-

Your video conferencing experience will be more productive with the following preparations. For more details, contact Video Services.

1. Collect information about the other sites that will be part of the video conference

name, email address, and phone number of a technically expertized person

2. Reserve the Video Services studio

3. Practice and test

Get familiar with the video conferencing equipment and comfortable communicating with

others through a practice session before your real session.

Test connecting to the other site(s) to reduce the chance of technical problems during your real

session; technical issues can take several days to resolve.

4. Plan for good video images.(Practical work)

Video conferencing tips

Let the current speaker complete the statement before talking, Talking over another person is possible in a face-to-face or telephone conversation, but causes an auditory delay in an H.323 video conference.

5. Resume Writing

"The success of employment search largely depends on a candidate's ability to design a persuasive resume and an effective job application."

> ➢   Understanding the nature and importance of employment communication

> ➢   Knowing about resume design and describe three acceptable resume styles: chronological, functional, and combination.

> ➢   Knowing how to write a persuasive resume

> ➢   Identifying the components of a job application letter

> ➢   Knowing how to write effective job application.

A . Structure and Presentation:

Presentations take place at all the time in the organizations. Generally, presenters have ample time to prepare a presentation. A sequential arrangement of the points give a structured shape. Yet, there are times when a presenter has to make a presentation on the spot. Such a presentation may take an unstructured pattern.

B . Planning:

While preparing a resume, there should be a proper planning: for that it which, follow as cited below.

> ➢ A resume is a written summary of your education, experience, skills, special traits, and achievements.

> ➢ Resume de-emphasise skills and achievements aimed at a particular position.

➢ Your resume should begin with a statement expressing your career objective.

➢ You may send your resume to potential employers when you are exploring suitable openings.

The main objective of a resume is requesting a job interview by highlighting your fitness for a particular position➢

➢ A well-written persuasive resume tailored to a specific job position, immediately grabs the attention of an employer.

➢ Your Resume should have an effective design with the focus on readability and adaptation to the expectations.

➢ The design of a resume does not depend on a person's background and employment needs.

➢ You may have to rewrite your resume for every new job you apply for because every job has its own requirements.

➢ The standard parts of a resume include the heading, position sought, career objective, education, work experience, specific skills, achievements, activities, interests, and references.
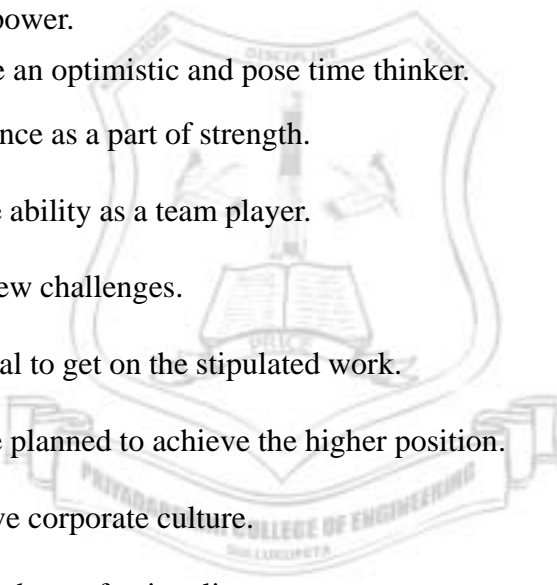
C . Defining the Career Objective:

The manner in which how we define the career objective in the resume will have a   vital role. Two examples of career objective are given under**.**

"To contribute to the growth of a leading project management company by working in a challenging position where I will have opportunities to utilize my exposure to project management methodologies and experience as project leader in construction activities of large scale heavy engineering projects."

"To obtain a challenging academic position in a leading national institution of higher learning,

where I can use my qualification and skills in Marketing Management to prove my abilities."

D . Projecting One's Strengths and Skills:

While preparing a resume, one should be very careful, frame only the facts and give no

room for fake information.

1. Strength is power.
2. One must be an optimistic and pose time thinker.
3. Self confidence as a part of strength.
4. Should have ability as a team player.
5. Taking up new challenges.
6. A perfect zeal to get on the stipulated work.
7. Should have planned to achieve the higher position.
8. Able to have corporate culture.
9. Maintaining the professionalism.
10. Respectable nature should be maintained in between the colleagues, subordinate staff or who ever it way concern.
11. One should not have egoistic nature and feel not proud.
12. One should be cultivated with feasible nature.
13. Must be highly polite.

E . Summary:

"A resume should have an effective design with a focus on readability and adaptation to audience expectations."

"A resume contains the heading, position sought, career objective, education, work experience, skills, achievements, activities, interests and references."

"There are three acceptable resume styles: chronological, functional, and combination."

"The key components of a job application letter are gaining attention, building interest, showing the worth of the application and motivating action."

F . Formats and Styles of Resume:

Study the following table carefully & follow accordingly.

Chronological Resume	Functional Resume	Combination Resume
Position Sought	Position sought	Skills
Objective	Objective	Experience
Experience	Project management	Education
Education	Coordination & Customer relations	Technical Skills
Special skills	Special skills	Activities
Actives	Education	References
Interests	Activities	
	Interests	

G . Letter – Writing:

Letters are of 20 types but the most important letters are mentioned in about **five** in number.

Write the below mentioned letters in the form of an assignment in your observation book as well as record.

1. Letter to a **friend** (senior) seeking his/her advice for a better career.

2. Write a letter to the '**editor**' regarding the present problem of your locality.

3. Write a letter to your **father/mother** how you planned your goal setting.

4. Write a letter to the **Bank Manager** in order to get a loan amount of Rs: 6, 00,000/-

    for your higher studies.

5. Write a covering letter to the **"Harward University"** along with your papers, **G.R.E**.

    and **T.O.E.F.L**. percentage for higher studies to get a seat.

6 . <u>Reading Comprehension</u>

Read the given comprehension passage properly for at least three times if the time permits and understand the theme of it with utmost concentration. Concentrate on the key-note.

Be well worthy enough to know the facts, meanings and know the stuff of it perfectly.

A. <u>Reading for Facts:</u>

While reading the comprehension passage, the basic points related to the context

must be noticed. Then only key points must be noted. Absorb the facts of the passage

which are vital, try to frame an idea to have the perfection and grip over the

comprehension passage.

B. <u>Guessing Meanings & Inferring Meaning from the Context:</u>

Read the context perfectly. Find out the key words along with the tough words and

their meanings. Though some of the words are tough, one can understand such words

and the meanings according to the event, so that; one can go through such related

words and exactly know the inferring meaning.

This is the best way to understand the comprehension passage thoroughly and one can

answer accordingly.

C. <u>Scanning:</u>

Scanning refers to the ability to locate specification or facts as quickly as possible.

While trying to look for the meaning of a word in a dictionary or looking for a

telephone number in the telephone directory, we scan and try to look for specific

information. Scanning is an important rapid reading technique.

- ➢ A specific point or fact in a text,

- ➢ Relevant graphic details,
- ➢ A formulae in a text,

- ➢ A word in a dictionary,

- ➢ Train or television schedules,

- ➢ Any references or bibliographical listings,

- ➢ Examination results, or

- ➢ Any notes/questions/remarks at the end of the text.

D . <u>Skimming</u>:

Skimming is a more sophisticated skill than scanning. It refers to the process of reading a text or passage in order to get a rough idea of what the text or passage is all about. It is a rapid reading technique that prepares main points of a text, the reader needs to use a reading strategy that involves fast reading and quick analysis.

Skimming also involves discovering the purpose and organization of a text. One of the most important purposes of reading for academic and professional purposes is obtaining relevant information for various purposes. This involves not only the ability to recognize the main ideas and supporting details but also the ability to identify different writing patterns used to develop these ideas. Authors use a variety of discourse patterns in scientific writing.

E. <u>Critical Reading</u>:

Critical reading is essential. This gives an idea of keeping the comprehension passage in the view. After a through critical analysis, one can get an opinion in order to come to the fact, to know the internal structural meaning, one must be attentive; so that, one can answer it effectively.

7 .<u>Technical Report Writing</u>

A report is a formal document written for a specific audience to meet a specific need.

➤ Understanding the nature and importance of reports.

➤ Knowing the different types of reports

➤ Being able to identify four report formats

➤ Knowing the components of formal reports

➤ Being able to chalk out various strategies of writing a report.

A . <u>Types of Formats and Styles:</u>

I. *Informational and Analytical Reports:* An informational report presents facts of a case,problem, condition, or situation without any analysis, interpretations, or recommendations.

II. *Routine and Special Reports*: All organizations, including companies, institutions, government departments, and research establishments, depends on routine reports for various management decisions.

III. *Oral and Written Reports:* Oral reports are informal and face-to-face presentations of information. Examples may include oral reporting of accidents, sales, production, joining, & so on.

IV. *Formal and Non-formal Reports:* Reports can be formal or informal depending on their nature, scope and length. A formal report is usually the result of a thorough investigation of a problem, condition, or situation.

V. *Printed forms:* Printed forms are generally used to collect routine information.

VI. *Letter Format:* The letter format may be used for short reports that have to be communicated to someone outside an organization.

VII. *Memo Format:* The memo format can be used for short reports that have to be communicated within an organization. A memo format should contain all the elements of a standard memo.

VII. *Manuscript Format:* The manuscript format can be used for long and formal reports. These reports are divided into sections and sub-sections, each with a clear heading.

B . Subject Matter:

 The appearance of a report adds to its visual interest and readability. Writers can use several techniques to make reports attractive and easy to read. Heading shows the organization and flow of information; graphics add clarity to concepts, objects, or procedures; charts efficiently contrast or summarize details; and the white space of margins and between elements adds breathing room for readers.

The following guidelines add consistency, unity, and cohesiveness to documents:
Alignment, Contrast, Proximity and Repetition

C . Clarity: One must have to maintain Clarity in one's way of speaking.

Clarity in communication is the quality of being unambiguous and easily understood. Clarity is achieved when the communicator has communicated his or her the meaning to the reader or listener. In technical communication, clarity contributes to communicative effectively. You will not be able to achieve your communicative objective if you are not clear.

Since clarity is the art of making your meaning clear to your audience, it is essential for you to understand your audience before you try to communicate. Audience adaptation can only come from a proper audience analysis. Audience analysis involves defining your audience in terms of their background, subject competence, linguistic competence, and familiarity with the topic or content of your communication. A better understanding of your audience will give you clarity of thought as well as clarity of expression. Clarity involves both clarity of expression as well as clarity of thought. The secret of clear expression is clear thinking.

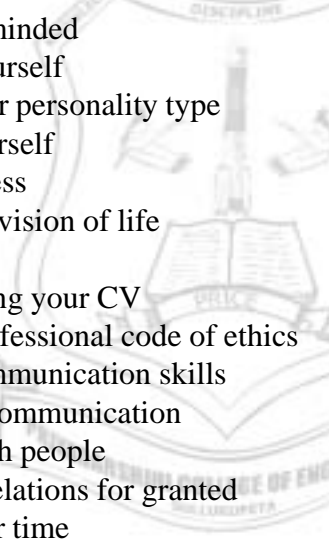**D . Coherence and Style along with planning:**

Some basic guidelines for writing descriptions as a part of planning are as follows:
- ✓ Start with an outline. Plan your report.
- ✓ Have the objective in front of you as you write your outline. If you write about it from memory, you are more likely to omit or misrepresent important details.
- ✓ Begin with an introduction. Lead in with general background information, a definition of the object and a statement of the main sections of the report.
- ✓ Describe the function of each part briefly but do not confuse a descriptive report with an institution manual.

- ✓ Include a line drawing or photograph if it reinforces your description but do not rely on the picture.
- ✓ Label each main section of the report. Use transition and sequence words as directions for the reader.
- ✓ Describe specific parts moving in a consistent and logical direction, such as clockwise or top to bottom, when describing a large or multi-featured object.

E . Tools:

Generally, the human knows how to be and how not to be; ought to be and ought not to be. The man's mind is nothing but the main tool, with which he can go ahead with his life activities.   The other important tools of a human are as follows.

- ✓ Be open – minded
- ✓ Discover yourself
- ✓ Find out your personality type
- ✓ Analyze yourself
- ✓ Define success
- ✓ Define your vision of life
- ✓ Set goal
- ✓ Keep updating your CV
- ✓ Follow a professional code of ethics
- ✓ Improve communication skills
- ✓ Be open in communication
- ✓ Network with people
- ✓ Don't take relations for granted
- ✓ Manage your time
- ✓ Manage change as a part in part of life
- ✓ Diversify your interests
- ✓ Develop entrepreneurial spirit
- ✓ Take up an odd job
- ✓ Do physical work
- ✓ Entertain yourself

F . Analysis of sample reports from industry: Final Technical Paper:

Follow the final report writing requirements. Read and follow them carefully. Usually deadline is the fourth day before the presentation. A booklet on "Effective Technical Writing" should be kept along with the presentation. This acts as a resource.

Write a Technical Report of your own in your observation book and record.

─────── **Be a Bee To Work Always** . ───────-