





GUIDE TO

**EFFECTIVE COMMUNICATION FOR
TEACHING IN ENGLISH**


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" Words are singularly the most powerful force available to humanity. We can choose to use this force constructively with word encouragement, or destructively using words of despair. Words have energy and power with the ability to help, to heal, to hinder, to hurt, to harm, to humiliate and to humble" Yehuda Berg


 Communication is a process in which people share information, ideas, and feelings. It is vital and essential in all areas of our lives. We use it to persuade, influence, inform, share, discover, and uncover information.

 Communication involves not only the spoken and written word but also body language, personal mannerisms and style- anything that adds meaning to a message. Modern technology has made communication multicultural, fast, sophisticated, easy, and quick

"To effectively communicate, we must realize that we are all different the way we perceive the world and use this understanding as a guide in our communication with others" - Tony Robbins



Communication varies from person to person. The same message, given to a group of people may be interpreted in different ways by each one.



Similarly, the responses you get from others always depend on your way of communication, and the words you choose when you ask a question, or make a statement.

Example - Framing and Perception

Jack and Mark are walking from religious service. Jack wonders whether it would be all right to smoke while praying.

Mark replies, "Why don't you ask the priest?"

So Jack goes up to the priest and asks, "Father, may I smoke while I pray?"

The priest replies, "No, my son, you may not! That's would be so disrespectful."

Jack goes back to his friend, and tells him what the priest told him.

Mark says, "I'm not surprised. You asked the wrong question. Let me try."

And so Mark goes up to the priest and asks, "Father, may I pray while I smoke?"

The priest eagerly replies, "By all means, my son, by all means. You always pray whenever you want to."

Placing emphasis on different words in the same sentence can change its meaning

We are not going to take a test today

Putting emphasis on different words in this sentence can convey different meaning. The same sentence, worded in exactly the same way can be a

Statement indicating surprise

We are not going to take a test today?

Statement of fact

We are not going to take a test today.

Statement indicating that we will be doing something other than taking a test today

We are not going to take a **test** today.

Statement indicating some other group will be taking a test today

We are not going to take a test today.

Statement indicating we absolutely will not be taking a test today

We are **not** going to take a test today.

Statement indicating that we will have more than one test today

PRONUNCIATION AND COMMUNICATION

" Words are, of course, the most powerful drug used by mankind "

Rudyard Kipling

The way you pronounce words can change their meaning

"Oh"

You can say the word 'oh' differently, giving it the following interpretation or meaning each time:

- Shock
- Pleasure
- Questioning
- Surprise

SOMETIMES WE TEND TO MISS THE OBVIOUS

Identify how many times the letter S appears in this sentence

Super Sunday Super Sunday often results in many surprises as fans watch with great anticipation to see if their favorite team wins the ultimate prize in professional football each season.

TEACH CREATIVELY

To capture children's attention is difficult, and to make them remember concepts is even more so. One way to make sure that you communicate concepts and ideas well to children is to present them creatively with interesting examples, so that children do not forget them.

For example, teaching children about punctuation is not easy, especially in today's age when most people use abbreviations and 'sms' language on a daily basis.

Show students how a small comma can change the entire meaning of a sentence. E.g.

Let's eat, grandma.

Let's eat grandma.

A cat has claws at the ends of its paws and a comma is a pause at the end of a clause.

LIFE SAVING COMMA

Czarina Maria Fyodorovna once saved the life of a man by moving a single comma in a warrant signed by her husband, Alexander III, which exiled a criminal to imprisonment and death in Siberia. On the bottom of the warrant the czar had written:

‘Pardon impossible, to be sent to Siberia.’

The czarina changed the punctuation so that her husband’s instructions read:

‘Pardon, impossible to be sent to Siberia.’ The man was set free.

A MILLION-DOLLAR COMMA

The US government lost at least a million dollars because of a single comma. In an act on June 6th, 1872, a list of duty-free items included: 'Fruit plants, tropical and semitropical'. A government clerk accidentally altered the line to read: `Fruit, plants tropical and semitropical'. Importers successfully contended that the passage, as written, exempted all tropical and semitropical plants from duty fees. This cost the US a fortune until May 9th, 1874, when the passage was changed.

AVOID USING MISPLACED MODIFIERS

A misplaced modifier is a word, phrase, or clause that is improperly separated from the word it modifies / describes.

Because of this separation, sentences with this error often sound awkward, ridiculous, or confusing, and can be completely illogical.

INCORRECT: As she was going home, Rani found a gold man's watch.

CORRECT: As she was going home, Rani found a man's gold watch.

INCORRECT: The torn student's book lay on the desk.

CORRECT: The student's torn book lay on the desk.

INCORRECT: We ate the lunch that we had brought slowly.

CORRECT: We slowly ate the lunch that we had brought.

INCORRECT: She served sandwiches to the children on paper plates.

To improve your communication skills, AVOID USING REDUNDANT WORDS

Don't say the 'month of June', - everyone knows that June is a month.

Don't say, 'the bucket was completely 'full.' The word 'full' means completely filled, and adding 'completely' before it is unnecessary.

Don't use the word 'very' indiscriminately – for example do not say that something is 'very unique' or 'very delicious'. Unique and delicious do not need to have 'very' placed before them to convey their meaning.

Don't write 'unexpected' surprise – No surprise is expected, so the word 'unexpected' is unnecessary.

Don't say 'repeat again.' To repeat is to reiterate an action, so the word 'again' is unnecessary.

Remember that tone, content, body language are important for communication, but sometimes, so is TIMING.

While inspecting his troops one day, the French emperor Napoleon Bonaparte was walking past the soldiers smartly standing in rapt attention. While passing him, one of the soldiers, whose promotion was overdue, suddenly summoned the courage to say, “Your Highness, I would like say a word, if you permit.” The Emperor paused a second, smiled sardonically and said, “OK, meet me tomorrow, but remember you are allowed to say only one word!” The next day, the soldier boldly made out his own promotion order on a sheet of paper, and thrust it at Napoleon. Then, he told the wonderstruck Emperor, “Signed.” A bemused and visibly impressed Napoleon signed at once, and the soldier got his promotion!

Great communicators are not necessarily great orators. They recognize that **COMMUNICATION IS MOST EFFECTIVE TOOL TO SHAPE OPINIONS**, and work hard at building their communication skills.

In 1889, a young Indian lawyer froze during his first case before a judge in South Africa, and ran out of the courtroom in humiliation. "My head was reeling," he said later, "and I thought the courtroom was too." The same young man had, earlier, when he was a law student in London, been asked to give a speech on the benefits of vegetarianism at a 'Vegetarian Society' meeting at a London restaurant. The young man prepared his speech, but when it was his turn to speak in public, he panicked. He uttered just one line from his speech before he became tongue-tied, completely overcome by fear. Another person had to finish this speech.

Later, this same man, Mohandas Karamchand Gandhi became one of the world's most brilliant orators, who electrified the world, and rallied millions of his countrymen to overthrow a mighty empire, and win freedom for themselves.



Question and Answers

A long wooden pier with white railings extends from the foreground into the distance, leading towards the horizon where the ocean meets a bright blue sky with scattered white clouds. The perspective is from the end of the pier, looking down its length.

**"Everything becomes a little different
as soon as it is spoken out loud "
Hermann Hesse**