

A SELF LEARNING GUIDE TO SPOKEN ENGLISH

Authors

Santosh Kumari Srivastav	Retd. Reader in English Dayalbagh Educational Institute Deemed University, Agra.
Sarla Paul	Professor Emeritus Faculty of Education Dayalbagh Educational Institute Deemed University, Agra.
Nandita Satsangee	Professor Faculty of Education Dayalbagh Educational Institute Deemed University, Agra.
Gurpyari Jandial	Associate Professor Department of English Studies Dayalbagh Educational Institute Deemed University, Agra.
Lowleen Malhotra	Assistant Professor Department of English Studies Dayalbagh Educational Institute Deemed University, Agra.
Veena Kumar	Formerly, Teacher of English Loreto Convent, Lucknow.
Kamini Caprihan	Formerly, Teacher of English St. Mary's Convent, New Delhi.
Savita Caprihan	Formerly, Teacher of English Delhi Public School, Mathura Road, New Delhi.
Prem Pyari	Formerly, Teacher of English N. D. A. Khadagvasla, Pune.

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Preface

The present book on Spoken English has been prepared as stand-alone material to develop proficiency in speaking and conversing in English. Often the structures used in informal language are different from those in formal language –written or oral. For example, when we converse we use simple, direct, short sentences with words which are used in everyday conversation, whereas, in a formal dialogue these sentences can be long and complex in structure and vocabulary. While using any language we need to keep in mind both ‘what to say’ and ‘how to say it’ i.e. whether the matter is to be put in interrogative, exclamatory or imperative form or it has to be a simple statement. The structure has to be different. Besides, while conversing, especially in English, one has to be conscious about the selection not only of the right word but also the correct pronunciation, correct accent, stress and the intonation pattern in a sentence. The book, therefore, has been divided into three sections:

Section I – This section deals with:

- a) The sound system of English Language: vowels and consonant sounds
- b) Pronunciation of words including stress
- c) Intonation patterns in sentences and other features

Section II – This section deals with structural patterns followed in different kinds of sentences viz. declarative, interrogative, imperative or exclamatory.

Section III – In this section, sets of conversation dealing with common situations and everyday activities of our lives are included. Symbols of word-stress have been given in certain places to help the learners speak with correct modulation of voice.

The book has not been written with any particular age group or class of students in mind. The text included in the book has been arranged in a graded form – basic to advanced level. The learner can utilize it according to his/her needs and requirements. Efforts have been made to enrich the vocabulary of the learner.

We would like to acknowledge the support of all those persons who have contributed in various ways towards the writing of the book. Special thanks are due to Dr. Nandini Kumar, Associate Professor, TERI University, New Delhi for editing and Mr. Subba Rao, Asst. Commissioner, Customs, for his help in formatting the book. We are grateful to K. Aruna Sharma, Graphic Designer and Computer Type Setting Expert, India Today Group, and Prashant Talwar, Freelance Designer, for designing the book. The assistance of Dr. Lucky Tonk, Associate Professor, Department of Drawing and Painting, Dayalbagh Educational Institute, in preparing the illustrations is gratefully acknowledged. Thanks are also due to Ms. Ella Pathak, Software Developer, USIC, DEI, for her assistance in the final setting of Section I of the book.

No task can be complete without adequate resources. Our special thanks are due to the late Dr. S. P. Gupta, former Secretary, M. C. R. E. I., for providing resources in every way and Professor S. S. Bhojwani, Ex – Director, Dayalbagh Educational Institute (Deemed University), Dayalbagh, Agra, for the valuable suggestions he gave from time to time. Although the book has been prepared with sincere efforts by all concerned to ensure quality, suggestions from the readers for further improvement are welcome.

S. K. Srivastava
Sarla Paul

Message

English language has not only become the major language for international commerce and communication but is basic to the study of Science and Technology.

Not everyone has an opportunity of studying English in schools and colleges. The power to express themselves fluently and correctly in English will help such persons in professional work and everyday life.

The step taken by the DEI to bring out a book on self-learning of spoken English is commendable. The book will help those wanting to acquire proficiency in spoken English on their own.

I wish that the book achieves its desired purpose and that it will be of benefit to the users.

**- Prem Kumar
President,
Radhasoami Satsang Sabha
Dayalbagh, Agra.**

24th August 2013

Foreword

“If there is no quality in Education, it is like a flower which has no aroma or fragrance.... The present age is an age of competition....competitiveness should be based on quality. Those of you who are connected with management know about the Total Quality Management. There are four dimensions of it. One aspect is initiative. Second is innovation. Third is creativity and the fourth excellence.”

*- Revered Prof. P. S. Satsangi
Chairman,
Advisory Committee on Education
Dayalbagh, Agra.*

A Note to the Learner

If you think you can understand a little English but cannot speak it very well, this handbook will help you become a fluent speaker of English. To get the greatest benefit from this book you must follow the given guidelines.

1. Practise reading aloud: The book provides you with the basics of spoken English – i.e., pronunciation, stress or accent, intonation, etc. As examples a number of conversations and illustrations have been given in the third section of the book. To improve your spoken English, you must read these sections aloud a number of times. While reading aloud, follow the stress / accent and intonation marks which are explained in the first section. This will help reduce errors.

2. Practise the sounds used in the English language: The first section of the book deals with 'Phonics' or the correct pronunciation of the English speech sounds. In case you tend to mispronounce some sounds, practise them by speaking aloud the key words till you get the correct sounds.

3. Complete practise exercises: For practise, exercises and assignments have been given at the end of each chapter. If done carefully they would enable you to acquire proficiency in both using correct structures and speaking skills.

4. Listen to the news in English at least once a day preferably on the radio. The AIR News is relayed in good British English and listening to it regularly will help you fulfil two purposes:

- a) enhance listening skills and improve pronunciation.
- b) keep you abreast with current affairs.

5. Refer to the website *BBC English Learning.com*. This website is extremely useful in improving listening and speaking skills as it includes a wide range of discussions on language, pronunciation, news, vocabulary and grammar.

6. Use the *Oxford Advanced Learner's Dictionary* frequently.

7. Read any good English newspaper every day. Make a note of new words, look up their meanings and pronunciations and add these words to your vocabulary.

Remember – Practise makes a man perfect. So speak, speak and speak in English.