

Ability Enhancement Compulsory Course

B.A. II Semester III

English For Communication

Paper C

Module I

A) Oral Skills



Interviewing



PPT Presentation Skills



Compering

English – Language of the World / Global Language

Four Language Skills :

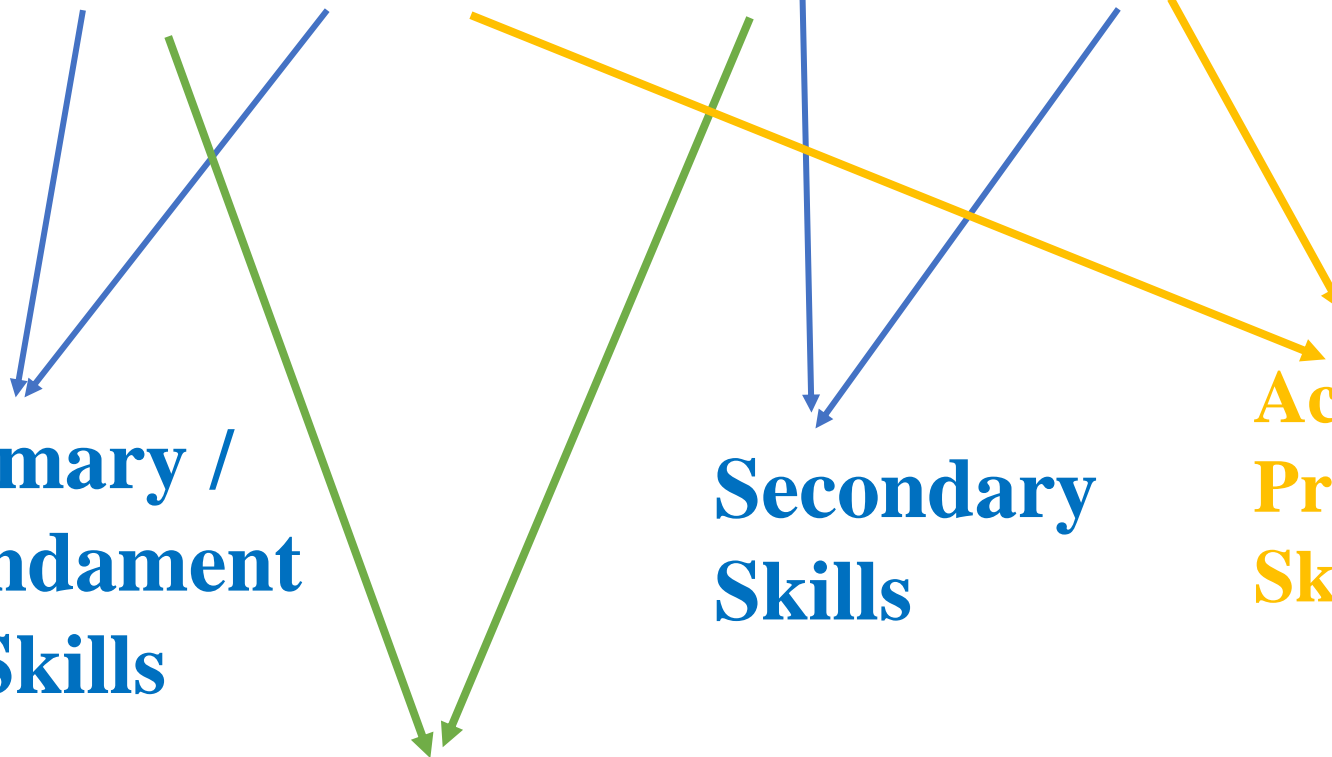
Listening Speaking Reading Writing

**Primary /
Fundament
al Skills**

**Secondary
Skills**

**Active Skills /
Productive
Skills**

Passive Skills



Speech

- **Primary**
- **Do Not Speak As We Write**
- **Spontaneous**
- **Less Permanent**
- **Dynamic / Changes Rapidly**
- **Don't follow Grammar Rules**

Writing

- **Secondary**
- **Attempt to record speech**
- **Do Not Write As We Speak**
- **Censored / Can Be Edited**
- **Permanent**
- **Static / Tendency to Follow Rules**
- **Grammar Rules are followed**

Speech

- **Use of Incomplete Sentences**
- **Contracted Forms of Verbs**
- **Frequent Use of Tag Questions**
- **Short Sentences and Simple Structure Sentences**
- **Short words are preferred**

Writing

Use of Complete Sentences

Complete Verbs are Norm

Rare Use of Tag Questions

Long and Complex

Long Words are Preferred

Speech

- **Expressive Features: Accent, Intonation, Emphasis, Speed, Pauses, Level of Loudness**
- **Use of Words Showing Emotions**
- **False Starts**
- **Body Language**
- **Fluency**

Writing

Punctuation, Underlining, Italicizing, Paragraphs

Use of clear Sentences expressing emotions

No need of False Starts

No Need

No Need

I

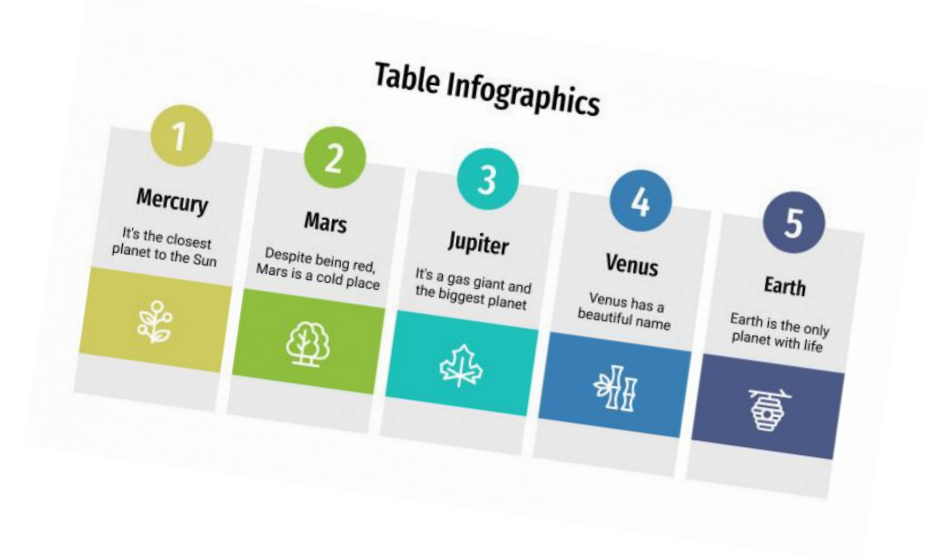
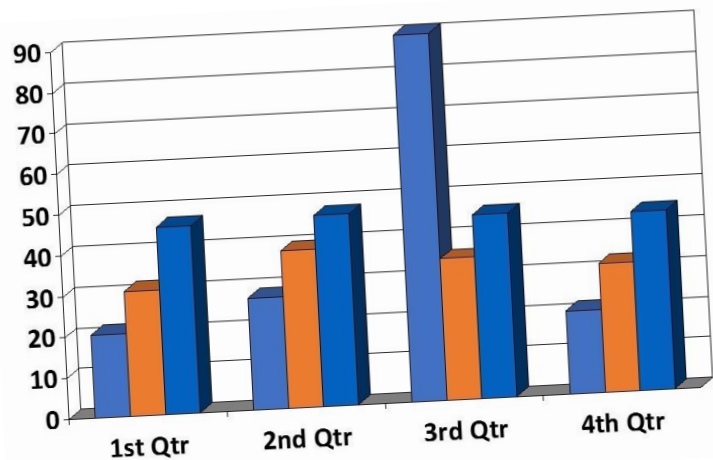
Power Point Presentation



- **A Common Form Of ICT**
- **PPT Presentation Is A Formal Speech Given In Front Of Audience.**
- **It Is Both Visual And Oral.**
- **Requires Writing and Spoken Skills.**
- **Use Of LCD Screen**
- **Consists Of A Sequence Of Slides.**

- **Key Points Of A Topic Are Selected And Stated On The Slides**
- **The Points Are Logically Organised.**
- **The Key Points Are Explained In The Oral Presentation.**
- **The Key Points Are Either Single Words / Phrases / Elliptical Clauses.**
- **Presenter Presents The Slides With Reference To Points.**
- **Points Are Displayed On The Screen.**

- **Visuals e.g. Graphs, Diagrams , Tables are Used for Presenting Data.**
- **To Enhance Visual Effect of the Content, Pictures, Animation or Videos are Used.**



Some Dos And Don'ts of PPT

- **Use A Not Too Big Font**
- **Use Humour, Anecdotes, Personal Experiences And Examples To Make The Presentation Lively.**
- **Use Appropriate Facial Expressions**
- **Make An Eye Contact With The Audience**
- **Plan The Pace And Content.**
- **Take A Pause Between The Slides.**

- **Don't Read The Slides.**
- **Don't Be Very Formal And Rigid.**

II *Compering*

- **The Person Who Comperes Is Called A Compere Or Master Of Ceremony Or Host Or Presenter.**
- **A Compere Conducts The Events Systematically By Making Announcements As Per The Schedule Of The Programme.**
- **The mood and tempo of the programme depends on how effectively a Compere conducts a programme.**

A Compere:

- **Conducts The Programme.**
- **Begins A Programme By Greeting And Welcoming The Audience.**
- **Introduces The Theme Of The Event.**
- **Makes Announcements According To The Schedule.**
- **Gives Brief Comment After Every Event.**
- **The Programme Ends With The Compere's Announcement.**

Skills Essential For The Compere:

- **Mastery Over English**
- **Awareness Of The Spirit And Essence Of The Programme.**
- **Brevity And Summarising**
- **Creativity**
- **Excellent Pronunciation**
- **Politeness**

Dos And Don'ts Of Compering:

- **Write Down The Script.**
- **Practice The Announcements.** * **Make Good Eye Contact**
- **Be Ready For The Last Minute Changes.**
- **Be Precise** * **Don't interrupt & Talk Over Participants**
- **Don't Be Judgemental**
- **Don't Veer off the agenda**

III Interviewing Famous Personalities

Interviewer

Interviewee



The Interviewer Should :

- **Know The Field In Which The Famous Personality Has Excelled.**
- **Do Homework To Know The Famous Personality .**
- **Plan The Questions To Get The Information.**
- **Listen The Interviewee Carefully.**
- **Plan The Questions Before An Interview.**

The Interviewer should :

- **Ask Relevant And Logical Questions.**
- **Be Precise While Asking Questions.**
- **Give Enough Time For The Interviewee To Answer The Questions.**
- **Listen The Interviewee Carefully.**
- **Not Ask Personal Questions.**
- **Be Polite.**

*Thank
You*