

# Unit 6

## Semester: Two

### Period VI



### Grammar: Letter Writing

#### Learning Objectives

Upon completion of this topic, learners will be able to :

- Distinguish the five parts of formal informal letters
- Pinpoint acceptable forms of letter writing

#### 6.1 INTRODUCTION

A letter to the editor is a written way of talking to a newspaper, magazine, or other regularly printed publication. Letters to the editor are generally found in the first section of the newspaper, or towards the beginning of a magazine, or in the editorial page. They can take a position for or against an issue, or simply inform, or both. They can convince readers by using emotions, or facts, or emotions and facts combined.

#### Structure of the Unit

6.1	Introduction
6.2	Letter Writing
	Informal Letter
	Formal letter
	Letter of Application
	Letter of Excuse
	Request/Thanks
6.3	Speech Writing
6.4	Report Writing
6.5	Oral Reading/Speaking
6.6	Listening to Speeches
6.7	Oral Presentations for Critical Evaluation

Letters to the editor are usually short and brief, and are among the most widely read features in any newspaper or magazine. They allow you to reach a large audience. You can probably think of many more specific reasons why you might want to write to the editor, but here are a few general ones:

- You are angry about something, and want others to know it
- You think that an issue is so important that you have to speak out

- Part of your group's strategy is to persuade others to take a specific action

**Or you want to:**

- Suggest an idea to others
- Influence public opinion
- Educate the general public on a specific matter
- Influence policy-makers or elected officials directly or indirectly
- Publicize the work of your group and attract volunteers or program participants.

## **6.2 LETTER WRITING**

The art of writing letters appears to be a lost art. Compared to the cellular phones, fax, e-mails through internet, online chat, web cam and so on, letters offer a kind of communication that is warm, personalized and unique. So they still have their charm.

**There are broadly two kinds of letters:**

1. Informal or personal letters (written to family and friends)
2. Formal letters (written to officials, newspaper editors, business acquaintances etc.)

The main components of a letter are invariably common to both kinds with minor differences. We have –

1. Address of the sender
  2. Date
  3. Address of the Receiver (*only in formal letter*)
  4. Subject (*only in formal letter*)
  5. Salutation
  6. Body of the letter
  7. Complimentary close/subscription
  8. Signature of the sender
  9. Name of the sender
- 1. Address of the sender (Top left hand)**

It consists of House number, name of building, district, village or city. There is no punctuation at the end of the lines in the address,

e.g. 240 L, Kigali, Rwanda

- 2. Date** (*It is written below the sender's address leaving the space of one line.*) These are the recommended forms of writing the date.

(i) 15th August,.....

(ii) August 15,.....

**Note:** The date is not to be written as 15-8-.....

- 3. Receiver's Address** (*to be written only in formal letters*) is written under the date leaving space of one line. The manner of writing address is similar to that of sender's address except that the name is to be written on top of the Address.

e.g. The Editor            Mr. Ronaldo

The Tribune or    Asian Paints

- 4. Subject** (*only in formal letters*) : It begins from under the Receiver's Address leaving one line space. The subject states the theme of the letter and is never a complete grammatical sentence.

e.g. **Subject:** Complaint against delay in delivery of goods.

- 5. Salutation:** The form of salutation is determined by the relationship between the sender and the receiver of the letter.

Informal letters: Dear father/friend etc.

Formal Letter :Sir / Madam or Respected Sir / Madam etc.

- 6. Body of the letter or content:** This is the actual letter, the content. This is generally divided into three parts.

(i) Introduction (*where the theme is stated*)

(ii) Elaboration (*main points*)

(iii) Conclusion (*summing up*)

- 7. Complimentary close/subscription:** The subscription is closely related to the salutation. It is written on the bottom left side under the body of the letter. Follow the given pattern.

(i) Informal Letters: Yours lovingly/affectionately etc.

(ii) Formal Letters: Yours truly/ sincerely /obediently etc.

- 8. Signature of the sender:** The signature is placed under the subscription.

- 9. Name of the sender** (*In formal Letter*) : It is given under the signature at the end.



**Note:** Learners are given a name in the question paper and they are required to use the given name instead of

their own name. If no name / address is given, write an imaginary one.

## Application

1. You are Harry. Write a letter to the Principal of your old school requesting him for some important testimonials urgently needed by you.

**Note:** In application to the Principal of your school, sender's address is not included.

26th April,.....

The Principal

Army Public School

Kigali

**Subject:** Request for important testimonials.

Sir

With due respect, I wish to state that I am an old student of the school. I passed out in 2007 and brought laurels for the school in various spheres. I wish to apply for admission to a postgraduate programme in a foreign university. Therefore I urgently require the testimonials demanded by them. I require pass certificate for Senior Secondary Exam which I cleared in 2007 with 93% marks. I also require character certificate. I was the President of Literary Society and had won many prizes in literary competitions. I was also the Captain of the school Soccer team for a year. My teachers had a high opinion of my work and potential. I shall feel extremely obliged if you could give me the above mentioned testimonials at the earliest.

Yours obediently

Harry

2. Write an application to the Principal of your school requesting him/her to grant you full fee concession. You are John, 444 L Wariyam, Tripoli.

27th May,

The Principal  
ABC school, Tripoli

**Subject:** Request for full fee concession.

Sir

With due respect, I wish to state that I study in class XI - C in your school. My father works in a private firm. His monthly salary barely meets the family expenditure. We are a family of five members with my father as the only earning member. He wants me to discontinue my studies and add to the family income by taking up job after high school.

I am a topper and scored 97% marks in class X Board exam. I love to study and my ambition is to receive higher education and achieve excellence. Sir, it is my humble request to you to grant me a full - fee concession so that I can continue with my studies. I assure you that I will bring laurels to the institution by scoring good marks. Kindly oblige.

Yours truly

John

Class XI

**Official Letters**

- 1. Write a letter to the Chief Librarian of City Library, Kigali improvement in the functioning of the Library.

46, Mandela Nagar,

Kigali

5th January,.....

The Chief Librarian

City Library,

Kigali

**Subject:** Suggestions for improvement in working of the

library.

Sir

I am a regular member of this library for the last five years. I wish to make some suggestions for the improvement in its overall working. The regular stock of newspapers and magazines is never available. Fresh issues of reputed magazines like 'India Today' or 'The Outlook' remain missing, the same old issues are displayed every time, The staff is rude and refuses to provide the books demanded by the members. The common excuse is that the stock checking is going on. Moreover, the books are improperly stacked and covered with dust.

I hope that you will consider my suggestions seriously and take appropriate measures to make reading in a library a great experience for every one.

Yours truly

Juliya

2. Mr. Daniel a resident of 150 Central Town, Jalandhar. He is concerned over the insanitary conditions in his locality. He decides to write to the Health Officer, Municipal Committee. Write the letter assuming you are Mr. Kumar.

150 Central Town

Tarhuna

25th February,.....

The Health Officer

The Municipal Committee

Tarhuna

**Subject:** Complaint against insanitary conditions.

Sir

I wish to draw your attention to the insanitary conditions of the Central Town. As you know, it is the hub of the weekly vegetable and fruit market. The area stinks as a result of the leftover vegetables and fruits that are left to rot.

To make things worse, the telephone companies dug up roads for underground cabling damaging some water pipes resulting in muddy pools of water everywhere. This is an open invitation to diseases like Dengue, Malaria and Viral. Rain makes it worse. Even the street lights do not work and fail to guide people through the muddy mess at night.

The residents have pitched in their efforts and have taken up the garbage disposal in the area effectively. On the behalf of the residents, i request you to take immediate action in restoring the basic civic amenities in our locality.

Yours truly

Daniel

### Letters to the Editor

1. As Jony living at 461 Home Street, Tripoli, write a letter to the Editor of a newspaper suggesting ways of bringing about communal harmony in our country.

461, Homi street

Tripoli

20th March,.....

Libya Herald

**Subject:** Communal harmony in our country

Sir

Through the esteemed columns of your newspaper,! wish to express my views on the urgent need to maintain communal harmony in our country. We are the second largest democracy in the world. We are a country with multiple states, religions, languages, cultures, costumes, beliefs and festivals, yet we are all one. We are a living example of unity in diversity. But unfortunately some people with selfish motives, try to break the moral fabric of our country to suit political interests. This results in communal riots and bloodshed. The Gujrat riots and the Mumbai riots are an open disgrace for our democracy.

It is for the sensitive and sensible citizens to join hands in their fight against communalism and work hard for restoring communal harmony in the country. I shall appreciate if my views find space in your columns.

Yours truly, Johnny

2. You are Mr Harry, a resident of Kurli village, Trivoli. After learning that the Government has decided to cut down 10,000 fruit trees in Kurli and nearby villages to build residential colonies. You decide to write to the Editor of an English newspaper condemning the project and requesting the government to reconsider its decision.

Kurli Village

Trivoli

29th April,.....

The Editor

Libia Observer

Tripoli

**Subject:** Request to the government to reconsider the threat to the environment.

Sir

This is indeed shocking that the government is planning to cut down thousands of fruit trees to build a concrete jungle in its place. These tender green trees have been tended with great love and care by their owners. This lush green belt of fruit trees like mango, chickoo, guava, plum and lemon yield a good crop every year and the markets are flooded with fresh fruit. The opposition of the farmers to this housing project is natural as it will deprive them of their only means of livelihood.

Moreover, the destruction of thousands of full grown fruit trees will be a crime against nature. Not only we are taking away the natural habitat of so many migratory birds but degrading the air quality of the area. How can we cut trees when we talk of conserving the environment? I urge the government to reconsider their unethical decision.

Yours truly



Harry

3. **Write a letter to the editor of a newspaper highlighting on the evils of street begging.**

To

The Editor

The New Times

Rwanda

**Subject : the evils of street begging**

Sir,

I shall feel grateful to you if you please publish the following few lines in the columns of your esteemed daily against the evils of street begging:

“It is a matter of shame that even after many years of independence our roads and streets are still infested with beggars. One cannot escape their pleadings for alms. They seem to be omnipresent. It is a great nuisance to have beggars around you at the bus stops, railway station, market- compound and religious places. Even when one tries to avoid them, it is difficult to get out of their clutches.

Sometimes these beggars embarrass you and you have to part with some coins even against your will. If these beggars happen to spot some foreigners, they would not leave them until they force them to give them alms. What impression of our country these foreigners will take back.”

Some of the beggars appear to be quite healthy and stout. It seems they have found begging to be the most convenient method of earning money. I feel that Government must ban begging and haul the beggars. The healthy beggars should be force to work for their livelihood. If the eminence of begging is not checked immediately, it will turn out to be a big social evil in times to come. Public cooperation is solicited to curb this evil from our society.

Yours truly,

Ronaldo

Kigali

## Informal Letter

In informal letters, the receiver's address is not mentioned. There is no subject. Language used is informal and personal.

1. Write a letter to your father, requesting him to allow you to go on an educational tour.

10, Church Gate

Kigali

16th Jan,.....

Dear Dad

How are you? I hope you are in best of health and spirits. Dad, I seek your permission to go on an educational tour to Trivoli. This tour has been organised by our school. The Principal, along with three teachers, will accompany us. We are a group of fifty students. When the school will break up for the autumn break, it is then that the tour will proceed. Bus arrangement has been made for the tour. You know travelling is a part and parcel of education. It will break the dullness of life and add to our knowledge. It will be of great educational value too as Rajasthan is known for its monuments and historical places.

I request you to allow me to join this tour and send me Rs 4000 to meet the expenses.

I shall be very thankful to you.

Yours lovingly

Kunai

2. You have accidentally broken a window pane of the house next door. Write a letter of apology to make good the damage.

43, Friends Colony

Kigali

30th August,.....

Dear Mrs. John

I am very sorry that when I was playing in the park with my friends this afternoon, I kicked the football over the fence and it went right through one of your drawing room

windows. You were not at home when i called, so, I am leaving this letter lest you should think that burglars have tried to break in. I would like to pay for the damage, so feel free to call me when you have the window repaired. I am very sorry for the inconvenience this may have caused. But I would like to assure you that it was all unintentional.

Yours sincerely

Ronaldo

3. Write a letter to your friend describing your school. You have shifted to a new city due to your father's transfer.

102, Sector 18

Trivoli

26th March,.....

Dear Ahona

You will be glad to know that we all are well here. Father has joined the office. I still miss my old school a lot. Here I have joined St. Carmel school. It is considered to be one of the best schools in Trivoli. There are more than two thousand students ori rolls. Each class has eight sections. It is a double storeyed building.

There are separate blocks for each class. The class rooms are large, airy and well furnished. The hall and the library are very spacious. There are four huge well equipped science laboratories. It has huge playgrounds, a big and spacious library and modernly equipped auditorium.

The standard of education is very high. The results of the school have always been on the top. Every year many students win scholarships. Above all, the Principal and the staff are highly qualified.! like the school a lot. Pay my regards to all and do plan to visit Trivoli.

Yours lovingly

Ahana

### **6.3 SPEECH WRITING**

Speech writing is the art of using proper grammar and expression

to convey a thought or message to a reader. However, learners should be aware of certain distinct punctuation and writing style techniques.

While writing the ideal speech might be challenging, sticking to the appropriate speech writing structure will ensure that you never fall short.

To write a speech on the given topic the following four stages are essential: 1. Thinking; 2. Arranging; 3. Writing; 4. Revising;

### **How do you begin an English-language speech?**

The way you start your English speech can set the tone for the remainder of it. This semester, there are a variety of options for you to begin presentations in your classes. For example, try some of these engaging speech in English language starters.

- **Rhetorical questions:** A rhetorical question is a figure of speech that uses a question to convey a point rather than asking for a response. The answer to a rhetorical question may be clear, yet the questioner asks it to emphasize the point. Rhetorical questions may be a good method for students to start their English speeches. This method of introducing your material might be appealing to the viewers and encourage them to consider how they personally relate to your issue.
- **Statistics:** When making an instructive or persuasive speech in an English class, statistics can help to strengthen the speaker's authority and understanding of the subject. To get your point over quickly and create an emotional response, try using an unexpected statistic or fact that will resonate with the audience.
- **Set up an imaginary scene:** Create an imaginary situation in your audience's thoughts if you want to persuade them to agree with you with your speech. This method of starting your speech assists each member of the audience in visualizing a fantastic scenario that you wish to see come true.

### **Format of Speech Writing**

Here is the format of Speech Writing:

- Introduction: Greet the audience, tell them about yourself and further introduce the topic.
- Body: Present the topic in an elaborate way, explaining its key features, pros and cons, if any and the like.
- Conclusion: Summary of your speech, wrap up the topic and leave your audience with a compelling reminder to think about!

Let's further understand each element of the format of Speech Writing in further detail:

### **Introduction**

After the greetings, Introduction has to be attention-getting. Quickly get people's attention. The goal of a speech is to engage the audience and persuade them to think or act in your favour. The introduction must effectively include:

- A brief preview of your topic.
  - Define the outlines of your speech. (For example, I'll be talking about...First..Second...Third)
  - Begin with a story, quote, fact, joke, or an observation in the room. It shouldn't be longer than 3-4 lines. (For Example: "Mahatma Gandhi said once...", or "This topic reminds me of an incident/story...")
  - This part is also important because that's when your audience decides if the speech is worth their time. Keep your introduction factual, interesting, and convincing.
- Body
  - It is the most important part of any speech. You should provide a number of reasons and arguments to convince the audience to agree with you.
  - Handling objections is an important aspect of speech composition. There is no time for questions or concerns since a speech is a monologue. Any concerns that may occur during the speech will be addressed by a powerful speech. As a result, you'll be able to respond to questions as they come in from the crowd. To make speech simpler you can prepare a flow chart of the details in a systematic way.
  - For example: If your speech is about waste management; distribute information and arrange it according to

subparagraphs for your reference. It could include:

What is Waste Management?

Major techniques used to manage waste

Advantages of Waste management

Importance of Waste management

#### ○ Conclusion

The conclusion should be something that the audience takes with them. It could be a reminder, a collective call to action, a summary of your speech, or a story.

For example: “It is upon us to choose the fate of our home, the earth by choosing to begin waste management at our personal spaces.”

After concluding, add a few lines of gratitude to the audience for their time.

For example: “Thank you for being a wonderful audience and lending me your time. Hope this speech gave you something to take away.”

Such an attempt will help in removing the mistakes and in refining and polishing your composition. Write in direct and plain English. Be lucid and clear; simple and economical, precise and accurate in your expression.

#### **Solved Examples**

1. Write a speech in which express your concern on ‘Environmental Pollution.’

##### Environment Pollution

‘Environmental Pollution,’ is a subject which is of great concern for everyone in the modern age. Modern age is an age of science and industry. No doubt, science and industry have blessed us with many amenities which have made our life most comfortable. At the same time they have created the problem of pollution. We face pollution on all sides. The air we breathe is air polluted by smoke and poisonous gases. The food we eat is polluted by insecticides and pesticides. The water we drink is polluted by chemical waste of factories and refuse of cities. Indiscriminate expansion of industries has polluted the rural areas also. Besides excessive use of chemical fertilizers has contaminated the soil. Noise pollution is the other kind of pollution created by increasing machines, industries and

vehicular traffic. Thus we are facing.

- The English Literary Society of your school is organising a debate on the motion 'Public Examinations should be Abolished up to Middle. Write a speech in not more than 150 words for or against the motion.

### ABOLISHING PUBLIC EXAMS

Twenty first century is the age of computer-The age of skill. Our knowledge is expanding at a very fast speed. The old modes of learning based on memorizing facts and vomiting ( reproducing) them in the examination are now the things of the past. Learning is no longer a tedious, boring or frightening task. It is becoming more and more fun-filled activity. Consequently school bags are getting smaller and lighten The monster of homework no longer frightens the students as many progressive schools have abolished it. The stress. is now on learning skills and using them in life-like situations.

My opponents might point out that public examinations are essential to judge the love of education a student has attained and his capability. I frankly ask them : What are they going to judge ? Is it their capacity to learn facts and reproduce them from memory or their acquisition of skills ?

We should be progressive and practical in our approach. Evaluation should be a constant process. It should not be continued to performance during three hours of a specific day.

I appeal to the authorities to change the outmoded education system which gives undue importance to examination. Not knowledge but its application should be the key. We do not want parrot like scholars but skilled and efficient technicians and professionals.

- Write a speech in which you express your wishes for 'for a better world'.

### A Better World

If a person could change three things in this world by simply making a wish, would they take that opportunity or let nature run it's course. If I could make a wish that would change the way the world is today, I would. My first wish would be to end all the problems in Poverty stricken countries, and to educate them on the things like medication and the importance of birth control. I would also set up a place where they could eat a good meal. I think that would be a great accomplishment.

My second wish would be to end all the worlds Racism. This would

be a hard task to meet, but I feel that all people should be treated equal, and nobody should have to go through life being called so many rude, disgraceful, and disrespectful names.

My third wish would be a simple one. All I want is for everyone in this world to be themselves. In a perfect world, if everyone was themselves than teenage girls wouldn't have to wear so much make-up, or have the best clothes, hair, or body. And boys wouldn't worry about their hair, or clothes or if they had enough muscles or were tough. It wouldn't matter what you looked like at all, and nobody would ever class some people lower than others.

But, if we live in a perfect world, and nobody ever made mistakes, then nothing would be normal. So I don't really think we should be able to wish for something to change, and then one day it all of a sudden changes. We should leave it alone and let nature run its course, but little wishes are still okay.

4. Write a speech in which you express your wishes for 'Sports'.

### Sports

Most sports have a different play rate than others; Hockey is intense and fast, Baseball is slow but enjoyable. Almost every sport has a hero or heroes, such as Babe Ruth for Baseball, Wayne Gretzky and Bobby Orr for hockey, Michael Jordan for basketball. All of those heroes and more have made it where they are today by not just thinking about themselves by thinking everybody else, such as fans and teammates, coaches, and family.

There isn't too much of that type of personality anymore. Most athlete stars have talent by thinking much of themselves. People in our home town, people on the Chilliwack Chiefs like Brad McFaul thinks he's awesome but the only thing he's good at is fighting, Travis Banga, just because he was the captain last year doesn't mean he's the best, Nathan Martz deserved that "C" on his jersey than anybody else did, my mom says she wishes hockey could go back to the way they were when she first watched it.

My brother is playing pro now. I think my brother is an awesome hockey player; he's good at both defense and offence, has the hardest slapshot I've ever seen, and he treats people with respect on and off the ice. My dad was awesome at sports like basketball and soccer.

He had the same personality as my brother does. My mom is awesome at sports, but nothing hockey, sports like badminton, and tennis, and volleyball. I'm good at sports, also, but I dislike being on a team. I have a really strong kick in soccer, and I don't mind



getting hurt, I keep my mouth shut and play the game. I may not be as good as my brother, but my favorite sport is hockey, pure Canadian invented and full contact.

That's what's good about some sports is contact, Rugby, football Hockey. Different sports have different styles, for Golf is patience, and football is attitude. I never really paid attention to hockey when I was younger because there lots of space to run around, but when my brother started playing for the Chiefs, I had to sit down and watch the game, that's when I started loving hockey the plays, fights, and fans rubbing it in. I don't like to cheer though I just like sitting there and watching. But on every sport there's something unique about, people like different sports because everybody's different, whether your watching baseball with your family, taunting the away team, or cheering on Tiger Woods, sports will live on forever.



## Practice Set 1

1. Write a speech in the school magazine on how it is important to save the planet, Earth. Write the article in about 150 words.
2. Write a speech in the school magazine in which you expresses your wishes for a better world. Write in about 150 words.

## 6.4 REPORT WRITING

A Report is a short, controlled and guided writing task based on verbal and \* visual stimulus. **It tests your ability to:**

- use appropriate words.
- use varied sentences.
- present only relevant ideas and facts.
- present your ideas logically.
- introduce a subject, develop it and end it well.
- display imagination in writing.

Format for Report Writing (School Magazine)

### Heading

Student's Name

Class

Content :

What?

When?

Where?

How?

Conclusion?

### **Solved Examples**

1. Your school organised a tree - plantation campaign. You are the head girl of the school. Develop a report for the school magazine.

#### **Save Environment - Plant Trees**

By - Julia

Head girl

On 27th October, 20 xx, our school organised a tree plantation programme. Its main objective was to make students aware of the importance of trees. All the classes were actively involved in this drive. More than five hundred saplings were planted in and around the school complex by the teachers as well as the students. **Plant - A -Tree** drive was acclaimed by all. Students also took the help and corporation of the people to make this drive successful. They planted trees in the city wherever they found a suitable place. It was a great success.

2. Recently there was a Science Fair in your school in which students displayed various models. As the Head Boy of the school, write a brief report about the same for your school magazine.

**Ans.**

#### **Science Fair**

By Daniel

Head Boy

Our school organised a Science Fair on 17th June in the school basketball ground. Different classes were asked to display various projects. There were more than 200 exhibits on display. All the items displayed were working models. It was inaugurated by the Education Minister.

Many visitors from other schools also came to see this fair. The efforts of the students were appreciated immensely.

The major attractions were the models of metro, volcano, solar eclipse and wind mill. Students had come out with many projects where they could use solar energy. This was appreciated a lot. The education minister was so impressed that he promised to give a grant of fifty thousand rupees every year for new projects.

**3. Write a report about Inter School Quiz Contest organised in your school.**

**Inter School Quiz Contest**

By Suzan

Our school organised an Inter School Quiz Competition in the auditorium on 30th July, 20xx. More than twenty teams from the city belonging to different schools participated in the contest. It was a privilege to be a member of our school quiz team along with two girls of the senior sections. We had a written test first which was to finalize the final four teams. After the elimination of the other teams, the rest of the four teams had a questionnaire of variety of questions on science, literature, music, general knowledge and social science. The students had to face a tough competition. God be thanked that our school team answered maximum questions and scored 40 marks more than the second team. We felt pleasure in winning the trophy. The experts advocated the importance of learning higher skills.

**A Report on 'Each One, Teach One'**

By David

Student Editor

Our school organised the World Literacy Day on 9th August in the school auditorium. The motive of the Day was to create awareness among the literates to teach the illiterates. In India there are so many uneducated people, even after much has been done for the spread of education after independence by opening institutions in large number. They do not know even how to read and write. It is our prime duty to make them literate. We should all spare an hour to teach them. The State Education Minister was the Chief Guest who highlighted the problems faced by these illiterate people. The Dramatic Club of the school staged a skit highlighting the need of literary. The minister also urged the students to spare sometime for the uneducated. Our school students took a pledge to teach all the illiterates surrounding their areas.

## **6.5 ORAL READING AND SILENT READING**

When you first learned to read, you probably were asked to read out loud. Many people found oral reading a painful experience because they were shy, or they felt that they had to read every word correctly. One of the reasons teachers ask students to read aloud is to make sure that each new reader is reading accurately.

As skills improve, readers are expected to spend more of their time reading silently.

Did you know that it's possible to read well orally and have real difficulty reading silently, or vice versa?

Oral reading and silent reading are quite different skills. When you began reading, you started by learning the shape and sounds that letters make. Soon, you were able to pronounce words and start reading sentences. When you read orally, you say every letter and every sound. You stop for periods and question marks.

### **2. Reading Speed:**

The speed you read is not important by itself, but studies show that if you read too slowly, you may have trouble comprehending what you read. When you read too slowly, you may get bored or discouraged. You may be easily distracted.

You often forget the beginning of a sentence (idea) before you get to the end it. Learning the silent reading strategies in this module will help you increase your speed and, more importantly, your comprehension.

### **3. Skipping Words:**

When you read silently, you may actually skip many words because the author's meaning is carried by only a few important words. All the other words on the page are structure words that tie the ideas together. Go back to your answer for Exercise 1.

What did you write? Perhaps your sentence looked like one of these.

The waitress served us some apple pie and ice cream.

We ate the apple pie and ice cream the waitress brought.

The waitress took my order for apple pie and ice cream.

The structure words are written in bold type. Structure words represent about 65% of the words on every page<sup>2</sup>. A study at Brown University looked at a passage with 134,000 words. Of these, the word “the” was used 20, 172 times, and the word “of” was used 10, 427 times. Learning to sliding over these structure words when you read greatly increases your speed and comprehension.

#### **4. How Your Eye Sees:**

Your eye actually sees in a circle. Look at any picture. Do you see only one small word-sized space or do you see quite a few details at once? Look at any paragraph in this module. Can see one word alone, all by itself, when you look at the page? Take advantage of your eye’s natural ability to see more than one word at a time as you read.

#### **5. Reading is a Process:**

Reading is a process and not a single act. In general, there are three stages in reading.

1. Pre-reading
2. Reading
3. Post-reading

#### **6. Some points about Reading:**

- (i) You should read everything the same way: word for word: There are many different ways to read as you will see later in this module. Good readers choose how they will read depending on what they are reading and their reasons for reading.
- (ii) Good readers need to read a passage only once: This may be true for some kinds of reading, but generally, good readers look at a passage more than once, especially when they want to get accurate details and the author’s full meaning.
- (iii) Good readers can recall everything they have just read: Life would be a lot easier if this were true. Unfortunately, no one can remember everything<sup>3</sup>. If that were possible, then there would be no need for studying, taking notes, or photocopying.
  - Do not skip ahead. When reading non-fiction, skipping ahead can actually add to your understanding.
  - Never skip words or pages. Readers should have a purpose for reading a passage and choose how they will read it: skim, scan, or read in depth.

- Before you begin the next section of this module, please complete the reading survey on the next page. Do not write in the module. Photocopy the survey or simply record your answers in your note book.

### **Some Tips for Better Reading Comprehension**

- Your attitude influences how well you perform any task. When you believe you can do something, you are usually successful.
- Work to create a positive attitude about reading. Positive attitudes don't just happen; they need to be built and maintained daily.
- Begin every reading session by repeating several times, "I can read this. I will read this. I will find it interesting." Most people who have difficulty reading have a negative attitude towards it. Maybe they had bad experiences in school, or perhaps they think reading is boring and offers them nothing they need.
- They may even have a learning disability that makes reading extra hard.. Whatever the case, building a positive "Yes, I can!" attitude almost guarantees that reading will quickly become fun and "do-able". Reading has never been more important to success in life than it is today.

Try these suggestions to improve your concentration.

1. Create a purpose for reading. Know why you are reading and what you expect to get out of it before you start.
2. Be active when you read. Think of questions you want answered and then look for the answers. Disagree with the writer and look for "holes" in his/her arguments. Try to predict what will happen next in a novel or short story. Some experts suggest that the index finger method or dusting method helps keep you actively involved.
3. Read material that is at your reading level, or slightly above.
4. Read material that is interesting to you and that you have some background knowledge about.
5. Don't read for too long at one time. Break longer reading assignments into manageable parts (paragraphs, pages, sections, or chapters).
6. As much as possible, try to make reading a pleasant experience.

### **Getting Ready To Read**

Now that you know that reading is more than moving along word by word, it's time to look at some strategies that will help you understand what you read. Good readers know that it is important

to “get ready to read” before they actually start reading.

1. Check your posture. Sit in a comfortable chair with your back firmly against the back of the chair. The book should be at about a 45° angle to your eyes. Don't sprawl on the couch or read in bed unless you are trying to fall asleep.
2. Check the lighting. You've probably heard that reading in poor light will ruin your eyes. New research shows that's probably not true, but reading under good light makes the process a lot easier. Use diffuse lighting. This means light should fall on the page from several sources. Find a place to read where you don't get a glare off the pages and try not to have any shadows on the page.
3. Make a commitment to your reading. Remember the “Yes, I can” attitude. Make a promise to yourself that you will complete the reading (even in several stages) and that you will come away with an understanding of what you have read. If it helps to focus your concentration, repeat the phrases, “I can read this; I will read this; I will find this interesting.”
4. Reduce the distractions. Find a quiet place where you won't be disturbed for a while. (If you're a parent, the bathroom may be your only safe haven). Try to organize your life so that when you read, the phone won't ring and kids/family won't need your immediate attention. Turn off the TV and/or radio. If you must listen to background music to drown out other sounds, make sure that it is easy listening music that won't demand your attention.
5. Decide on a purpose for reading. People read for entertainment, for fulfilment, and for information. Before you even open the book or look at the article ask yourself these questions:
  - How important is the material I am about to read?
  - What do I need or want to remember after reading?
  - Do I need just the main points, or do I need some key ideas too?
  - Does anyone expect me to report on what I've read?
  - Do I need specific details for a major test or project?
  - Do I need just some general ideas for a brief quiz or meeting?
6. Relax your book. You may know about relaxing yourself, but did you know you can relax a book? This helps keep the pages from flipping over by themselves and keep the pressure off your thumb as you try to hold a new book open as you read. Here's how to relax

a book.



**Note**—Reading comprehension is defined as the level of understanding of a text/message. This understanding comes from the interaction between the words that are written and how they trigger knowledge outside the text/message. Proficient reading depends on the ability to recognize words quickly and effortlessly. If word recognition is difficult, students use too much of their processing capacity to read individual words, which interferes with their ability to comprehend what is read. In this Unit we try to provide number of solved examples for the students to have proper understanding of the given passage.

## 6.6 LISTENING SKILLS

Most of us do not realize the importance of listening as a communicative tool. Yet studies have shown that we actually spend 50% more time listening than we do talking. We often take listening for granted, never realizing that it is a skill that can be learned.

Good communication skills improve and raise the self esteem of a student. In the present day global markets, the speaking and listening are considered to be the essential skills of real life. Effective spoken communication (speaking skill) requires being able to express your ideas and views clearly, confidently and concisely in speech, tailoring your content and style to the audience and promoting free-flowing communication. Whereas listening skills are ways to help you listen to something more effectively and be able to comprehend the message being communicated.

### Importance of Listening

The ability to speak and listen is fundamental to students' language and social development. It is an essential tool for all areas of the curriculum, as talk underpins learning and thinking. It is vital that its significance is recognised by pupils, parents and teachers. Pupils need to be provided with many and varied contexts for talk, but they also need direct teaching in the skills of speaking and listening. Listening is important to a child's development. Even before s/he can speak, a child responds to sounds around him/her- mother's voice, another



baby's cry. Listening skills are extremely important for academic development. Listening to others speech is an important part of communication, speech, and language development.

## **Different Types of Listening**

Different situations require different types of listening. We may listen to obtain information, improve a relationship, gain appreciation for something, make discriminations, or engage in a critical evaluation. While certain skills are basic and necessary for all types of listening (receiving, attending, and understanding), each type requires some special skills. We must understand the different types of listening.

There are four basic types of listening skills. These are:

- Inactive listening, where you hear the words but your mind is far off and no communication takes place
- Selective listening where you hear only what you want to hear.
- Active listening, where you listen closely to content and intent and;
- Reflective listening, which is active listening when you also work to clarify what the speaker is saying and make sure there is mutual understanding.

The person he / she is listening to feel a sense of communication. Everyone wins with beneficial listening. After your next conversation, test your ability to benefit from listening to that conversation. Analyze and ask yourself:

- What did I learn from the other person(s)?
- What did I learn about the other person(s)?
- Who did more talking?
- Who did more listening?
- Did anyone interrupt?
- What questions should I have asked?
- What questions should I have answered more thoroughly?
- Was I absolutely certain I understood everything?
- Did I ask for clarification?
- Did I practice acknowledgement?

- Did he or she practice acknowledgment?
- Were both parties attending?
- Was the conversation balanced?
- What are Speaking Skills and what is its importance?

Communication is a two-way process. Good listening skills are part of good communication; you need to understand what the other person is saying to you as well as to say what you want. Communication often includes non-verbal clues such as tone of voice, facial expression, gestures, and body posture. Good communication includes being observant and focusing on the other person.

### **Tips for being a Effective Listening**

Listening skill is an important and required skill for every English test. To improve your listening skill, you should practice listening everyday. These listening exercises help you to improve your English listening skills. To do these tests,

- You must have a speaker or headphone to listen to questions. You can listen as many times as you want until you understand the conversations, talks, reports, and lectures. Give your full attention on the person who is speaking.
- Don't look out the window or at what else is going on in the room.
- Make sure your mind is focused, too. It can be easy to let your mind wander if you think you know what the person is going to say next, but you might be wrong! If you feel your mind wandering, change the position of your body and try to concentrate on the speaker's words.
- Let the speaker finish before you begin to talk. Speakers appreciate having the chance to say everything they would like to say without being interrupted. When you interrupt, it looks like you aren't listening, even if you really are.
- Let yourself finish listening before you begin to speak! You can't really listen if you are busy thinking about what you want say next.
- Listen for main ideas. The main ideas are the most important points the speaker wants to get across. They may be mentioned at the start or end of a talk, and repeated a number of times.
- Pay special attention to statements that begin with phrases such as "My point is..." or "The thing to remember is..."

### **Instructions:**

Listening Comprehension Tests - True-False were designed to help you practice English Listening Skills. You'll listen to a passage then answer the questions by select True or False.

### Listening Task -1

**Hear a discussion between Ann, Dean and Marcus. Listen carefully and answer the questions.**

Ann: What kinds of things do you like to do in your free time?

Dean: I like playing basketball. I play on a city team every Saturday afternoon.

Marcus: I didn't know that. How long have you been playing?

Dean: For about a year now. But it's not the only thing I like to do. I also enjoy painting. It's great for relieving stress.

Ann: Really? Are you pretty good at it?

Dean: Not too bad. But I'm not a Picasso or Rembrandt. How about you guys? What do you like to do for hobbies?

Marcus: Well, a couple of times a month I go up to Widow's Mountain with some buddies and go hang gliding.

Ann: No way! You do? That sounds dangerous! Aren't you scared?

Marcus: Not at all. It's fascinating. It's so beautiful up there. I feel as free as a bird. You should try it sometime.

Ann: It sounds awesome, but I think I'm too much of a scaredy cat to try it.

Dean: Wow! I might want to try it sometime. Do you think I could?

Marcus: Sure, how about this Saturday? I'll let you know the details later.

Dean: Sounds great! I can't believe I'm going to do it. By the way Ann, you never told us what you do in your spare time.

Ann: Well, uh, I like to knit...

**After listening the above discussion answer the following:**

- Marcus likes to play basketball.  
a) True b) False
- Dean thinks basketball is great for relieving stress.  
a) True b) False
- Marcus goes hang gliding every Saturday.  
a) True b) False
- Ann doesn't want to try hang gliding.

- a) True b) False
5. Marcus and Dean will go hang gliding on Sunday.  
a) True b) False
6. Ann can make things with yarn.  
a) True b) False

## 6.7 SPEAKING SKILLS

The English language has become an international language. Among nations it serves as a lingua franca. It is spoken, learnt and understood even in those countries where it is not a native's language. English is playing a major role in many sectors including medicine, engineering, education, advanced studies, business, technology, banking, computing, tourism etc. All our software development today, the communication facilities available to us through internet, our access to a variety of websites, are all being carried out in English. Most of the research works are conducted and compiled in English.

We communicate with others, to express our ideas, and to know others' ideas as well. Communication takes place, where there is speech. Without speech we cannot communicate with one another.

### The Importance of Speaking Skills

The importance of speaking skills is enormous for the learners of any language. The use of language is an activity which takes place within the confines of our community. We use language in a variety of situations. People at their work places, i.e. researchers working either in a medical laboratory or in a language laboratory, are supposed to speak correctly and effectively in-order to communicate well with one another. Any gap in communication results in misunderstandings and problems.

#### Activity 2



#### *Lets do an activity*

#### Speaking Activity 1.

Work in Pairs. Take turns to enact the following conversations in the class. Try to prolong the conversation and make it as natural as possible. Speak according to the role you have got it.

You are staying with a family in a big city abroad. They are going to move to the country soon. Discuss with a member of the family (the examiner)

- where it is better to live
- where you would like to live

Think about the following points:

- town or country?
- type of house?
- getting to other places?
- neighbourhood?
- anything else?

Prompts for the interlocutor:

You think living in the country is the best choice.

- Your future home will be a farm.
- It will be easy to get to shops and places by car.

**Ask the candidate:**

Examiner: Why do you want to live there? (the place the candidate mentions)

Student: .....

Examiner: Would you like to live at the same place for all of you life? Why? / Why not?

Student: .....

Examiner: Would you like to work at home? Why?/ Why not?

Student: .....

Speaking Activity 2.

Ask the candidate:

Examiner: Have you read anything interesting recently?

Student: .....

Examiner: Can you prepare a small present yourself?

Student: .....

Examiner: How would you like to spend your ideal weekend (ideal means best weekend)

Student: .....

Examiner: With whom would you like to spend your ideal weekend?

Student: I would like to spend my ideal weekend with my cousins.

Examiner: What would you like to eat on your ideal weekend?

Student: I would like to eat pizza with my cousins.

Examiner: How much money would you be ready to spend on your ideal weekend?

Student: I would be ready to spend \$100 on my ideal weekend.

## Review Exercise

1. Write a speech in the school magazine in which you express your view on How to Find Balance Between Life and Work. Write in about 200 words.
2. Write a speech in the school magazine in which you express your view on A New Way to Enjoy Puzzles. Write in about 200 words.
3. Write a speech in the school magazine on road safety in about 150 words. the importance of newspaper.
4. Write a speech in which express your concern on 'Environmental Pollution.'
5. You are John. Write a letter to the Editor of a newspaper, complaining about the rash driving on the part of car and lorry drivers in your city. You are Umesh. You are very worried about the anxious increasing pollution in your town. Write a letter to a newspaper editor about environment pollution.
6. Write a letter to the Editor of Weekly Newspaper highlighting the urgent need to look into the matter of encroachment in the parking of your area in the city.
7. Write a letter to the editor of New Times criticising the use of loudspeakers in your locality. You are Ahona, from Kigali.