



Indo - Asian Journal of Multidisciplinary Research (IAJMR) ISSN: 2454-1370

TEACHING ENGLISH COMMUNICATION SKILLS FOR PROFESSIONAL STUDENTS

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Abstract

Role of English Grammar to Enhance Communication

Grammar is an essential ingredient to learn English effectively. Grammar plays a vital role in Written Communication. To write flawless English one should know the rules and regulations of grammar. Professional Graduate Students need to write effective English for their career perspective. The World has changed drastically so English grammar is also need to change its structure. Indian students feel difficult to follow various rules and regulations of Language. English Lexicon and its Structure were originated from The Classical Languages of Greek and Latin. The rules of the British English Language haven't changed yet. So the Global Student searches for other options. The new inventions like Internet, e-mail, show him a new path to get proficiency in English. Anew trend spread the entire world that is American English. It's Lexicon; Structure is easy, clear and logically arranged Grammar. Technology, Science, book Publishing Houses, and all other areas update their English by American English. Still English Teacher and English Text book remain with Age old English Spelling Rules, Word order, Punctuation and conventional Grammatical Rules .

Teaching Traditional English Grammar for Engineering, Management, Science Students are very difficult for English Teacher. The Students who belong to Technology are search for reality and ready to grasp information easily. Because of their IQ levels are high. So it is time to Revise English Grammar according to Latest Technology otherwise Grammar remains only in English Text Books and English Teacher's Sur names. Our Ancient Civilization has given a wonderful gift. It is Sanskrit Language. Due to its Conventional Grammatical Rules it has submerged in the Global World. There is a big threat to British English Language not with People but with Latest Communication Technology. The three Classical Languages of the world, Sanskrit, Greek and Latin has vanished because of its Conventional Lexicon, Grammar. In this HI-TECH World there is no place for Traditional Rules, King's English, Queen's English, Traditional English but only one English, it is Logic based Technical English.

Key words: CSR, Challenges and Issues, Micro, Small and Medium Enterprise

1.Introduction

Think like a wise man but communicate in the language of the people- William Butler Yeats

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Received: 11.03.2015; Revised: 02.04.2015;

Accepted: 10.04.2015.

Globalisation and English: Internet has opened up new vistas to enhance knowledge through communication. We cannot divide Internet and English. They are inter mingled one another. Modern Technology has created Digital World, where there is fast communication through mails, chatting, video conferencing, mobile interviews,



net banking, and online purchasing and so on. The modern man is living in Digital World. His requirements are latest advancement technologies. The two main tools to connect the entire world are Computer Technology and English Language. These are effective technical and communicative tools. Now a days Business Sector, Educational Sector and Career fields require more Technical Communication skills.. Previously everyone was different but now we are one called as a Global citizen. Now the Students are Global Students, Their Careers are Global Careers. These days, if any educated person is not known to English and Computer, that person is called as an illiterate man.

Communication Need of an Hour

When Chinese invented paper, the new World was originated. The old world was lost it's identity. The written word got its identity. So much of prose came into existence like Print books, literature, magazines, and newspapers occupied the world. The printing press united the world through its written literature. People shared their information, knowledge through Newspapers, books for centuries. The new invention from the man's natural mind created an artificial mind that is Computer. Computer is the second invention made the entire world as like a ball. This happened through Internet. The new ready made world has existed on this Planet. When the huge world became a tiny world, the needs and the requirements are new ones. Internet is a knowledge tool via communication. The Global communication is possible

Only with English Language. In place of written communication oral communication. The modern English Language learner not only focus on Grammar, comprehension, written language skills he need to emphasis on oral fluency with accuracy of the English Language.

The Global job market whether it is e-commerce, software industry, call centers, professional teachers Spoken English language skills are must. The best method to enhance once communication is to expose to the outer world with proper vision.

Mother Tongue Influence

English is a Foreign Language for us. It was introduced during the reign of British Government. We have our own Languages. Telugu People speak and write Telugu as well as other State people have their own languages, actually our Country was divided based upon Linguistic Differences. Our Mother Language is for our daily conversation purpose. We share our feelings, ideas, and expressions through our own language only. So the Mother tongue influence dominates us to communicate English fluently and effectively. There is a gap between our own Native language and the second or third language like English. Spoken Language acquisition comes automatically by it's own culture. We fail to speak English like English man because we are not born to that country or it's culture. Instead of wasting energy and time to imitate English Nation and English accent, try to express and communicate flawless English for mutual understanding and communicate to the outer world.

Need of English Language

English was introduced by Macaulay in our Educational system during the British rule. From that day onwards English has been part and parcel in our Country. For Business, Commerce, Education and Job marked it is the essential commodity. Even British Empire has fallen in India; the English Empire has been blooming. At the time of Independence, leaders and people raised slogans against English as, it should be banned. But still it remains strongly not because of its Structure but its Flexibility.

We cannot divide these two words, they come jointly. The new World has originated with Globalization. The two main parts to connect the entire world is Computer Technology and English Language. These are effective technical and communicative tools. Now the Students are Global Students, Their Careers are Global Careers. These days if any educated person is not known to English and Computer, that person is called as an Illiterate man.



4. Types of English Language Skills

- Listening skills
- Speaking skills
- Reading skills
- Writing skills

Listening Skills; “Listen more, and speak less”. Listening is the most important skill. Unfortunately, it is the most neglected one. In our day-to-day life, we show interest to hear to people than listen to them. There is a huge difference between hearing and listening. Hearing is a physical activity and listening is related to mind activity.

When we listen to others, we show interest in other person’s body language and his opinions and ideas. When we listen to someone we should maintain our eye contact with other person and we should not disturb that person while he is speaking to us. Listening is a powerful tool to get the exact information and also learn more things quickly and effectively. The best leaders and the best people all over the world are the best listeners. In effective communication point of view, 90% listening and 10% speaking is considered as the best communication.

Listening techniques

- ☞ Listening is an intellectual, linguistic activity
- ☞ Listen for meaning and for purpose
- ☞ Listen attentively to others what they are speaking about.
- ☞ Listening improves thought provoking skills
- ☞ Listen well to find out the essence
- ☞ Listening skills analyze the subject information as well as the speaker’s attitude
- ☞ First to understand others then listen to others
- ☞ Give always respect to the speaker
- ☞ Don’t find fault with the speaker but the meaning of the subject
- ☞ Find out the main points in the speech
- ☞ Co-ordinate them with your own experiences

- ☞ Avoid confusions, contradictions in the speech
- ☞ Summarize the message at the end of the speech
- ☞ Try to rewind the information in your own voice.

Speaking Skills; Speech is an ancient form of communication. Ancient man invented speech to share his feelings, ideas, opinions and knowledge with other people. Speech is an effective tool to share our information with others and get the response of the receiver immediately. It is an instant communication process. We speak to others in various ways. Among all, the best one is face- to- face speech. In face- to- face conversation, we get quick response from the receiver. The second mode of communication is to speak more than two people. It is called a group talk or a role-play or group dynamism. At a time we share our information to a group with this process. In face-to-face conversation, in group conversation we get the immediate response from the listeners. Another way of speech is called “Public Speaking”. In public speaking, a speaker speaks to a large number of people on a particular topic. In this process the speaker and the information of the speaker are highest priority. One more way of communication is called electronic communication. Communicating with cell phones, voice mails, e-mails, chatting comes under this process. Any form of speech is only to share something with other persons. It is the most living process and effective communication than other communicative areas

Speaking Techniques

- ☞ Speak confidently
- ☞ Speak freely and fluently
- ☞ Speak word endings very clearly
- ☞ Speak not too slow or too fast
- ☞ Speak to express not to impress
- ☞ Speak for a cause not for time pass
- ☞ Think before you express
- ☞ Speak with same tempo



- ☞ Speak with cool and calm nature
- ☞ No exaggerations, no slang in your speech
- ☞ Use your presence of mind while speaking
- ☞ Show interest with others while speaking
- ☞ Too dominating, too politeness is not good in speech
- ☞ Listen thrice before you speak

Reading Techniques; “Reading makes a man perfect”. It is a popular sentence to tell the importance of reading skills. Why do we read? The main purpose of reading is to know the meaning of each and every paragraph of a book. We collect information and knowledge by reading books only. So, books are the treasures of ancient man’s knowledge to the future generations. Books are of different types. Academic books, general knowledge books, personality development books, business books and other literature books. Reading is possible in different ways, like word-to-word reading, skimming and scanning. These are the ways to read a book. The more you read, the better you become. If you know more, you fear less. In word-to-word reading, we read each and every word of a paragraph to know the meaning of the sentences. Word to word reading is a difficult activity to read and understand the whole paragraph immediately. The next type of reading is called skimming. Where the main point and the complete meaning of a whole paragraph is identified. It is the best method to get the information quickly. The third one is scanning. In this method, we look at a paragraph what information or idea we are looking for. It is purely search for something in the book instead of knowing everything in that book. These are the ways to read a book. Try to read at least a paragraph daily to improve your thought provoking skills. One more advantage with reading is to improve your vocabulary as well as language proficiency.

Reading Techniques;

- ☞ Read for the meaning and essence but not for the beauty

- ☞ Read two or three words at a glance instead of single words at a time
- ☞ Look for the whole idea of the paragraph
- ☞ Identify the main point in each and every paragraph
- ☞ Don’t read too fast otherwise it becomes waste
- ☞ Search for the main idea in each and every page
- ☞ After reading each chapter, summarize it and identify the main idea in it
- ☞ Read weekly or monthly a book but not too many
- ☞ Read the whole book, scan the whole book, surf the whole book, skim the whole book, look at the whole book are the methods of reading books.
- ☞ Pick up a good book which you like and read each and every page in it and digest the whole. Put it in your day to day activities
- ☞ Read personality development books at least yearly once
- ☞ The best are 1. You can win by Shiv Khara 2. Seven Habits of highly effective people by Stephen.R.Covey 3.Unlimited power by Anthony Robins 4.Dale Carnegie Art of Public speaking 5. How to win friends and influences people 6.Think and Grow Rich by Napoleon Hill.
- ☞ Read only for your career and better life style but not only for marks
- ☞ Reading improves thoughts, clarity and the meaning of individuals.

Writing Techniques; “Writing makes an exact man”. Writing is the most difficult skill among listening, speaking and reading skills. It is an intellectual activity. It is permanent document forever. Ancient man used to write on stones. It was called Lithography. Later they started to write on animal skins. Later paper was invented by Chinese. After some years Gut ten Burg invented printing machine it changed the way of writing system. Newspapers, magazines and all kinds of



printing books came into existence. More than 100 years written literature dominated other areas. Second revolution in writing is called computing. Digital technology, Internet, e-mails change the complete format of printing system. Now books are available through computers. By browsing net, we can download e-books, magazines, journals and all kinds of books are available in digital form. This is the order of writing system.

Writing techniques;

- ☞ It is the difficult one than reading, listening, speaking skills
- ☞ Writing is a permanent document for the past, present and future
- ☞ Writing requires patience, reading ability, thinking power more
- ☞ Writing requires good vocabulary and command over the language very well
- ☞ Writing requires clear and correct thinking process
- ☞ It requires creative track of mind
- ☞ Writing demands the knowledge of the contemporary society of the writer

SPEECH

1. Face-to-Face interaction
2. Speak with Spoken Phrases
3. Speech is a LIVE Show
4. Speak for daily Conversation
5. Proper Body Language is used
6. Informal language is used
7. Begin somewhere & end somewhere
8. Speech is for Communication
9. Speak for understanding other people
10. Speech Patterns, Accent, Intonation are main parts

Grammar Through prose lessons

Prose is the best tool to acquire English Language skills. Grammar is inbuilt with prose. So by teaching Prose Topics to the Students easily. Prose is composed of Words, Punctuation,

- ☞ Writing demands spelling, punctuation, structure of the language
- ☞ Writing is preserved for ever and it is the boon of mortals
- ☞ Daily write something which interests you
- ☞ Don't write all gossips but something interests and useful to some other
- ☞ Care should be taken not to loose the balance of meaning of the subject
- ☞ Put down only relevant and important information
- ☞ At least write a quotation daily in your diary.

Language is for Communication, both Verbal & Written. So the main purpose of grammar is for Documentation, the purpose of Writing. The written language rules are different from Spoken Language Rules.

Grammar is the set of structural rules that governs the composition of clauses, phrases, and words in any given natural language- Wikipedia

WRITING

1. Written Document
2. Write with Sentences
3. Write for Present & future
4. Write for a purpose
5. Correct spelling, punctuation, grammar is used
6. Formal language is used
7. Beginning & ending is very important
8. Writing is for a Purpose
9. Writing is for informing to other people
10. Spellings, Punctuation, Grammar are

Main parts

Nouns, Verbs, Phrases and Sentences. Instead of teaching Grammar separately, it should be taught with Prose Paragraphs. Automatically Students learn the Grammatical Structures very effectively. Now days, Prose teaching is mechanical and



having no purpose. But its purpose is more than explaining & translating it. Into One's Mother Tongue. The English Language Prose is like Mathematical Applications. Every word and every Sentence is real and correct. So it should not be wasted by Translating. If a Student gets command over Prose, he will be automatically getting command over English Communication Skills.

Professional Students Requirements

Professional Students like Computer Science, Batch, Medicine, Pharmacy, Agricultural, M.C.A, M.B.A, and Science Graduates need more English Language Skills Than their Subject Knowledge. These Students require more expertise in English to get Global Jobs.

The present day Job Market looks for the Professionals who are good at English. To get command over English, one should learn the four

areas of English. The four branches of English Language are; Listening, Speaking, Reading, and Writing. These four are called Communication Skills.

In language acquisition, Speech is more important than Writing. Regularly we express our views in Spoken Language. Students SHOULD LEARN THE BASIC Grammar Rules to speak effectively. For example, to say about book, a book, my book on the table, where is my book? It shows that Grammar rules are important to speak and Write good English. Grammar should not be taught individually, while teaching language it should be interpreted.

Grammar is included with correct spellings, punctuation and Sentence structure. Technical Communication is mainly to write to Business people Technical experts. So the purpose of writing differs from ordinary Communication.

General Grammar

1. Begins with subject-
2. It is personal
3. Persons oriented
4. Adjectives, emotional words are used.
5. It is to impress & inform

Technical communication requires more Grammar than General Communication because; technical writing is Formal or Official Communication. Whether to speak or Write one should chose proper words and deliver with correct order is a must. It is not only expressing something to some other but to send proper data with correct expression. In this process, Professional Students need to learn correct spelling rules, punctuation marks and basic grammatical rules otherwise they will not be able to get command over English Language Skills.

Teaching Grammar for Professional Students

English Grammar should be taught the students in Practical way but not conventional method. The students always look for reason and

Technical Grammar

1. Begins with object
2. It is impersonal
3. Content oriented
4. Only action words are used.
5. Only to inform but not to impress,

reality. So grammar should be taught with practical application. It should be taught in the four areas of Communication, L.S.R.W

A Questionnaire is given to each student on each area separately. Listening question bank, Reading question bank, Reading question bank, writing question bank will help the students to grasp Grammar very quickly.

Listening Questionnaire;

Listen to a particular Lecture; Audio, Video [in lab] reproduce the important information.

Listen- Understand- Write important Information.

Speaking Questionnaire; Topic- Preparation- Presentation

Repeat important issues



Reading Questionnaire; Read a particular test-understand- find out important information

Reads –find out main idea

Writing Questionnaire; Writing- pickup the main points

Write- highlights main idea.

GRAMMAR QUESTIONNAIRE: BASIC CONCEPTS

Tenses Questionnaire:

- 1) What is the difference between Present Continuous Tense & Past Continuous Tense?
- 2) What is the difference between Present Perfect Continuous Tense & Past Perfect Continuous Tense?
- 3) What is the difference between Present Perfect Tense & Past Simple Tense?
- 4) What is the difference between Present Simple Tense & Past Simple Tense?
- 5) What is the difference between Present Perfect Tense & Past Perfect Tense?
- 6) What is the difference between present continuous & present perfect continuous tense?
- 7) What is the difference between present simple & present perfect tense?
- 8) What is the difference between past continuous & past perfect continuous tense?
- 9) What is the difference between past simple & past perfect?
- 10) What is the difference between present continuous & future continuous tense?
- 11) What is the difference between present perfect continuous & future perfect continuous tense?
- 12) What is the difference between future simple & future perfect?
- 13) What is the difference between future continuous & future perfect continuous tense?
- 14) What is the difference between present perfect & future perfect tense?
- 15) What is the difference between present simple & future simple tense?

Parts of speech questionnaire:

- 1) What is the difference between noun & pronoun?
- 2) What is the difference between noun & verb?
- 3) What is the difference between verb & adjective?
- 4) What is the difference between verb & adverb?
- 5) What is the difference between adjective & adverb?
- 6) What is the difference between conjunction & interjection?
- 7) What is the difference between a & an?
- 8) What is the difference between a, an & the?
- 9) What is the difference between to & for?
- 10) What is the difference between since & for?
- 11) What is the difference between & among?
- 12) What is the difference between of & by?
- 13) What is the difference between at & in?
- 14) What is the difference between of & off?
- 15) What is the difference between to & too?

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