

Spoken English

A SELF-LEARNING GUIDE TO
CONVERSATION PRACTICE

A Self Learning Guide To Conversation Practice

Sasikumar

A Self Learning Guide To Conversation Practice:

Spoken English ,2007 Spoken English - A Self Learning Guide To Conversation Practice With Audio Cassette
V. Sasikumar,1993 Spoken English - A Self Learning Guide To Conversation Practice V. Sasikumar,2007

COMMUNICATION SKILLS FOR PROFESSIONALS, Second Edition KONAR, NIRA,2021-11-08 Communication Skills for Professionals is a time tested book which aims to equip students academicians and professionals with all the necessary skills to communicate effectively so that they can thrive in this competitive world **WHAT DOES THE BOOK CONTAIN** This compact and student friendly text is divided in several sections and covers several topics like Detailed section on Vocabulary Items of grammar verbs phrasal verbs voices tenses transformation and synthesis of sentences Rectification of Grammatical Errors in order to identify and correct errors Analysis of the 4 skills of Listening Speaking Reading and Writing Skills of Technical Writing and Public Speaking Body Language and Group Discussion All these and more aims to make the learner a winner not only in his personal life but also in his Professional life The book is easy to read and understand Each point is illustrated with examples from practical life Even the grammar exercises and all other activity based questions have been skillfully designed and worked out in Classrooms **WHAT IS NEW TO THIS EDITION** In the modern business world where speed and ease of communication is very important E mails have become widely prevalent An E mail can even make or break a career Detailed discussions have been shared in this Edition on how to write the perfect E mail A completely new chapter has been added on social media tools like LinkedIn Facebook and Twitter Job seekers would learn how to upload their portfolios and highlight their skills and achievements and connect with prospective employers and collaborators Book Reviews I have been a regular user of the book by Prof Nira Konar and found it a very reliable resource The chapters on Group Discussion and Body Language are particularly helpful Besides the chapter on Communication Theory has been relevantly and effectively explained keeping in mind the needs of the students Overall the book is very accessible by all levels of students It is a part of recommended reading for my students Nandini Mukherjee Course Coordinator Department of Communicative English St Xavier's College Kolkata An extremely concise lucidly written and reader friendly book that serves as a handy reference manual for all in service English language teachers of degree engineering colleges The B Tech Communicative English syllabus has been closely followed with detailed sections on grammar writing and comprehension The chapters on vocabulary take an insightful look at etymology word origins synonymy and antonymy Detailed word lists and practice exercises make the section extremely helpful for practicing teachers The sections on grammar are fairly detailed offering a thorough analysis of Verbs Tenses Voice Narration Transformation of Sentences and Error Correction There are plenty of practice exercises for the teacher to choose from Reading skills are well discussed and technical writing is given all the importance and predominance it usually occupies in any course on technical communication The section on report writing is extremely useful as a guide for teachers for teaching students the formatting and writing essentials in documenting

reports There is a section on professional speaking too which enriches the content of the book On the whole the book is of continuing usefulness and relevance in any technical English course and will be used by teachers and students alike for many years to come Dr Indrajit Bose Assistant Professor of English GNIT Kolkata Dr Konar s book acts as a comprehensive guide to the students of professional technical as well as basic courses to hone their language skills The language of the book is persuasive fluid and student friendly which makes it useful even to the first generation learners of English The scope of this book extends from word building to report writing and covers almost all the thrust areas of language training in a nutshell Hence it deserves a shelf space in the library of any institution Ayushman Banerjee Assistant Professor in English Haldia Government College Kolkata This is one of the best books on Communication available in the market Dr Nira Konar is a brand by herself whenever English Language Teaching ELT comes into discussion This compact edition discusses in detail the various aspects of language ranging from Vocabulary Grammar Syntax to effective communication in business The book gives a clear reading of LSRW skills such as writing reading listening and public speaking It further confers different means of effective communication situational dialogues body language and group discussions The book follows the present MAKAUT curriculum of English for B Tech 1st year 2nd Semester HM HU 201 HM HU 291 thoroughly It not only gives an overview of the Theory syllabus but also provides details of Language Laboratory activities as well Communication Skills for Professionals enables the readers to express themselves clearly and communicate effectively at the workplace This book not only deals with the rudiments of communication but also gives insights into the body language and provides important tips on how to be successful at interviews and group discussions Primarily intended for students of engineering and technology the book will also be useful for Management students and the students of all disciplines who want to acquire the skill in corporate communication and excel in their respective professional areas Sohini Datta Assistant Professor Department of Management IEM Sector V Salt Lake Kolkata Easy and in depth writing on the subject is the aim of this book The author has put in here the fruits of teaching the students from the wide ranging and first hand knowledge of business speaking and writing and listening in a friendly way It is enriched with extensive references On every page of the book the students will see how a simpler style of English is balanced with their need Dalia Sen Assistant Professor Bengal Institute of Technology Under Techno India Group Kolkata ENGLISH LANGUAGE LABORATORIES KONAR, NIRA, 2011-07-30 Today acquiring English language skills has become so essential especially for those who are looking for new jobs in reputed organizations as well as for the practising professionals Many engineering students even though they have adequate knowledge of their subject are unable to express themselves well in English Taking this into account engineering colleges institutes have introduced exclusive English Language Laboratories where students are drilled in the practical aspects of the English language This compact and comprehensive book is a step by step practical guide to students telling them how to prepare technical reports and how to acquire the basic communication skills listening speaking reading and writing The book deals

with conversation situational dialogues and role plays and Group Discussions GDs It also gives detailed discussion about Interviews step by step preparation practical and psychological preparation the dos and don ts for interview besides dealing with different kinds of interviews telephonic videoconferencing and others In addition the text stresses the importance of researching the organization and salary negotiations Finally the book shows the students how to make powerpoint presentations PPTs the structure of presentation and using audio visuals This activity based skill oriented learner centred book is designed according to the WBUT syllabus on Technical Report Writing and Language Laboratory Practice for the B Tech students However it would be equally useful for B Tech B E students across the country DISTINGUISHING FEATURES A practical and student friendly text the stress being on the functional aspects of the language and various activities for acquiring the language Gives the Methodology of conducting activities such as GDs Interviews and Presentation Provides model GD topics and the step by step process of making PPTs Clearly spells out all the details right from preparing a good job application researching the company including its financial health to preparing the job portfolio to wearing the proper dress handling questions and negotiating salary Provides an extensive list of probable questions along with their answers to prepare students for mock interviews Also gives well crafted questions at the end of each lesson

DEVELOPING SPEAKING SKILLS (TEACHING STRATEGIES) Dr. Jitendra Balbhim Jalkute,2021-05-20 English has been taught with many approaches methods and techniques and strategies for long Traditionally technology has been linked with techniques and tools English can be taught and learnt through various ways or strategies As far concern about English language and its basic skills it is necessary to get a wonderful interpretation of English language which is what every teacher and student of English must know E stands for empowerment empowerment of the teacher and the learner N represents novelty novelty in new experiences ideas outlook and ethos Globalization is what we have in G learning and livelihood are made available through the L in English The vast storehouse of knowledge and Information is easily accessible on the internet chiefly through English The dominating language of Science and success is English S stands for it Last but not the least those who know English has a prestige at least in India and other developing countries which is unique Honors for the teachers and users of English it means H stands for honors

Spoken English - A Self Learning Guide To Conversation Practice With Audio Cassette Sasikumar,2007-05 **Spoken English , English | AICTE Prescribed Textbook - English** Kul Bhushun Kumar,2021-11-01 The Book on English in your hand is a textbook intended for the second language learners who wish to learn English but have a less environment in conversing with others in English The book covers AICTE model curriculum for first year undergraduate degree courses in Engineering and Technology The book is meant to familiarize the students with different aspects and genres in English including reading listening comprehension written and speaking skills A must buy for the students of engineering Management and Humanities the book combines reference grammar and practices exercises while maintaining a practice oriented approach So to solve the purpose the book has been divided into six

part that highlights 1 Vocabulary Building 2 Basic written Skills 3 Identifying Common Errors in Writing 4 Nature and style of Sensible Writing 5 Writing Practices 6 Oral Communications Salient Features This book covers a wide range of topic such as conversation practice vocabulary building writing practices and sentence Patterns which generates a great taste to its learners Apart from the core lessons this course book includes additional reference tools strategies for learning independently vocabulary trainer and ideas for developing speaking skills The sole purpose of the book is to empower students with language and life skills the need to carry out to achieve their career goals A big part of the book is about the vocabulary with numerous examples It prepares the learners in Business English for effective communication not only as students during their collegiate day but also as employees after being employed It is a complete guide for all business and professional communication activities explaining in simple language how people interact with each other through effective use of spoken and written English To make the students face the competitive world each chapter of this book is clearly structured with a strategic approach to learn the target language from the basic level Therefore it's THE BEST book for every technical student who wants to understand how English Works Emerging Trends In ELT Dr. Kottacheruvu

Nagendra,Dr. Govindaiah Godavarthi, We owe a deep sense of gratitude to all the contributors for their scholarly articles We are indebted to Prof Syed Mohammed Haseebuddin Quadri Head Department of English and Prof Shugufta Shaheen for being the inspiration and guiding force to complete the work We are also thankful to my fellow colleagues for their constant support and encouragement We would be failing in duties if we do not acknowledge the valuable suggestions given by all the reviewers my teachers and friends towards the improvement of the book Last but not least I am grateful to Rudra

Publications and Ms Suhani Soni for inviting me to write the book and printing it nicely **South Asian Language Review**

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Self-organised Learning Laurie F. Thomas,E. Sheila Harri-Augstein,1985 Self Organised Learning is a textbook style compendium of new uses for Kelly's repertory grid technique as derived from personal construct psychology

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