

4.1 Motivation to learn English

In this lesson you will learn :

1. The importance of English
2. Simple and fun ways to learn English

Name the top 3 reasons why you want to learn or improve your English

Thinking
Box

1. _____
2. _____
3. _____

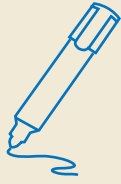
Let's learn the importance of the English Language

Here are 4 reasons how learning English can improve your life:

1. English is a common language
English is a global language used to communicate with people from different parts of the world. For example, at work, if you meet someone from Japan or Germany, or even a different state in India, English is a common language for communication.
2. English can help you get a better job
In an interview, if you can communicate in English, you will have an advantage over others. International companies prefer to hire people who know English.
3. Using internet and social media platforms effectively
These days all information and news is online, and all that is in English. Even Social Media platforms are in English. Of course, translation is available, but it does not always convey the message correctly. Knowledge of English can help you use the internet and social media platforms effectively.
4. English can make life fun
Knowledge of English gives you access to a wonderful world of entertainment! You can watch English films, shows, news, videos, etc. and enrich your life.

Learning English is necessary for all of us. Communicating clearly and correctly is important in the classroom and at the workplace.

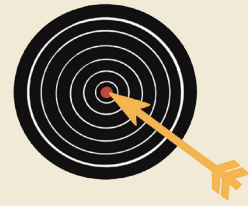
It helps us participate in a wide range of activities. So let's set a goal to learn English successfully!



Goal - To communicate confidently in English

Every day is a chance to become better!

Make an attractive poster with this goal and keep it in your notebook or put it up at home.



If you become better at speaking English, how will your life improve?

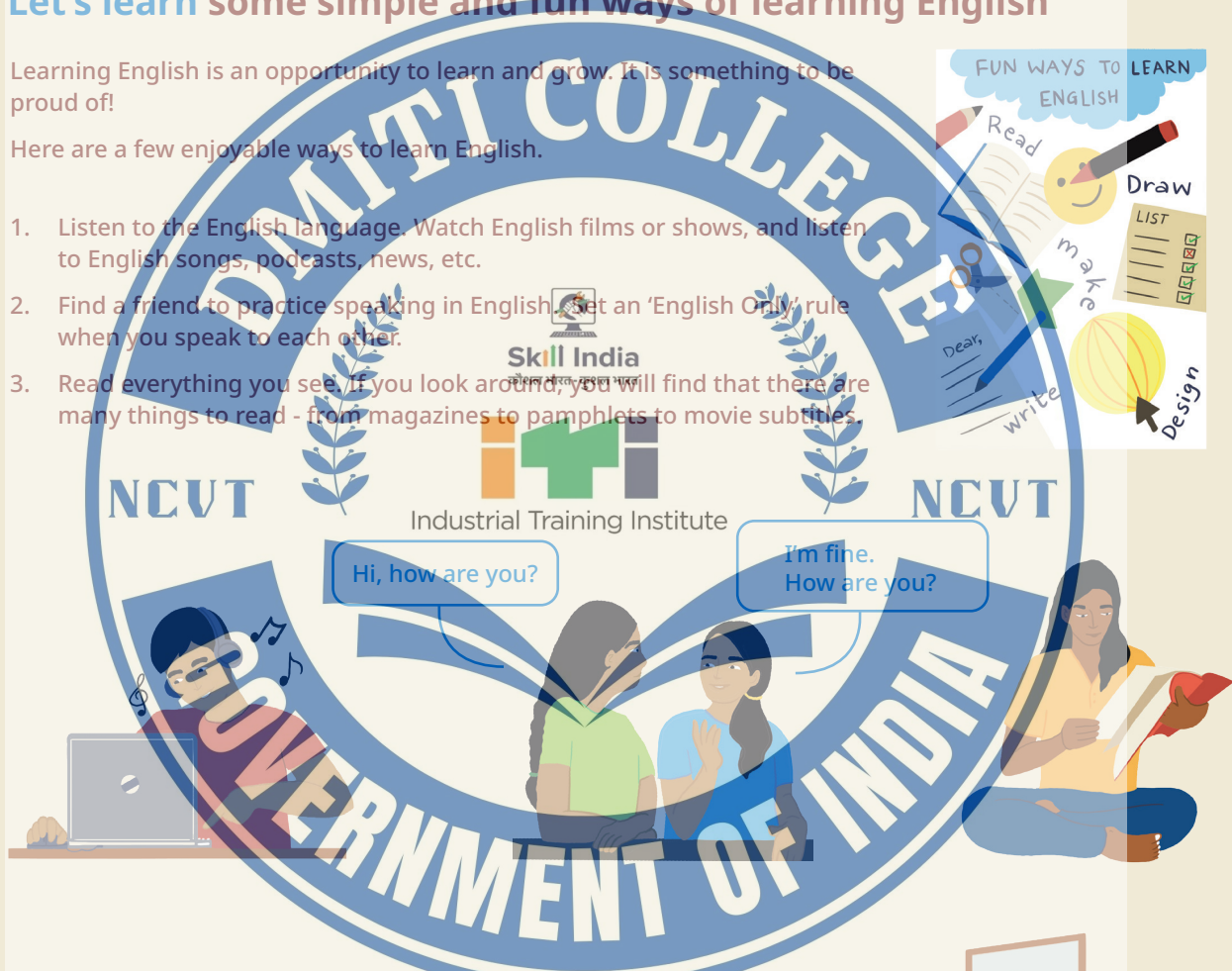
1. _____
2. _____
3. _____

Let's learn some simple and fun ways of learning English

Learning English is an opportunity to learn and grow. It is something to be proud of!

Here are a few enjoyable ways to learn English.

1. Listen to the English language. Watch English films or shows, and listen to English songs, podcasts, news, etc.
2. Find a friend to practice speaking in English. Set an 'English Only' rule when you speak to each other.
3. Read everything you see. If you look around, you will find that there are many things to read - from magazines to pamphlets to movie subtitles.



Don't be afraid to make mistakes. If you are struggling with complicated words, or a difficult sentence, look up Google for the meaning and pronunciation.

Keep practicing and you will surely succeed!



Activity Time!

Building confidence means recognizing what you are good at. Give yourself three compliments!

(For example, if someone asks your best friend what they liked about you, what would they say? Write that down)

1. _____

2. _____

3. _____

Wow! You are truly awesome!

Write 2 specific things you will do in the next 30 days to improve your English.

1. _____

2. _____

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What I learnt today:

Put a ✓ if you know this topic well.

1. English is a global language for communication
2. Knowledge of English is important to get a job
3. English allows us to use the internet and social media effectively
4. There are many fun ways of learning English
5. Every day is a chance to become better

4.2 Naming Words

In this lesson you will learn :

1. The meaning of Naming Words or Common Nouns
2. Naming words that have different meanings

Circle everything that you may see in a market

Shops Vegetables A Dog A Cat Birds Cycle
 Auto rickshaw Fruits Fish Shopkeeper

*Thinking
Box*

Let's learn the importance of Naming Words

Imagine that you and I are going for a walk. We step out and we are walking on a nice, beautiful road.

Let's look at the picture and discuss what we see!

We see a wide road. There is a school, and next to it a bank. A bus drives past us. We see the bus driver wearing a brown shirt. There is a small boy in front of the school. He's playing with a cat. We look up at the sky. There are many clouds. We can also see a crow flying.

What did we see?

We saw people, places, animals and things. Then we pointed at them and named them! Here are the words that we used to name them.

Person	Place	Animal/Bird	Thing
bus driver	road	cats	bus
boy	school	crow	shirt
	bank		clouds

These are naming words. Any word that you use to name a person, place, animal or thing, is a naming word. They are also called 'Common Nouns'

Naming Words



name



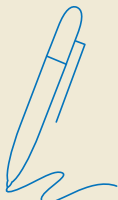
thing



animal



place



Here is a classroom. What people, places, animals and things can you see in the classroom? Write down their naming words.



Person	Place	Animal/Bird	Thing

Let's learn about a few words that are the same, but have different meanings



There are some naming words which have two meanings. These words name two completely different things.

Let's look at a few examples

1. Bat



- 1. Bats fly at night.
- 2. Cricket bats are made with willow wood.

2. Date



- 1. What is the date today?
- 2. Dates are very nutritious.



3. Letter



1. There are 26 **letters** in the English alphabet.
2. I wrote a complaint **letter** to the office.

4. Feet



1. We should wash our **feet** before going to bed.
2. Suresh is 4 **feet** tall.

Label the pictures using these naming words. There are two pictures that match each word.

1. Nail
2. Wave

Activity Time!

The logo is circular with 'DMITI COLLEGE' at the top and 'GOVERNMENT OF INDIA' at the bottom. In the center, it features the 'Skill India' logo with the motto 'कोशल भारत - कुशल भारत' and the 'NCVT' logo. Below these is the text 'Industrial Training Institute'. The logo is flanked by laurel wreaths and has two hands holding it from the sides.

What I learnt today:

Put a ✓ if you know this topic well.

1. Naming words or common nouns are words given to people, animals, birds, places, and things
2. Some naming words like bat, letter, feet, date, nail, wave have two different meanings

4.3 Naming Words - Singular and Plural

In this lesson you will learn :

1. The difference between singular and plural forms of naming words
2. Using the singular and plural forms correctly

Identify the following naming words as person, place, animal/bird, or thing :

Grandmother - _____	Computer - _____
Basket - _____	Cabinet - _____
Goat - _____	Delhi - _____
Pigeon - _____	
Home - _____	
Baby - _____	

**Thinking
Box**

Let's learn the singular and plural forms of naming words

What is the difference between the word "cloud" and "clouds"?

Cloud is the naming word for one cloud. It is a singular naming word. The word clouds talks about more than one cloud. It is a plural naming word.

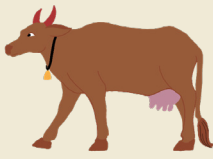
Singular words are used when there is one person, place, animal or thing to name. For example - teacher, park, puppy, dress **Plural words** are used when there is more than one person, place, animal or thing to name.

For example - teachers, parks, puppies, dresses

Draw some clouds

Now, draw a cloud

Look at the picture. Check if the naming word is singular (one) or plural (many)



Singular (one)
Plural (many)



Singular (one)
Plural (many)



Singular (one)
Plural (many)

Let's learn the correct usage of singular and plural naming words

Let's look at some of the most common naming words - both the singular words and the plural words.		Some words are spelt differently in the plural form. Here are a few common examples	
For most naming words, we add 's' or 'es', to make it plural			
Singular Words (one)	Plural Words (many)	Singular Words (one)	Plural Words (many)
<ol style="list-style-type: none"> 1. Bag 2. Computer 3. Class 4. Box 5. Mango 	<ol style="list-style-type: none"> 1. Bags 2. Computers 3. Classes 4. Boxes 5. Mangoes 	<ol style="list-style-type: none"> 1. Person 2. Man/Woman 3. Child 4. Tooth 5. Foot 	<ol style="list-style-type: none"> 1. People 2. Men/Women 3. Children 4. Teeth 5. Feet

While using these naming words in a sentence, think carefully if you're talking about one or about many.

- 1. Person/People**

 - There is a young **person** sitting in the classroom. '**Person**' talking about one - **singular**
 - There are a few **people** waiting for me in the hall. '**People**' talking about many - **plural**
- 2. Year/Years**

 - It will take a **year** for me to finish this course. '**Year**' talking about one - **singular**
 - The builders took around 20 **years** to finish the Taj Mahal. '**Years**' talking about many - **plural**
- 3. Week/Weeks**

 - I have to go to the doctor next **week**. '**week**' talking about one - **singular**.
 - I have three **weeks** to study for the test. '**weeks**' talking about many - **plural**.
- 4. Man/Men**

 - A **man** in the shop is buying some biscuits. '**Man**' talking about one - **singular**.
 - Five **men** walked into the bank. '**Men**' talking about many - **plural**.

5. Tooth/Teeth

- I have to see a dentist because my **tooth** is hurting. '**Tooth**' talking about one - **singular**.
- A dentist is a doctor who looks after our **teeth**. '**Teeth**' talking about many - **plural**.

Activity Time!

Match the correct word to the correct picture.



Man (one)



mouse (one)



children (many)



men (many)



rice (many)



child (one)



What I learnt today.

Put a ✓ if you know this topic well.

1. Naming words can be singular or plural
2. Singular means one. Plural means more than one
3. The plural form of naming words can be made by adding 's' or 'es' to the word
4. Some plural forms of naming words are spelt differently, for example men, women, children, feet, teeth, people
5. While using naming words in a sentence, we need to be careful, and use the singular or plural form correctly.

4.4 Pronouns

In this lesson you will learn :

1. The need to use pronouns
2. The use of appropriate pronouns

Write a sentence using these words

1. He _____
2. She _____
3. They _____
4. We _____

Thinking Box

Let's learn the purpose and usage of pronouns

This passage is about a dog. Read the passage carefully and underline the naming words

The dog is 4 years old. **The dog** is brown. **The dog** has a black tail. **The dog** lives in our flat. **The dog** loves our family. **The dog** always plays with me. **The dog** loves to go for walk.

Read the passage out loud. The word 'dog' is repeated many times in the passage! How can we avoid this? We can use a pronoun. A pronoun is a word that is used instead of a naming word.

The dog is 4 years old. **It** is brown. **It** lives in our flat. **It** loves our family. **It** always plays with me. **It** loves to go for walk. The pronoun 'it' is used instead of the naming word 'dog'.

What is a pronoun?

A pronoun is a word which is used in place of a naming word. Pronouns are used to avoid repetition of the same naming word.

Let's learn the important pronouns

Types of naming words	Pronouns you can use to replace the naming word
<p>Write your name here.</p> <p>_____</p>	<p>I</p> <p>Me</p> <p>My (belonging to me)</p>

A person you are speaking to

You
Your (belonging to you)



A person who is a man (singular)

He
Him
His (belonging to him)



A person who is a woman (singular)

She
Her (belonging to her)



Many people (plural)

They
Them
Their (belonging to them)



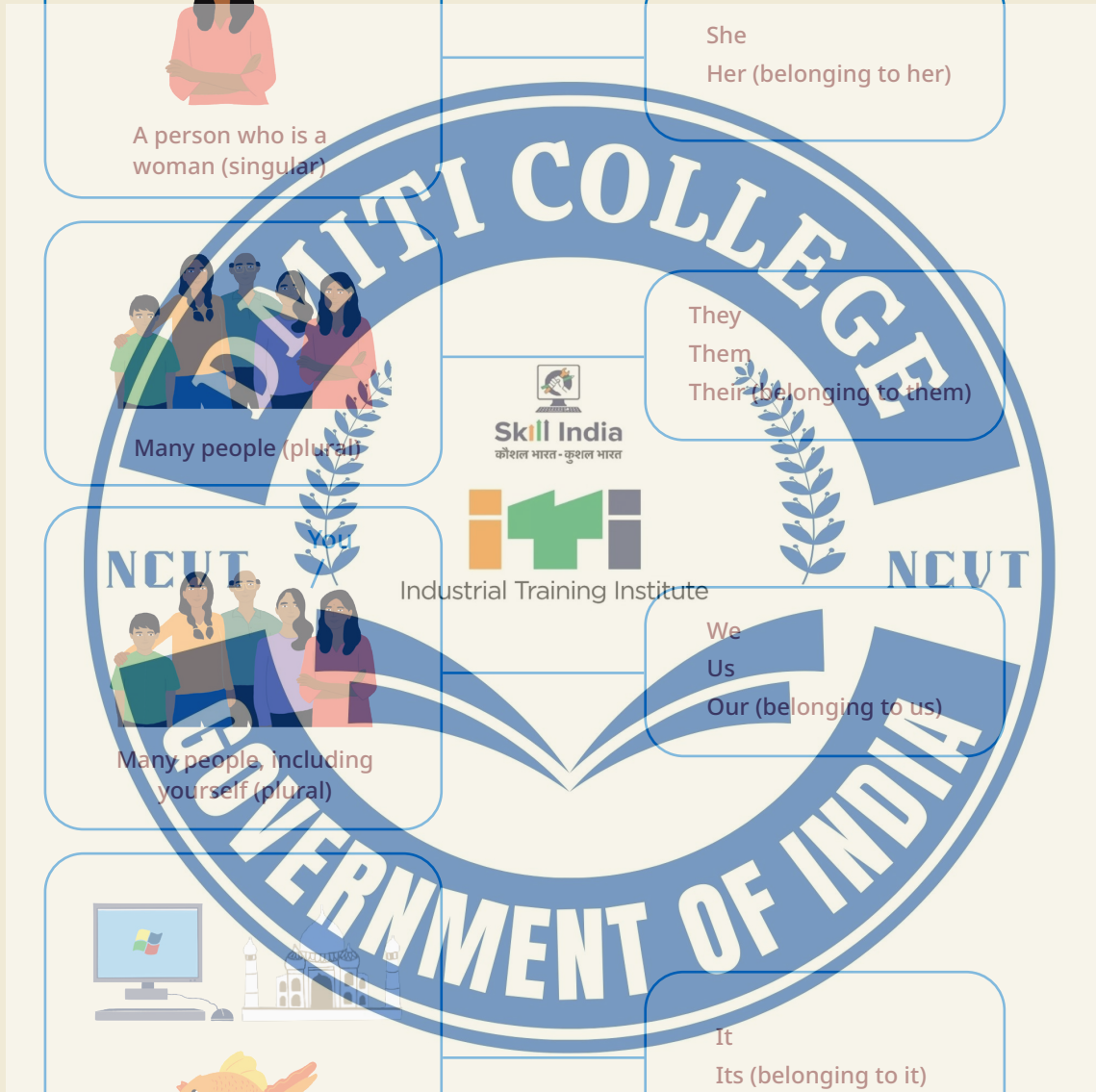
Many people, including yourself (plural)

We
Us
Our (belonging to us)



An object or an animal or a place

It
Its (belonging to it)



Let's look at some examples.

1. My name is write you name here. I am a student.
2. Ahmed is a doctor. He works at the hospital.
3. The cab will pick up Sonali. She is coming from the train station.
4. The students are going on a trip. They are going to the zoo.



Choose the pronoun to fill in the blank.

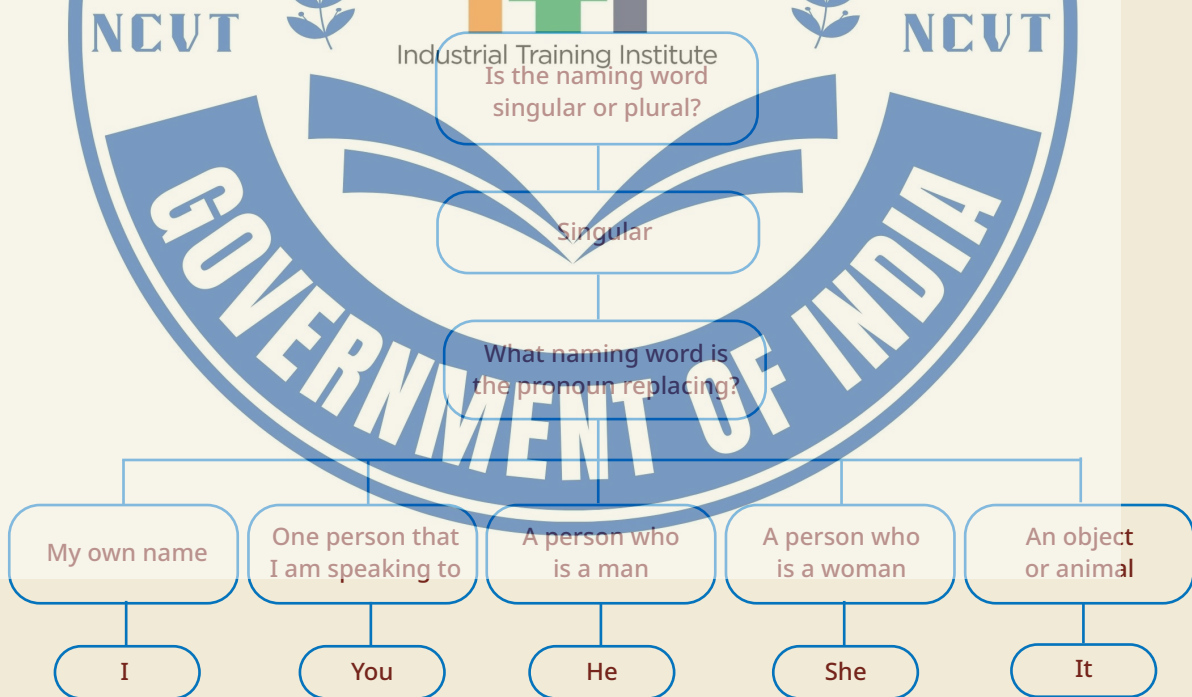
1. **Akash and Johnny are writing on the board.**
 _____ are writing on the board.
 a. They b. It
2. **The box is very heavy.**
 _____ is very heavy.
 a. It b. I
3. **Ria and I drank some juice.**
 _____ drank some juice.
 a. We b. He

Let's learn to use pronouns accurately to improve your communication

Pronouns are used to help us communicate without repetition and without confusion. So it is important to use the correct pronoun when writing or speaking. To use the correct pronoun in a sentence, you must ask two important questions. The answers to the questions will help you use the correct pronoun.



The answers to the questions will help you use the correct pronoun.



Let's look at an example.

Deepika is excited.

1. Is the naming word singular or plural?
Deepika is one person.
2. What naming word is the pronoun replacing?
Deepika is a person who is a female.

Deepika is excited. -> **She** is excited.

Is the naming word singular or plural?

Plural

What naming word is the pronoun replacing?

Myself, along with other people

Many people that I am speaking to

Many other people

We

I

They

Let's look at an example.

Pradeep and I are friends.

1. Is the naming word singular or plural?
Pradeep and I are two people. It is more than one person.
2. What naming word is the pronoun replacing?
'Pradeep and I' refers to myself, along with another person

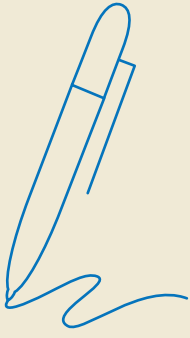
Pradeep and I are friends. -> **We** are friends.

Let's make this passage better by replacing the naming word with pronouns.

Activity Time!

Ayesha is my sister. Ayesha is 17 years old. Ayesha goes to college. Ayesha likes to play football and basketball. Ayesha's friends like Ayesha because Ayesha is smart and fun-loving.

Ayesha is my sister. _____ (She/It) is 17 years old. _____ (She/Ayesha) goes to college.
 _____ (She/He) likes to play football and basketball. _____ (Her/Your) friends like
 _____ (her/Ayesha) because _____ (she/they) is smart and fun-loving.



What I learnt today:

Put a ✓ if you know this topic well.

- 1. A pronoun is a word that is used in place of a naming word, to avoid repetition of the same naming words.
- 2. To use the correct pronoun in a sentence, you must ask two important questions - which naming word are we replacing? Is the naming word singular or plural?
- 3. Singular pronouns are - I, you, he, she, it
- 4. Plural pronouns are - we, you, they

4.5 Action Words

In this lesson you will learn :

- 1. Action words (verbs) and their connection to naming words
- 2. How to use action words correctly in sentences



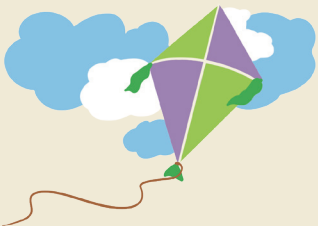
What do you use for the following actions? Write the words in the appropriate column

See | Sing | Kick | Clap | Eat | Talk | Read | Listen | Type | Jump |
Cook | Run | Look | Hear

Hands	Feet	Mouth	Eyes	Ears

Thinking Box

Let's learn action words and their connection to naming words



- Who/What is shown in the picture?
A boy
- What is he doing?
Throwing a ball

- Who/What is shown in the picture?
A kite
- What is it doing?
Flying in the sky

- Who/What is shown in the picture?
Doctor
- What is she doing?
Thinking

Naming Words	Action Words
boy	throwing
kite	flying
doctor	thinking

As we can see, the action words tell us what a person or object is doing.
An Action Word or Verb is used to show an action connected with a person, an animal/bird or a thing.

Skill India
What are verbs?
Verbs express:

1. Physical actions	2. Mental actions	3. States of being
 To Jump	 To Think	 To Be



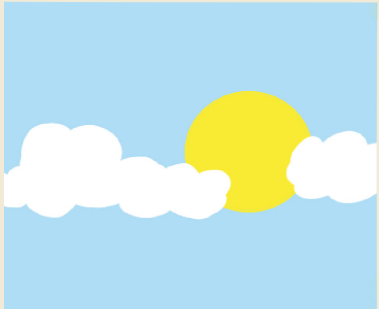
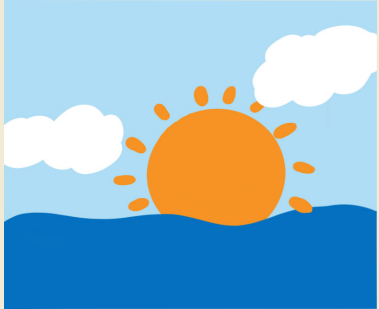

Circle the action word. The naming word is highlighted. Please underline the action word (verb)

1. The **cat** ran across the road.
2. **Sejal and I** travel by bus everyday.
3. **Mohan** is helping me with my homework.
4. The **children** will play in the evening.

Let's learn to use action words correctly in sentences

Since the action word tells us more about a naming word, it appears near the naming word.

We need to keep in mind that the form of the action word or verb depends on the time of the action.

Past	Now	Future
		
Whether the action happened in the past	Whether it is happening currently	Whether it will happen in the future
The action has happened in the past (Eg. Rohit studied yesterday).	The action is happening in the present (Rohit is studying now).	The action will take place in the future (I will study tomorrow).

- The action could be happening on a regular basis (Seema **studies** every day after college)
- The action is a fact (The sun **rises** in the east)

As we can see, depending on past, present or future, the form of the action word will change, however, the meaning of the action word/ verb remains the same

Let's look at some more examples:

Last year it **rained** a lot ('Last year' is in the **past**)

I **will return** your book next week ('next week' refers to the future)

We **are playing** hockey now (This action is happening currently 'now')

My mother **works** in a factory (This is a fact)

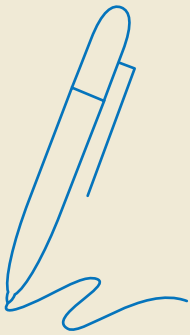
We **celebrate** Children's Day on 14th November every year
(An action that happens 'every year' on a regular basis).

Fill in the gaps using the correct action word from the box.

jumped is driving will watch have fly

1. Shilpa _____ the car now.
2. Birds _____ in the sky.
3. I _____ TV at night.
4. The cat _____ over the wall
5. Every week, we _____ a test

Activity Time!



What I learnt today:

Put a ✓ if you know this topic well.

1. Action words / verbs tell us about an action connected to a person or thing.
2. The form of the action word or verb depends on the time of the action (past, present or future).

4.6 Describing Objects, Surroundings and Processes

In this lesson you will learn :

1. How describing words adds more information to naming words.
2. Use describing words related to size, shape, texture and color in sentences

Do you know how to describe the things around you?

Thinking
Box



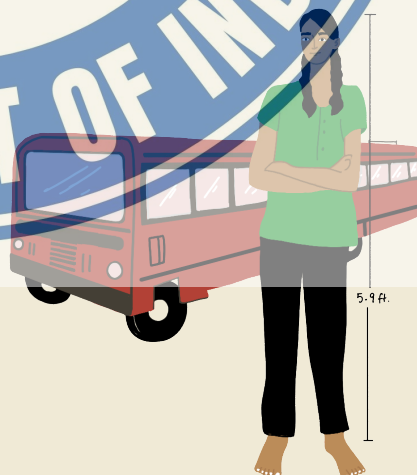
Let's learn about Describing Words

Words that are used to **describe** things are called **adjectives**. We use them to give details about something or someone.

A red bus. A tall girl. In these sentences, red and tall are adjectives, because they describe the bus and the girl.

Adjectives add details to make sentences clearer or more interesting. Look closely at how adjectives are used in these sentences!

- A screwdriver is a **useful** tool
- Arjun is wearing a **yellow** shirt
- Radha lives in a **lovely** house





Read how Komal is describing her new sales office. Then, answer the questions!




The new sales office is in a tall green building. There is a small beautiful park next to it.

What adjectives did Komal use to describe the new office?

1. _____
2. _____



Let's learn about a few words that are the same, but have different meanings

Adjectives can be used to describe COLOUR	Adjectives can be used to describe SIZE	Adjectives can be used to describe QUALITY
 <p>A blue uniform</p>	 <p>A long bridge</p>	 <p>A happy face</p>
 <p>An orange balloon</p>	 <p>A large pot</p>	 <p>A sharp tool</p>

What is the importance of adjectives in our everyday life?

1. Adjectives help to describe the size, shape, colour and even quality of things.
2. Using them correctly helps us to communicate better with people.
3. It helps to understand what we read, speak and write about.

Activity Time!

Write 3 sentences to describe your home. You can use any of these adjectives. Share your writing with your friends in class.

1. Size - big, small, long, large
2. Colour - White, yellow, green, black
3. Quality - beautiful, quiet, clean, happy

1. _____

2. _____

3. _____

What I learnt today:

Put a ✓ if you know this topic well.

1. Words that are used to describe things are called Adjectives
2. Describing words add details to make sentences clearer or more interesting
3. Describing the size, shape, colour and quality of things help us communicate better.

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4.7 Introduction to Punctuation

In this lesson you will learn :

1. The importance of punctuation marks
2. How to use punctuation marks correctly

Do you know the names of these symbols? Match the words given below to the correct symbol.

*Thinking
Box*



Let's learn the importance of punctuation marks

Let's look at an interesting sentence.

"I love cooking my family and my pets."

What does this sentence mean? Does it mean that this man loves to 'cook' his family and his pets?

No! What the person is actually trying to tell us is that he loves 3 things: cooking, his family, and his pets.

Now let's use punctuation marks and correct the sentence.

"I love cooking, my family, and my pets."

This is why punctuation is important. The punctuation in this sentence makes the meaning clear to understand.



Here's another example to understand the importance of punctuation. Please read both the paragraphs aloud.

1. Oh wow congratulations when do you have to leave I'll tell everyone and we will have a small party for you before you go. Hey, guess what Anil has got a job and he has to leave for the city next week we are planning a farewell party for him will you all come.

2. Oh wow! Congratulations! When do you have to leave? I'll tell everyone and we will have a small party for you before you go. Hey, guess what? Anil has got a job and he has to leave for the city next week. We are planning a farewell party for him. Will you all come?

Which paragraph was easier to understand?

- The first paragraph was difficult to read and understand, wasn't it? This is because there are no punctuation marks. The second paragraph has punctuation, so it is much easier to understand, and it sounds better.
- When we speak to each other, our voice adds a lot to our words. We stop and pause at the end of sentences. We also ask questions in a particular tone. We use another tone when we are surprised or excited, so it is easy to understand what we're saying.

But when we write, we cannot use our voice. That's why we use punctuation marks.

Punctuation marks are symbols that we use while writing, to make a sentence clear and interesting.



Circle the punctuation marks in these sentences.

- Finally, Diwali has arrived! Anita, Mukesh and Shana are extremely excited. They can't wait to go to their favourite event of all time - the fireworks exhibition! They run down the stairs to go to the ground early. Where are the children's parents? They will join them later.
- The three siblings climb a tree - a tall mango tree - to get the best view. Wow! Look at the colours! There's red, green, yellow and blue - every colour they could imagine!

Let's learn the importance of punctuation marks

Full stop (.)

A full stop is a dot that is always placed at the end of a sentence.

Turn to any other page in this book and look at the sentences. All sentences will end with a full stop.

Capital letter at the beginning of the sentence

The first letter of a sentence is always written as a capital letter.

Again, turn to another page in this book. Observe the sentences. All sentences will start with a capital letter.

The word 'I' is also always in a capital letter, no matter which part of the sentence it comes in.

- When can I go to school?

Comma (,)

This symbol is called a comma.

The comma is used in a sentence to show a break within the sentence. A comma is used in a few situations.

1. It is used while making a list of more than 2 things.
 - The Indian flag is saffron, white and green.
 - The boy shouted, screamed and cried when he saw the clown.
2. It is used in sentences which have two parts that talk about two different things.
 - After we eat, we will take a nap.
 - The clothes were beautiful, but they were too expensive.



Tip: When typing sentences on a computer using MS Word, it will automatically suggest corrections when you make a mistake with punctuation.

Look out for a **red line** under the sentence when you make a mistake.

Activity Time!

Rewrite the following sentences with a full stop at the end and a capital letter at the beginning.

1. the dog barked
2. i like to drive my car
3. my father will cook the rice

1. _____

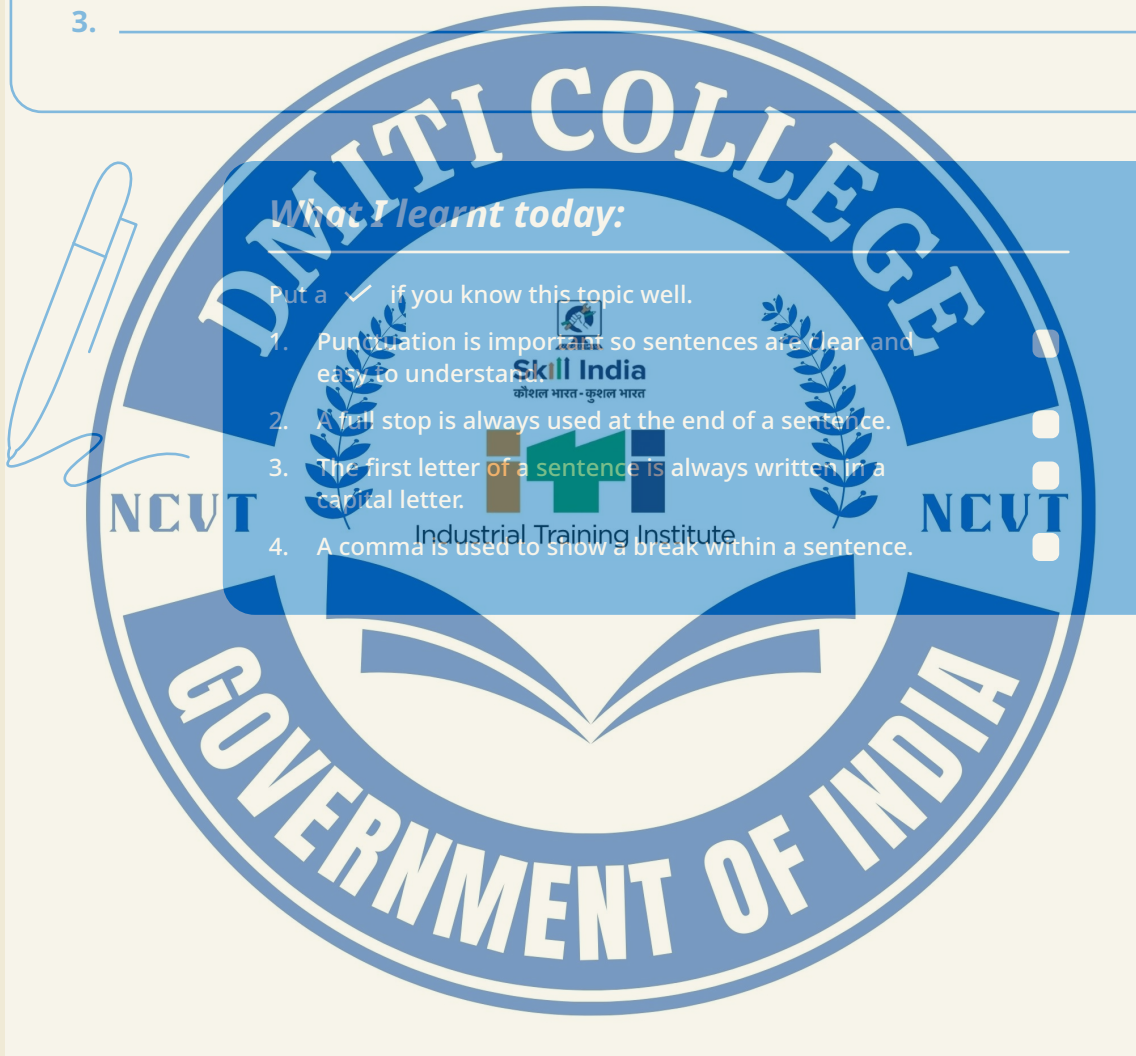
2. _____

3. _____

What I learnt today:

Put a ✓ if you know this topic well.

1. Punctuation is important so sentences are clear and easy to understand.
2. A full stop is always used at the end of a sentence.
3. The first letter of a sentence is always written in a capital letter.
4. A comma is used to show a break within a sentence.



4.8 Kinds of Sentences - Introduction

In this lesson you will learn :

1. Different types of sentences
2. How to make sentences for different situations

Read these sentences out loud.

1. "Is this a mango tree?"
2. This is a big mango tree.
3. "Wow! This painting is so big!"

**Thinking
Box**

What are the differences you notice in sentence 1, 2 & 3?

Let's learn about the different types of sentences

Sentences are a group of words that convey a single idea. There are 4 different types of sentences based on what the sentence means.

Declarative Sentence

A declarative sentence tells us some information, a fact or an explanation. This is the most common type of sentence that we use. (All the sentences in this section are declarative sentences.) They always end with a full stop.

I love my cat.
My new car is Red.
My dress is blue.

I love my cat.
My new car is Red.
My dress is blue.

Exclamatory Sentence

An exclamatory sentence is a sentence which expresses a strong emotion - like anger, surprise, excitement or happiness. An exclamatory sentence always ends with an exclamation mark (!)

I'm so angry with her!
Oh no!
You did a great job!
Congratulations!

I'm so angry with her!



Imperative Sentence

An imperative sentence is a sentence which expresses a command or an instruction to someone. (Instruction manuals, recipe books, etc. are written like this)

- Give me the keys.
- Drive slowly, and take the next right.
- Please bring me the jar from the kitchen.



Interrogative Sentence

An interrogative sentence is a sentence which asks a question. Did you know that an interrogative sentence always ends with a particular punctuation symbol? Do you know what it is? It is a question mark.



- Is it raining outside?
- Where did you keep the water bottle?
- Does this shop sell clothes?

Read these sentences carefully. Rewrite them in the correct box according to the type of sentence.

1. Come to my office later.
2. I have a gray dress.
3. How do I open this box?
4. The car broke down yesterday.

<p>Declarative Sentence</p>	<p>Exclamatory Sentence</p>	<p>Imperative Sentence</p>	<p>Interrogative Sentence</p>
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Let's learn about how to make sentences for different situations

The different types of sentences are meant to be used in specific situations. They help you communicate efficiently depending on the situation.

For example, you've visited a beautiful park in your neighborhood. You're writing a text to your friend telling them about your day.

To share your emotion in the best way to your friend, would you use a declarative sentence or an exclamatory sentence?

- The flowers in the park were beautiful.
- Wow! The flowers in the park were beautiful!

The exclamatory sentence is the best way to express your joy to your friend.

Let's look at another example.

You are sitting in a classroom and studying. Another student comes in to take some books and leaves. He forgets to close the door. What is the correct sentence to use to ask him to close the door?

- Close the door.
- Please close the door.

Using the imperative sentence 'Close the door' is giving the person a direction or a command. However, it is not polite to use a commanding sentence while asking someone to do something for us. It is more polite to ask them the question.

Activity Time!

Megha and Mohan are walking on the road. They are having a conversation about their day at school. Write a short conversation between the two of them.

Make sure to include at least one sentence of each of the 4 kinds of sentences in the conversation.

Megha: What an exciting day at school today!

Mohan: Yes, it was. Did you see _____?

Megha: _____

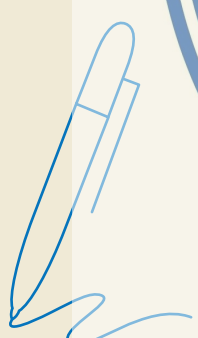
Mohan: _____



What I learnt today:

Put a ✓ if you know this topic well.

1. There are 4 types of sentences – declarative, interrogative, exclamatory and imperative.
2. A declarative sentence gives information or states a fact.
3. An exclamatory sentence is used to express a strong emotion - like anger, surprise, excitement or happiness.
4. An imperative sentence expresses a command or a request.
5. An interrogative sentence asks a question.



4.9 Writing Simple Sentences

In this lesson you will learn :

1. The importance of word order in making sentences
2. To rearrange words correctly to create meaningful sentences

Look around the room that you are sitting in. Observe for a few minutes. Write 5 sentences about what you see and what people are doing.

Thinking Box

Let's learn the importance of word order in making sentences

The little boy is hiding under the table.

What is this sentence about? It is about **the little boy**. 'The little boy' is the subject of the sentence.

Brazil is popular for the game of football.

What is this sentence about? It is about **Brazil**. 'Brazil' is the subject of the sentence.

Justice is quick and fair.

What is this sentence about? It is about **justice**. 'Justice' is the subject of the sentence.

Every complete sentence has 3 parts:

1. **The Subject** is what or whom a sentence is about.
2. **The Verb** (action word).
3. **The Object** tells us something about the subject.

Subject	Predicate	Object
The little boy	is hiding	under the table.
Brazil	is	popular for the game of football.
Justice	is	quick and fair

In an English sentence, the subject always comes first in a sentence. This is followed by the verb (action word) and then the object.

It's important to use the correct word order while forming a sentence. When the correct word order is not used, it is confusing to understand the meaning of the sentence.

Listen to the teacher **the students.** X

This sentence is wrong because the word order is wrong. The subject 'the students' should come at the beginning of the sentence. Let's write the sentence in the correct order.

The students listen to the teacher. ✓



Combine the two parts and write a full sentence.

Remember to always write the subject first.

1.

Verb and Object	Subject
fell down and broke.	The red jar

2.

Subject	Verb and Object
Nicky's brother	is going to watch a movie.

Let's learn to rearrange words correctly to create meaningful sentences

We learnt that the subject always comes first in a sentence. The action word or the verb of the predicate comes next. This is followed by the rest of the predicate (also called the object of the sentence).

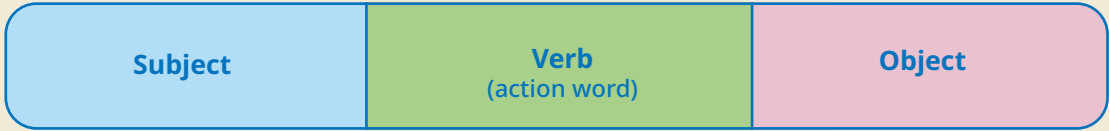
You can remember this pattern using these colors.

Subject	Verb (action word)	Object
The cat	runs	across the road.
The students	listen	to the teacher.

You must always use the words in this order to write a correct, meaningful sentence.

Activity Time!

Rearrange these words to write a correct sentence.
Use the colour pattern to help you.



1. symbolizes / peace. / The colour white
2. the largest continent in the world. / Asia / is
3. walked / Neil Armstrong / on the moon.
4. in Australia. / Kangaroos / live

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What I learnt today:

Put a if you know this topic well.

1. The words in a sentence must be written in the correct order.
2. The subject of a sentence is what the sentence is about.
3. The subject always comes first in a sentence. This is followed by the verb (action word) and then the object.

4.10 Reading Activity

In this lesson you will learn :

1. Strategies to become a better reader
2. Read and get information from posters and signs

What was the last thing that you enjoyed reading?
What was it about?

**Thinking
Box**

Let's learn strategies to become a better reader

Reading is an activity that we do throughout the day. We read road signs. We read words and instructions while using our mobile phone. We read the news, text messages and emails.

We read mainly for three reasons.

- 1. Reading for information.**
Reading is the most effective way to get information and grow in knowledge. When we read books and articles, we learn new things that improve our skills. We read on the internet to find information about anything in the world.
- 2. Reading for instructions.**
When we fill out a form, how do we know what details we need to write? We read the words on the form! Reading carefully can help us complete many tasks correctly. Instruction manuals, user guides, road signs, etc. are all meant for us to read and follow instructions.
- 3. Reading for entertainment.**
Reading is one of the most productive and healthy activities we can do in our free time. We can discover many interesting characters and funny stories through reading.

10 ways to become a better reader



- | | |
|---------|----------|
| 1. Read | 6. Read |
| 2. Read | 7. Read |
| 3. Read | 8. Read |
| 4. Read | 9. Read |
| 5. Read | 10. Read |

Reading is a very important skill to practice and perfect. Reading can seem difficult and boring, if you are not used to it.

Here are a few things you can do to become a better reader.

1. Read everything you can see. Read the newspaper, posters, magazines, online articles, etc.
2. Dedicate 20 minutes every day to read something that you enjoy. Choose something that fits your interests. Find books, short stories or newsletters on a topic that you like.
3. Read with a pencil in your hand. Underline important words or points as you read. You can also underline words that you do not know the meaning of. Use the Internet to find the meaning of these words.



Let's decide to read more! Fill in the blanks to set your goals.

1. I will read _____ books this year. (Write a number)
2. I will read from _____ to _____ every day. (Choose a time)

Let's learn to read and gain information from posters and signs

Understanding posters

A common way to share information is through posters. Posters present information by using images and colours.

While reading a poster, first take a look at the title. This will tell you what the poster is about. Then, read the highlighted points. This will give you a summary of the information given in the poster. Finally, read all the details under the highlighted points.

This will help you understand all the information.

Understanding signs and symbols

Another way to give information through images is through symbols. There are some common symbols that we see around us.

For example, arrows are one of the most used symbols. When arrows are used in road signs, they are telling us which direction we should go in.

When arrows are used in posters or presentations, they are telling us to focus on a particular thing.

COVID-19 VACCINATION FREE FOR ALL
 Ministry of Health and Family Welfare
 Prioritized groups for vaccine
 Persons who are at risk of being infected and population having risk of spreading may be vaccinated first
 healthcare workers
 frontline workers
 population above 50yrs and population associated with comorbidities such as diabetes/HIV/cancer etc.

BE THE VOICE OF NEW INDIA
 Prime Minister's Clarion call for youth-led development
 PARTICIPATE IN DISTRICT, STATE, NATIONAL YOUTH PARLIAMENT
 Ministry of youth affairs and sports
 Government of India
 Be Heard Make a difference

Skill India
 भारत भारत - कुशल भारत
 Industrial Training Institute

Government of India

Hair — Eye
 Ear — Mouth

Here are some more commonly used signs and symbols.



- **Red colour:** When the colour red is used in any symbols, it usually means that something must not be done.
- **Yellow colour:** When the colour yellow is used, it means, it means that you must be careful. You must pay special attention because there is some risk.
- This is the **Recycle symbol**. If you see it on any objects, it means that the object can be recycled. If the symbol is on a dustbin, it means you must use that bin for recyclable items.



- This is the **special access symbol**. It is used to indicate when something is designed specifically for use by people with disabilities. Some public spaces have a ramp access, reserved parking facility or a special bathroom for people with disabilities. You will see this symbol in such places.
- This symbol is used to indicate the place where you can exit a building or a room.

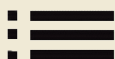
Digital symbols




- When using an app or a website, you will see this symbol on the screen. Clicking this will open the menu which shows you all the available options.
- This is the power on/off button. You will find this on remotes and devices like the TV, mobile phone etc. You can even find it on the computer screen. Clicking this will turn on or turn off the device.

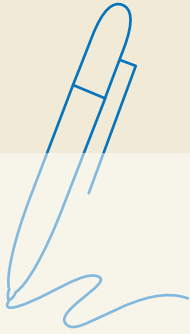
Match the following:

1. Power on and off
2. Be careful
3. Menu
4. Recycle

Activity Time!





What I learnt today:

Put a ✓ if you know this topic well.

1. We read to gain information, to get instructions and for entertainment.
2. Posters are a way to convey information in a visually appealing manner.
3. There are commonly used symbols that have particular meanings.

4.11 Speaking

In this lesson you will learn:

1. The appropriate expressions to use while speaking.
2. How to clearly communicate your views to others.

If you could speak to any famous person in the world, who would you speak to? What would you ask them?

**Thinking
Box**

Let's learn the appropriate expressions to use while speaking

It is important to use words in a clear and correct way while communicating. But, good communication is more than just the right words. When we speak, people can hear the emotions in our voice and see our facial expressions.

The expressions of your voice

Can you remember a speech that you enjoyed listening to? Or a dialogue in a film by your favorite actor? What emotion was the person feeling during the speech? Were they angry or sad or happy?

The easiest way to convey emotion while speaking is through your voice. Avoid speaking in a single tone that does not share your emotions. Use a happy, excited voice to talk about things that excite you. Use a calm, lower voice to talk about topics that are serious or sad.

It's also important to be aware of the volume of your voice. When speaking to many people or in a crowded room, try to speak loudly and slowly so that everyone can hear you. Speak in a quieter voice when speaking to one or few people.

The expressions of your face

Why have video calls become so popular when we already have voice calls to speak to each other? It is because seeing each other's faces is an important part of communication for us. When you speak, people are usually using both their eyes and ears to focus on you. They can hear your voice and see your face.

Our faces naturally make expressions to show emotion. So while speaking, use your facial expressions to match what you are saying. Eye contact is the most important part of your facial expressions. It helps the people speaking feel connected. When speaking to a group of people, move your eye contact from one person to another. Speaking without eye contact shows that you are not confident about what you are saying.

Suitable facial expressions + Proper voice tone = Effective Communication

Industrial Training Institute

I am writing my exams tomorrow

I am writing my exams tomorrow

 Pick a simple, popular story that you know from your childhood. Practice telling the entire story in front of a mirror.

Use voice expressions properly. When speaking in front of the mirror, do it by maintaining eye contact with yourself. It might feel strange at first. But it is great practice for speaking to other people.

Let's learn how to clearly communicate your views to others

"Apples contain Vitamin C."

This sentence is a fact. You can check if it is true or false. It does not change from one person to the other or from one place to another.

"Apples are better than bananas."

This sentence is not a fact. Suresh likes apples better than bananas. His sister Sangeetha likes bananas better than apples. This is an opinion.

During conversations, we sometimes state facts. Other times we share our personal opinion on something. The person that we are speaking to might have a different opinion on the same topic. We can use certain words and phrases to communicate our opinions during conversations.

Tip: It is normal and acceptable for you to have a different opinion from others. We always need to communicate respectfully, even if we do not agree with others.

Opinion phrases	Examples
I feel that	I feel that these yellow lights are too bright.
In my opinion,	In my opinion, Mrs. Sharma is the best teacher in the school.
Personally, I think	Personally, I think this house is too small.
I respectfully disagree	I respectfully disagree with what you are saying. Eating meat is normal for some and not normal for others. It is upto people to decide.



Activity Time!

Write 4-5 sentences about the place where you live. Use the opinion phrases that you just learnt.



NCVT Industrial Training Institute



What I learnt today:

Put a ✓ if you know this topic well.

1. Facial expressions and voice expressions help us to communicate our thoughts clearly.
2. Maintaining eye contact with the people we are speaking to helps us to communicate confidently.
3. In a conversation, we can share our opinions with people by using phrases like "I feel that..." and "Personally, I think..."

4.12 Listening

In this lesson you will learn :

1. The purpose and importance of listening
2. How to practise listening to follow instructions correctly

**We listen to many things in our daily lives!
Tick the things that you listen to regularly.**

**Thinking
Box**

- Music
- YouTube videos
- Voice notes
- Teacher teaching in class
- News
- Speeches
- Audiobooks

Let's learn the purpose and importance of listening

Effective communication is being able to both speak well and listen well. When you are having a conversation with someone, it's important to listen carefully. This helps us understand the other person and contribute to the conversation.

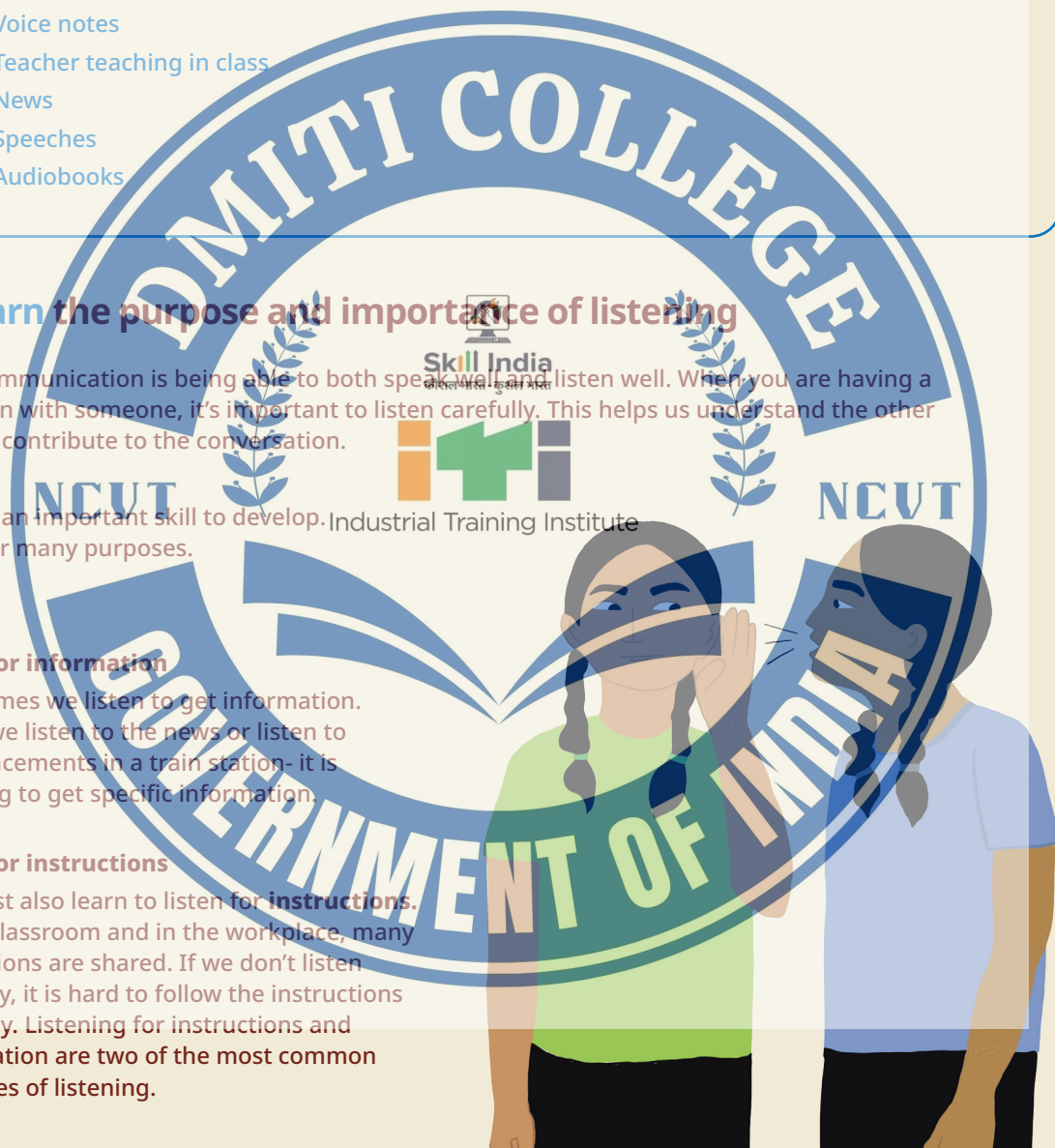
Listening is an important skill to develop. Industrial Training Institute
We listen for many purposes.

Listening for information

- Sometimes we listen to get information. When we listen to the news or listen to announcements in a train station- it is listening to get specific information.

Listening for instructions

- We must also learn to listen for **instructions**. In the classroom and in the workplace, many instructions are shared. If we don't listen carefully, it is hard to follow the instructions correctly. Listening for instructions and information are two of the most common purposes of listening.



Listening for relationships and entertainment

- Sometimes, our listening skills can also be useful in other ways. Listening to a friend helps us understand them and build a relationship. You can also listen to music, audiobooks and podcasts for entertainment and pleasure.



Think and recall everything that you did in the last 5 days. Write down 3 instances when you had to listen carefully for information or instruction.

1. _____
2. _____
3. _____

Let's learn how to practise listening to follow instructions correctly

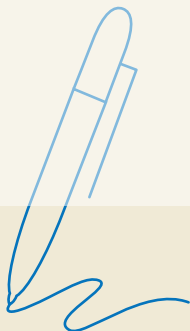
Listening is like any other skill - you must practice to become good at it. Here are 3 simple things you can do to practise and improve your listening skills.

1. Spend 15 minutes every day listening to something like the news or a speech. Avoid distractions. Don't do anything else while listening.
2. When you listen to someone speaking or listen to a recording, summarise what you have heard. Try to use 2 or 3 sentences to recollect what the person has said.
3. While your teacher speaks and as you listen, try to write the words that you are hearing. This might seem difficult at first. But keep trying.

Choose the correct answer to the question.

1. What is effective communication?
 - a. To both listen well and speak well
 - b. To only know how to speak to someone
2. Why is it important to listen carefully?
 - a. To forget all the information given by someone
 - b. To understand the information and instructions given by the speaker
3. What does it mean to summarize what you've listened to?
 - a. To recollect everything you've heard in 2 or 3 sentences
 - b. To type everything in a document

Activity Time!



What I learnt today:

Put a ✓ if you know this topic well.

1. Listening is an important communication skill to get information and receive instructions from people.
2. When listening, it is important to focus on the person who is speaking, write down the information and recollect what you have heard.

4.13 Talking about Likes and Dislikes

In this lesson you will learn :

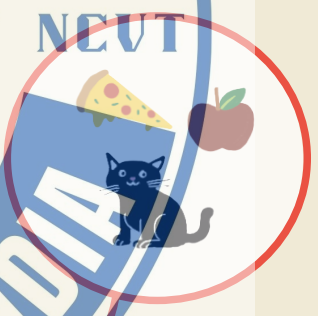
1. The difference between likes and dislikes
2. How to share our likes and dislikes
3. How to talk about others' likes and dislikes

What are two things that you like to eat? What are two things that you do not like to eat? Write them below.

Thinking Box

Let's learn the difference between likes and dislikes

This is Naresh. He likes to eat cake. He enjoys playing football. He loves his puppy. He does not like the taste of pizza. He does not like being around cats. He dislikes eating apples. These are Naresh's likes and dislikes!



Likes are things or activities or places that we enjoy. They are things that we feel a positive emotion of joy or excitement towards. Dislikes are things that we do not like. They are things towards which we feel a negative emotion of hatred or fear or boredom.

Different people can have different likes and dislikes. You and your friend might like many of the same things. However, you might also dislike some of the things that they like. Our likes and dislikes are one of the things that makes us unique.





This is Samvita. Take a look at her likes and dislikes. Write them down.

Samvita's Likes	Samvita's Dislikes

Let's learn how to share our likes and dislikes

We can use particular phrases to talk about our likes and dislikes. Let's learn which are the best phrases to use.

Talking about likes
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I like... I like eating ice cream.

I love... I love my friends.

I adore... I adore the paintings made by my sister.

I enjoy... I enjoy swimming in the ocean.

I'm crazy about... I'm crazy about football.

Use this phrase to express a strong liking towards something.

Use this phrase to express a strong admiration of something or someone.

Use this phrase to talk about an activity that you like to do.

Use this phrase to express a strong liking towards something.

I'm fond of...

Use this phrase to talk about a person that you like a lot.

I'm fond of my English teacher.

Talking about dislikes

I don't like...

I don't like driving.

I hate...

Use this phrase to express a strong dislike towards something.

I hate watching the news.

I detest...

The word 'detest' is a very strong negative word. Use this phrase to express a strong hatred towards something.

I detest cooking in a dirty kitchen.

I can't bear...

Use this phrase to talk about an activity or a thing that you don't like to spend time on.

I can't bear to clean my cupboard.

While we may like and dislike many things, there are some things that we don't have a positive or negative feeling about. To talk about things that you neither like nor dislike, use this phrase.

- **I don't mind...**
- **I don't mind** studying physics.

Write sentences about your own likes and dislikes. Use the phrases given below.

I'm fond of _____

I hate _____

I don't mind _____

Let's learn to talk about others' likes and dislikes

You can also use these phrases to talk about others' likes and dislikes.

- She is fond of her little sister.
- Sonya is crazy about cricket.
- The teacher can't bear untidiness in the classroom.
- Pandi doesn't mind eating apples or oranges.

While talking about likes and dislikes, we can also use these two phrases to add to the meaning of the sentence. Using these phrases adds an emphasis to how much you like or dislike something.

1. a lot
2. very much

It's important to place them in the correct part of the sentence.

1. She likes her car a lot.
2. The little girl loves her puppy very much.

To talk about others' likes and dislikes, we must first ask them. We must ask them what they like and dislike so that we know more about the person. Here are some questions you can ask to find out what someone likes or dislikes.

Questions to ask someone about their likes and dislikes

What kind of movies do you like? What kind of food do you like to eat?

Do you enjoy being a teacher? Do you enjoy dancing?

What is your favourite subject? Who is your favourite sportsperson?

What do you like about your city? What do you dislike about this house?

Naveen is at home. His sister Sherin comes in. Notice how they express their likes and dislikes.

Naveen: Hi Sherin! Would you like to watch a movie tonight? I enjoy going to the theater.

Sherin: Oh, no! I don't feel like watching a movie tonight. Why don't we go out to eat at a restaurant?

Naveen: Sure. I adore the new Chinese restaurant. Or shall we go to eat at the Indian restaurant?

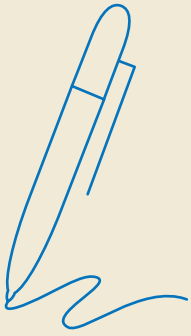
Sherin: I don't mind Chinese food.

Naveen: Yes, I don't want to eat biryani today either. Great! Let's go.

Let's look at some more things that Sherin and Naveen like and dislike. Look at the chart carefully. Write 5 or 6 sentences about what the siblings like and dislike.

Activity Time!

	Playing video games	Their neighbour	Cricket	Drinking soda
Naveen	X	😊	X	😊
Sherin	😊	😊	X	X



What I learnt today:

Put a ✓ if you know this topic well.

1. All of us have different likes and dislikes - things that we enjoy and things that we don't.
2. We can use different phrases to communicate our likes and dislikes in different ways.
3. We can ask other people questions to understand what their likes and dislikes are.

4.14 Greetings and self-introduction

In this lesson you will learn:

1. The appropriate expressions to greet people in formal and informal situations.
2. How to introduce yourself to others effectively

A new teacher comes to your classroom and asks everyone to introduce themselves. What would you say? Write it down.

Thinking
Box

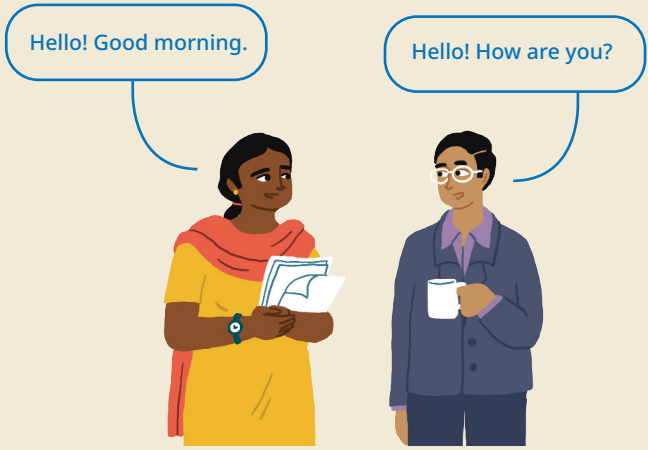
Let's learn the appropriate expressions to greet people in formal and informal situations.

When we begin speaking with someone or addressing many people, we first greet them. There are many different kinds of greetings. They must be used appropriately in the right context.

You use a formal greeting when you're speaking to a person of authority. Formal greetings are also for conversations in formal contexts like workplace, conferences, business meetings, etc. You can also use a formal greeting when you don't know the person.

Here are a few greetings you can use when you are starting a formal conversation.

Formal Greetings
Hello!
Good morning.
Good afternoon.
Good evening.
Hello! How are you?
It's nice to meet you.



Informal greetings are greetings we use while speaking to friends and family. It is for people with whom we have casual conversations, outside a professional setting.

Informal Greetings
Hi!
Hey!
What's up?
What's going on?
Long time, no see!



Take a look at these situations. Which greeting is appropriate for Sheila to use?

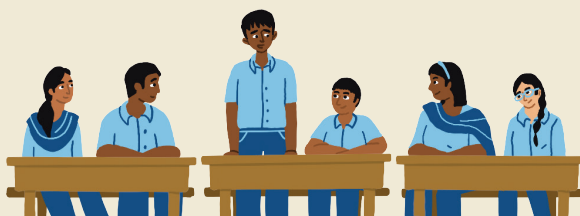
- Sheila meets her best friend from school at a wedding. They are in touch on WhatsApp and Instagram. They have not met each other in a while. What should Sheila say?
 - Good evening.
 - Long time, no see!
- Sheila wants to join an internship. Her teacher introduces her to an office manager who has more details about the internship. Sheila walks into a meeting room to meet the office manager. What should Sheila say?
 - How are you? It's nice to meet you
 - Hey! What's up?

Let's learn how to introduce yourself to others effectively

In the last activity, Sheila met two people. When she meets her friend, her friend already knows her. Sheila does not need to introduce herself. They can begin a conversation because they know each other well. However, when Sheila meets the office manager to talk about the internship, the first thing she has to do is to introduce herself.

We introduce ourselves to people in different situations to give them some basic information about who we are and what we do. The way we introduce ourselves depends on the situation in which we are asked to introduce ourselves.

- While introducing yourself in a classroom, it's relevant to share information about what you're studying.
- While introducing yourself in a job interview, it's relevant to share information about your job skills and experience.
- While introducing yourself to a new friend, it's good to talk about your likes and dislikes.



When we are asked to introduce ourselves, we can sometimes feel nervous because we don't know what to say. A good practice is to prepare 5 or 6 sentences of an introduction. You can use this prepared introduction with some small changes. That way you will not feel nervous to introduce yourself!

Let's look at Shamini's introduction and learn how to form our own introduction.

Hello everyone! My name is Shamini, and I am a student at Ashoka University. I am studying to be a librarian. I chose my course because I enjoy reading. I also would like to help small kids read more. I'm also a basketball player. I go to the park thrice a week to teach some kids to play basketball. The happiest part of my day is when I spend time with children. I'm a patient teacher and a good listener.

Shamini's introduction can be split up into 6 parts. Using these 6 simple parts, you too can write your own introduction!

1	Your name	Hello everyone! My name is Shamini,
2	What you do primarily - as a student or for work	and I am a student at Ashoka University. I am studying to be a librarian.
3	Some personal or interesting information to add to the previous point	I chose my course because I enjoy reading. I also would like to help small kids read more.
4	Another activity that you do or interest that you have	I'm also a basketball player. I go to the park thrice a week to teach some kids to play basketball.
5	Something that you like doing	The happiest part of my day is when I spend time with children.
6	A personal strength or a positive attribute that you have	I'm a patient teacher and a good listener.

Activity Time!

It's time to write your own introduction! Follow the 6 steps. Write 1 or 2 sentences to fit into each step of an introduction.

1	Your name	
2	What you do primarily - as a student or for work	
3	Some personal or interesting information to add to the previous point	
4	Another activity that you do or interest that you have	
5	Something that you like doing	
6	A personal strength or a positive attribute that you have	

You've written your own introduction! Now practice it out loud. Stand in front of a mirror and practice your introduction.

Skill India

 कोशल भारत - कुशल भारत

NCVT

What I learnt today:

 Industrial Training Institute

Put a ✓ if you know this topic well.

1. We use greetings to begin a conversation. In formal situations, we must use formal greetings. While speaking to friends and family, we can use informal greetings.
2. We introduce ourselves when we meet someone new to give them more information about us.
3. Introductions include basic information about myself and also tell the person more about who I am as a person.

4.15 Asking and responding to questions

In this lesson you will learn :

1. The differences between questions and responses.
2. How to ask and respond to questions using the correct phrases and expressions.

Imagine that you are meeting the CEO of your dream company! What are 2 questions you would ask them?

**Thinking
Box**

Now they ask you these two questions. How would you respond? Write them below.

1. "What is a new skill you would like to learn?"

2. "If you could begin a company or a business, what would it be?"

Let's learn the differences between questions and responses

A question is when you ask someone something.

A question is a type of sentence that we ask or write to get further information. In written language, a question always ends with a question mark (?). In spoken language, we change the tone of our voice while asking a question.

Read these sentences out loud.

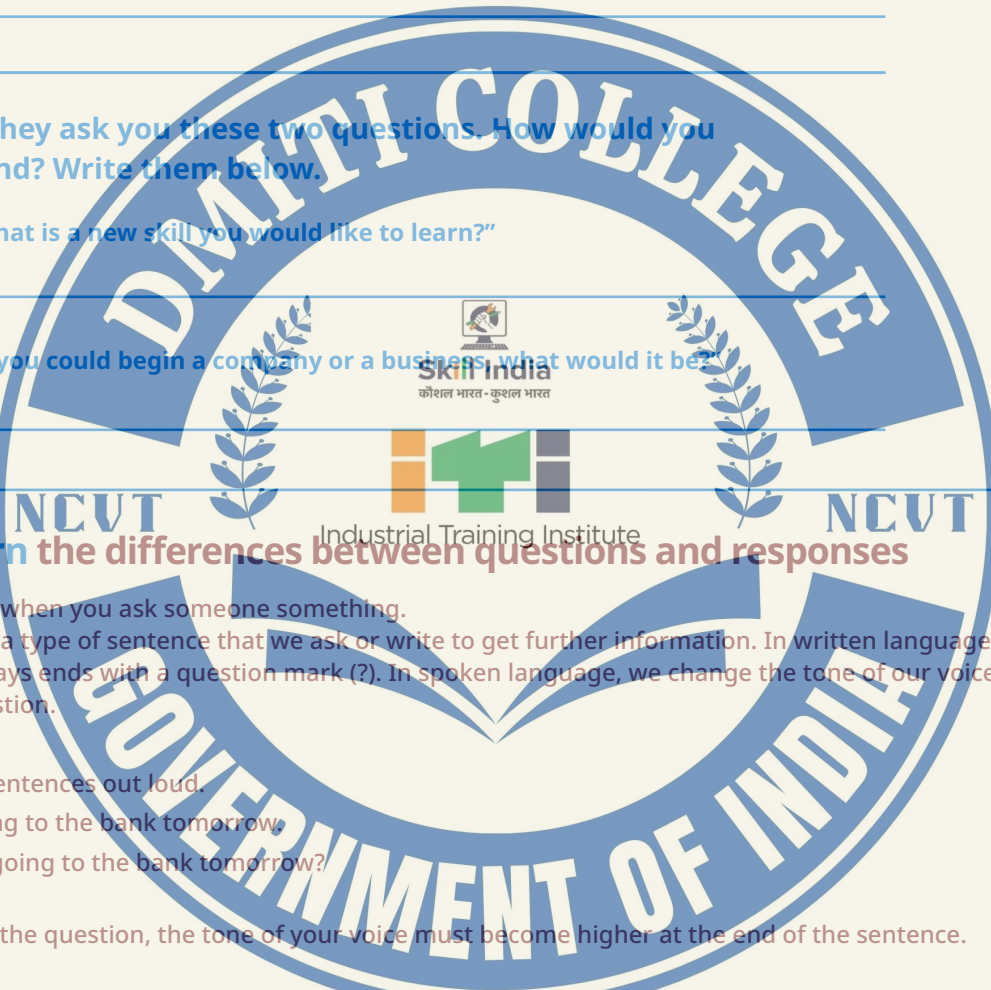
- I am going to the bank tomorrow.
- Are you going to the bank tomorrow?

While asking the question, the tone of your voice must become higher at the end of the sentence.

Often, but not always, question sentences begin with a few words that are used to ask questions, also called 'Question Words'.

For example:

How are you? Who is your class teacher? What is the time now?



Not all questions begin with these words though; there are many other alternatives that can be used to frame the structure of a sentence. For example:

Have you ever tried ice cream with dessert before? Do you have a pen?

Are you going to see the doctor tomorrow?

Questions usually require a response or an answer from the other person. A response or an answer is what another person says to address the question that is asked to them. Response sentences usually won't make sense on their own. You must know the question to fully understand the meaning of the response.

For example, see these responses. Do they make sense to you?

5 pm.

She will.

Not today.

But when we read it with a question, you will fully understand it.

Question	Response
What time is Reena coming?	5 pm.
Will Reena get my umbrella?	She will.
Are you taking Reena to watch the movie?	Not today.

Match the question to the response

Question	Response
Can we use this room?	Yes.
What time is the meeting?	If you have a course, you can!
Which fruit do you prefer?	I like grapes.
Are you going to class today?	It's at 4pm.

Let's learn how to ask and respond to questions using the correct phrases and expressions

There are many types of questions. Each type of question calls for a different type of response. Here we will look at two types of questions:

Wh- Questions

Wh- questions are questions that start with who, what, when, where ,why and how. The question gives a clear indication of the information that the person wants to know.

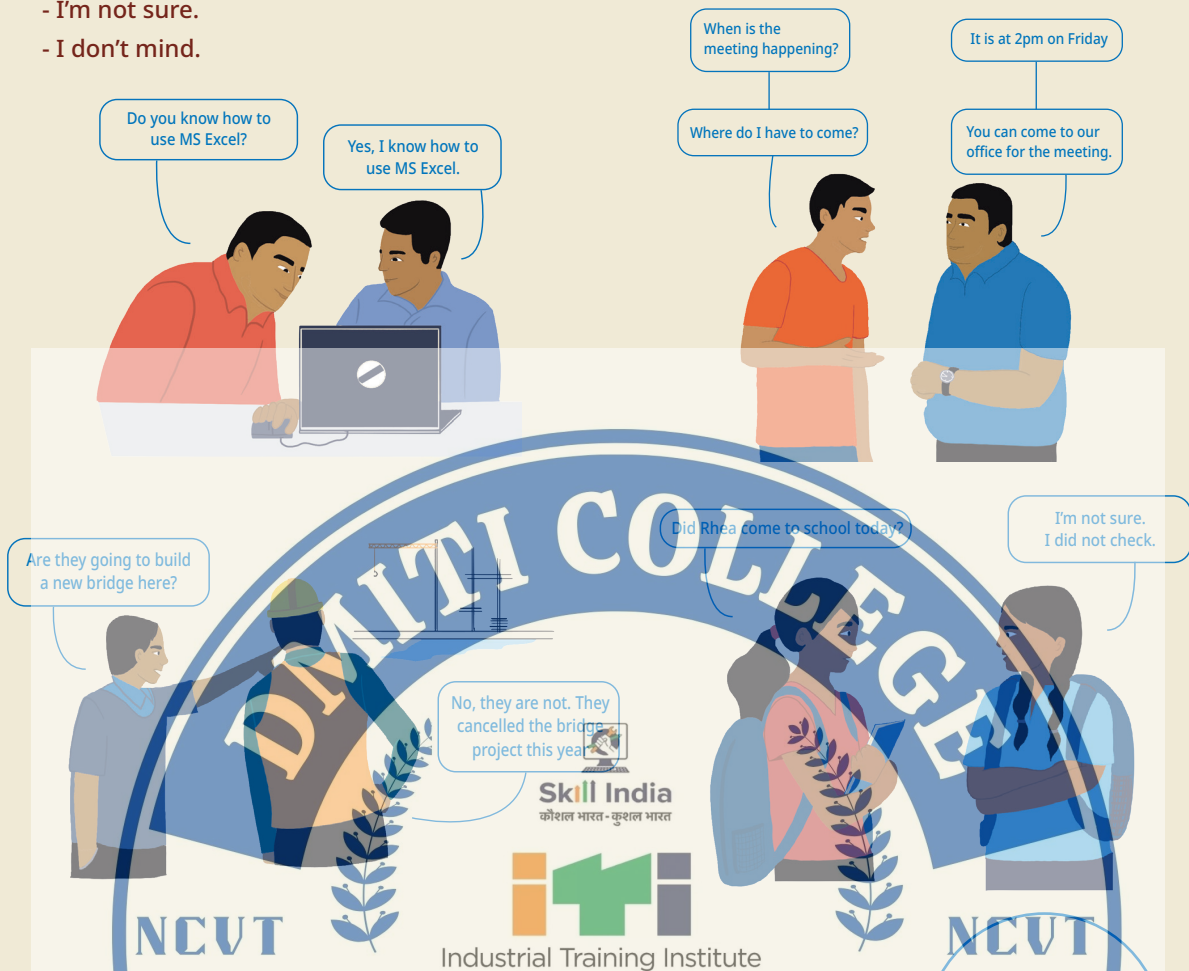
Yes or No Questions

These are questions for which the answer is usually either a yes or a no. When used in a formal setting, it is good to answer these questions in a full sentence. Avoid just saying "Yes." or "No." as a response.

When answering a yes or no question, you can also add some additional information that is useful.

Sometimes the answer to the question might not be a yes or a no. In that case, you can respond using some of the following phrases.

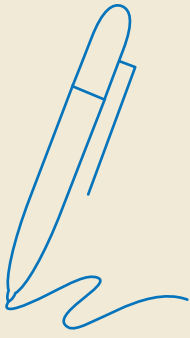
- I'm not sure.
- I don't mind.



Activity Time!

Mallika calls a restaurant to ask them about their timings, what food they have on the menu and if they have home delivery. The restaurant manager also asks for Mallika's contact details and her food order.

Write the conversation between the two of them. Make sure that each person asks at least one Wh- question and one yes-or-no question.



What I learnt today:

Put a ✓ if you know this topic well.

1. A question is when you ask someone something.
2. A response or an answer is what another person says to address the question that is asked to them.
3. There are two types of questions - Wh- questions and yes-or-no questions. The response depends on the type of question that is asked.

4.16 Group discussion on simple topics

In this lesson you will learn :

1. How to express your thoughts clearly in a group discussion
2. Useful expressions to use while participating in a discussion

What is the meaning of a group discussion? Describe it in your own words.

Industrial Training Institute

Thinking
Box

Let's learn how to express your thoughts clearly in a group discussion

A conversation is when two or three people are speaking to each other. However, in some situations, topics are discussed among a bigger group of people. Many people give their thoughts and views on a topic. This is called a group discussion.

A group discussion is beneficial as it helps you:

- Learn more about a topic
- Solve big problems

- Discuss new ideas
- Understand different people's views
- Find strengths and weaknesses of an idea
- Develop self-confidence



Group discussions can make you nervous. You may feel like you can't explain what's on your mind clearly. You may not get an opportunity to share your thoughts unless you speak up clearly.

Here are a few tips to keep in mind that will help you express yourself well in a group discussion.



Understand the purpose of the group discussion

Think carefully about the purpose of the discussion. Find what and how you should participate. Stick to the point discussed.



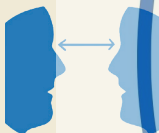
Be prepared

Write down some notes on what you would like to share. Do some research on the topic using the Internet. Write your own personal thoughts and opinions.



Speak confidently

Use a clear and firm voice during group discussions. Share thoughts and opinions that are important for the discussion. Avoid using fillers like "um" and "ah" while expressing facts and information that you know to be true.



Keep eye contact while speaking

Making eye contact is important to grab the attention of every member in the room.



Listen attentively to others

Listening to what others in the group are sharing can help you understand and gather new information about the topic. Avoid being distracted or doing other tasks when someone else is talking.

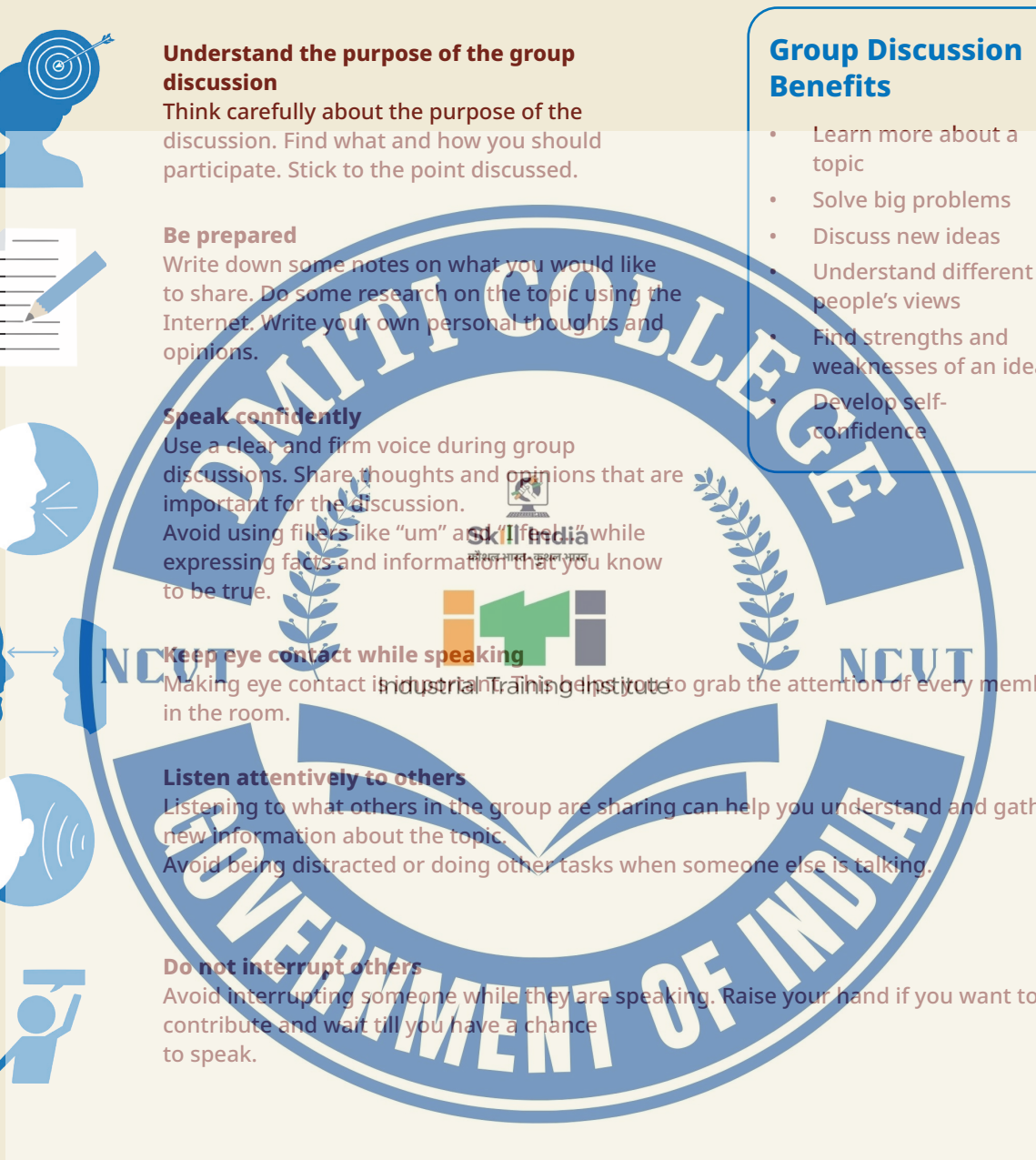


Do not interrupt others

Avoid interrupting someone while they are speaking. Raise your hand if you want to contribute and wait till you have a chance to speak.

Group Discussion Benefits

- Learn more about a topic
- Solve big problems
- Discuss new ideas
- Understand different people's views
- Find strengths and weaknesses of an idea
- Develop self-confidence





Your institute is having a discussion: Should a computer lab be set up that is open for 24 hours for students to use for studying?

You are invited to be part of the discussion. Write 3 or 4 things that you can contribute to the discussion. (They can be facts/information or they can be your personal opinions.)

1. _____
2. _____
3. _____
4. _____

Let's learn useful expressions to use while participating in a discussion

During a group discussion, you respond and contribute in different ways. You can use these expressions to form appropriate sentences.

Expressing your opinion

Your opinion is your unique point of view on a topic or an issue. Opinions can change from one person to another.

Phrases to use	Example
In my opinion...	In my opinion , there are too many students in the classroom.
It seems to me that...	It seems to me that students need more space to work on their art projects.

Sharing facts and information

In group discussions, it's good to also talk about facts and information that you have. Make sure that the information is accurate. It's also a good idea to tell the group how you got the information.

Phrases to use	Example
We must keep in mind that...	We must keep in mind that there are 70 students and only 2 classrooms.
The fact is that...	The fact is that the average classroom size across the world is 24 students in each class.

Agreeing with someone

In a group discussion, you don't always have to contribute a new thought. You can agree with what someone else has said and add to their views.

Phrases to use	Example
I agree with...	I agree with Latha.
You are absolutely right.	You are absolutely right. It is difficult to manage the schedule.

Disagreeing with someone

Sometimes, you might disagree with someone's views. You would want to talk about an alternative perspective and help them reconsider their views. It's important to do this in a polite and respectful way.

Phrases to use	Example
I don't quite agree...	I don't quite agree with what you're saying.
I'm not convinced that...	I'm not convinced that the files need to be printed. Sending emails is more convenient.

Activity Time!

Let's recap the group discussion from earlier in the lesson.

Your education institution is having a discussion to consider if they should set up a computer lab that is open for 24 hours for students to use for working and studying. You are invited to be part of the discussion.

Write sentences to use during the group discussion using these expressions.

- In my opinion... _____
- We must keep in mind that... _____
- I'm not convinced that... _____

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What I learnt today:

Put a ✓ if you know this topic well.

1. Group discussions are a great way for people to talk together, exchange ideas and solve a problem.
2. During a group discussion, it is important to be well-prepared, confident and attentive when others are speaking.
3. We can use different expressions to express our opinions, to agree with others and disagree with them.

4.17 Telephone Skills

In this lesson you will learn :

1. Three phases of a telephone call
2. How to use correct phrases to make telephone calls in a professional manner

Name the top 3 differences between making a formal call (call for official or professional purpose) and an informal call (call for personal reasons, to friends & family).

**Thinking
Box**

1. _____
2. _____
3. _____

Let's learn about three phases of a telephone call

Telephone calls are an important method of verbal spoken communication. In other words, communication that is taking place between two people with the help of a Telephone/phone. Telephone calls can happen in personal and professional contexts. In a personal context, we can speak freely and communicate in a casual manner. Professional phone calls need to be formal, clear and effective. When speaking to a junior or senior, we have to maintain a few simple norms in the workplace.

Let's learn more!

- Caller: A person who makes the call
- Receiver: A person who receives the call
- On hold: When a call is kept waiting with a purpose
- Engaged: The person you are trying to call is speaking to someone else

There are 3 phases to a telephone call:

Beginning

Middle

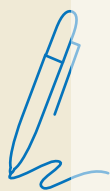
End

Observe the table on the next page.

Steps of a Telephone Call

Beginning	Greet the person	Good morning Sir/ Madam
	Introduce yourself	I am Rahim from ITI, Guindy. I am trainee in the electrician trade.
Middle	Say why you are calling	I am calling to find out if I may come for an internship in your company.
	Discuss what should be done	If there is a chance, please let me know. My contact number is 9999922222.
End	Thank the person.	Thank you Sir/Madam. Have a nice day.
	Say goodbye.	Goodbye, Sir/Madam.

Speak politely. Use short sentences. Take notes about important information.



You need to call your friend to share about a job opening near your ITI. Tell your friend about the job title, office location, salary, interview date and other important details.

Complete this table with what you will say in each step of the phone call.

Beginning	Greet the person	
	Introduce yourself	
Middle	Say why you are calling	
	Discuss what should be done	
End	Thank the person.	
	Say goodbye.	

Let's learn about how to use correct phrases to make telephone calls in a professional manner

Different phone calls have different purposes. During formal phone calls for professional purposes, there are some phrases you can use in the conversation. Let's learn some of them.

1. Making a call

When you call a friend, they might have your number saved on their phone or they might recognize your voice. So you might not introduce yourself. When making a formal call, it's important to introduce yourself clearly. You can also include information about yourself that might help the person connect with who you are.

- **Hi, it's [your name] from [company name].**

2. Asking for somebody

It's important to check if you're speaking to the right person.

- **Am I speaking to [person's name]?**
- **I'd like to speak to [person's name], please.**

3. Giving the reasons for calling

Use these phrases to explain to the person why you are calling them.

- **I'm calling to discuss...**
- **I just wanted to ask...**
- **Could you tell me...?**

See the example on the right.

4. Asking when somebody will be available

Sometimes when you call someone, they might not be available to talk at that moment. So it's good to check with them. You can also ask when you can call them again.

- **Is it a good time for us to talk now?**
- **When is a good time to call?**

5. Asking the person to repeat information

Sometimes, we might not hear the person clearly. You can ask them to repeat what they said. Make sure to do this politely, by asking it as a request. You can also repeat the information and check if you've understood them correctly.

- **Could you please repeat that? I couldn't hear you very well.**
- **Could you spell that for me, please?**
- **Let me see if I got that right. [repeat the information]**

Example of a professional telephone conversation

<p>"Hello, my name is Soham, I am calling from MM company. Can I speak to Jisha?"</p>	<p>"Hello, yes, this is Jisha speaking"</p>
	
<p>"Hello Jisha, I'm calling to discuss about the New Year discount in our company"</p>	<p>"I am interested. Please tell me more"</p>
	

The most important thing to remember in professional conversations is to speak politely and respectfully.

Activity Time!

You need to call a HR manager to ask for details about an internship. You want to know information about how you can apply, what are the responsibilities and the dates of the internship.

Complete this table with what you will say in each step of the phone call. Use at least 3 of the professional phrases we've learnt.

Beginning	Greet the person	
	Introduce yourself	
Middle	Say why you are calling	
	Discuss what should be done	
End	Thank the person.	
	Say goodbye	



What I learnt today:

Put a ✓ if you know this topic well.

1. There are 3 phases in a phone call. In the beginning, you greet the person and introduce yourself. In the middle, discuss the purpose of your call. In the end, you thank the person.
2. Informal telephone calls that we make to friends and family are different from formal telephone calls that we make for professional reasons.
3. It's important to be polite during formal telephone calls and use certain phrases.

4.18 Reading and understanding job descriptions

In this lesson you will learn :

1. What are job descriptions
2. How to relate your skills/education to a job description

You want to start a business where you prepare pickles and sell them. You want to hire one person to help you with the business. You want to find the best person for the job. Write down 2 skills that the person must have.

Thinking Box

1. _____
2. _____

Let's learn about job descriptions

A job description is a simple document which has all the details about a job. When a company wants to hire a person for a particular job, they create a job description. The purpose of a job description is to clearly explain the responsibilities and required skills for that particular job. A job description ensures that the right people apply for the job.

Not all jobs are a good fit for our personal skills and interests. A job description can help us understand if the job suits our preferences.

Here is an example.

Job Title- Office Assistant

Location- Chennai

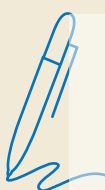
Our small but growing company is looking for an honest, organized Office Assistant to manage the day-to-day administration of the office.

The successful applicant must have a positive attitude, a desire to work efficiently, and excellent communication skills.

Responsibilities and duties

- Answer calls as required
- Maintain filing and storage systems in the office
- Schedule travel arrangements for senior executives
- Greet clients and vendors upon arrival and direct them to appropriate offices

	<ul style="list-style-type: none"> • Assist HR with sorting and collating documents • Handle all incoming mail
Qualifications and skills	<ul style="list-style-type: none"> • Bachelor's degree preferred • 2+ years experience in an administrative capacity compulsory • Typing speed: minimum 60 WPM with 90 percent accuracy • Familiarity with MS Office • Pleasant, friendly attitude • Strong interpersonal communication skills
<p>How to apply? Send us an email at xyz.hr@gmail.com with your resume. Applications close on June 30th</p>	



Beena and Vinod both applied for the same job. Beena re-read the job description carefully before her interview. Vinod did not read the job description carefully at all.

Who do you think got the job offer? Why?

Let's learn how to relate your skills/education to a job description

When we buy clothes or shoes, we make sure that we buy the correct size. This helps us to be comfortable while wearing them. So it's important to buy the right fit.

Similarly while applying for jobs, it's important to find the right fit. Job descriptions are an important tool that can help you to find the right fit.

A job description has different sections. Each part of the job description has information that can help you consider if it is a good fit for you. Read each part of a job description and ask the question "Does this description fit me?"

Job Title

The job title is the name of the role that you will be applying for. It conveys the purpose and scope of the job.

Summary

Some job descriptions have a short summary with details about the company and the job. This section can give you important information about the culture of the company.

Our small but growing company is looking for a reliable, organized Office Assistant to manage the day-to-day administrative aspects of running the business. The successful applicant must have a positive attitude, a desire to work efficiently, and excellent communication skills.

This summary tells you that it is a small company. So if you prefer to work in a large company, the summary helps you understand that this is not a good fit.

Responsibilities and duties

This section describes what the job will require you to do. It lists all the tasks and actions that you will be expected to complete in this role.

While reading the responsibilities and duties, ask yourself these questions.

Have I had similar responsibilities and duties before?

Would I enjoy working on these things?

Do I have some skills that can help me fulfill these duties well?

If you answered 'yes' to some of these questions, the job description helps you understand that it is a good fit.

Qualification and skills

This is a list of expectations that the employer has for the applicants. It sets the conditions for what is required of someone who is applying for the job.

Some qualifications are compulsory - if you do not fulfill that criteria, you cannot be considered for the job. However, sometimes the word 'preferred' is used. If you do not meet this condition, you can still apply for the job. If you have strengths in other required skills, the employer will consider you as a potential candidate.

Other details

A job description also includes other important details like job location and the steps to apply for the job.

Read the above-mentioned examples of job descriptions carefully. Choose the correct answer to the questions.

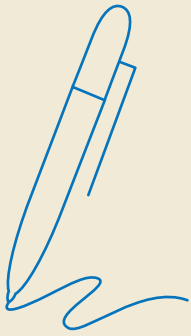
- 1. What is the location for the job?**

 - Chennai
 - Hyderabad
- 2. What does 'Familiarity with MS Office' mean?**

 - Having a college degree
 - Knowing how to use MS Office application like MS Word or MS Excel
- 3. A Bachelor's degree is compulsory for everyone applying for this job. True or false?**

 - True
 - False

*Activity
Time!*



What I learnt today:

Put a ✓ if you know this topic well.

1. A job description is a simple document which has all the details about an available job.
2. It can help us understand if a job is a good fit for us or not.
3. It's important to read the different sections of a job description carefully, making note of important details

4.19 Speak and Share Information about Workplace

In this lesson you will learn:

1. How to share specific information about a job or a workplace
2. How to communicate your views and opinions about a workplace

What are the different words used to describe a workplace?
Select all the options which you think are correct.

Office / Organization / Company / Shop / App / Building /
Employee / Loan / Bank / School / Plumber

Thinking
Box




Let's learn how to share specific information about a job or a workplace

During conversations, we might be required to share information about a job that we are currently doing. A team leader can ask you to share details of a project that you are working on. A friend who is applying for a job in your company can ask you questions about your role. A potential customer can ask you for information about your company and your role in the company.

A conversation about your job can begin if someone asks you one of the following questions.

1. What do you do?
2. What do you do for work?
3. What line of work are you in?

Here's how you can respond to these questions.

<p>STEP 1</p> 	<p>Step 1 - Share the name of your job</p> <ul style="list-style-type: none"> • I'm a teacher. • I'm a nurse. • I'm an office assistant.
<p>STEP 2</p> <p>Tell them where you work</p> 	<p>Step 2 - Tell them where you work</p> <p>If you work for a large and popular company, you can simply share the name of the company.</p> <ul style="list-style-type: none"> • I'm an office assistant at Wipro. • I'm a nurse at Apollo Hospital. <p>If your company is not easily recognizable, it's good to share what kind of company it is or what they do. You can also talk about which city you work in.</p> <ul style="list-style-type: none"> • I'm a sales manager for a company that sells printers. • I'm a teacher at a play school called A-Z School.
<p>STEP 3</p> 	<p>Step 3 - Share some information about your responsibilities</p> <p>If the person is interested, you can share some more information about what you do at work. You can tell them what kind of work you do or what projects you work on.</p> <ul style="list-style-type: none"> • I teach maths and art to the children. • I take photographs for the website. • I take care of the office files and documents.
<p>Vikram is a plumber at a small, local company. A potential client asks him "What do you do?" Write down Vikram's introduction.</p>	
<p>Step 1 - Share the name of your job</p>	
<p>Step 2 - Tell them where you work</p>	
<p>Step 3 - Share some information about your responsibilities</p>	



Let's learn how to communicate your views and opinions about a workplace

Now you know how to share basic details about a job! But what if someone asks for your personal opinion on your workplace? How can you talk about how you feel about your job and your workplace?

Let's find out!

There are two important things you can talk about while sharing your opinions on a job.

Talking about the work that you do

The words that you use to describe your work can be positive or negative, depending on how you feel about it.

Positive words to talk about work	Negative words to talk about work
Exciting	Boring
Engaging	Stressful
Rewarding	Challenging

Talking about the people that you work with and workplace culture

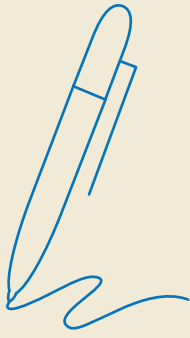
Here are a few phrases you can use while talking about the people that you work with.

- I love the team I am working in.
- My colleagues/coworkers are great.
- I work with some great people.
- I like the job flexibility.
- I enjoy taking on challenges at work.

We must be careful about if it is appropriate in a particular conversation to talk negatively about our job, our workplace and our coworkers. It is alright to do so while talking to friends and family. If you are specifically asked for feedback or criticism by someone in your workplace, you can share your negative opinions in a respectful way. However, it's not appropriate to speak negatively about your workplace during office conversations or in job interviews.

Write 3 sentences about your experience as a student. (Write 2 positive opinions and 1 negative opinion.)

Activity Time!



What I learnt today:

Put a ✓ if you know this topic well.

- 1. We can share basic details about our job and some information about what we do at work clearly.
- 2. We can also share some positive and negative opinions about the job.
- 3. It is not appropriate to speak negatively about the workplace during official conversations.

4.20 Writing Applications & Cover Letters

In this lesson you will learn :

- 1. How to write job applications
- 2. The different types of cover letters

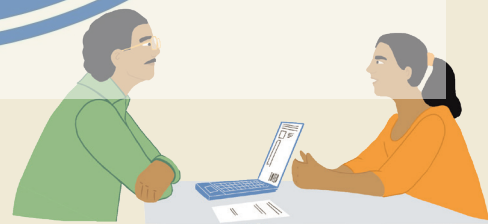
What details about yourself would you include in a job application?

Thinking Box

Let's learn how to write job applications

A job application is usually the first step in applying for a job. Companies call for job applications to invite qualified people to be part of the hiring process.

There are different methods in which a job application can be submitted. It's important to check the job description document or the company website to know the type of job application they use.



In-person: In this type of job application candidates might have an in-person interview at the mentioned date and time in the advertisement.

Paper: Applicants might download and print the forms from an online source. They must fill in the mandatory areas in the document and post them to the mentioned address on the cover letter. Most of the government job calls will be in the paper format.



Online Job Application: Some companies have an online form that needs to be filled and submitted.

Here are a few common details required in an online job application.

- Name and contact details
- Education qualifications
- Your work experience - including full-time, part-time or volunteer work
- Your skills

Read the instructions carefully and ensure that all the details are correct.



Some job applications also include a question or a task that you have to respond with. The question is usually designed to test important skills that the job will require. Some examples of these are:

- How many years of MS Office experience do you have?
- Why are you a good fit for the role of training manager?

Take some time to work carefully on the task. Note any word limit or other conditions set for the example.

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Make your skills shine

Industrial Training Institute

NEVT NEVT

Email Job Application

Some companies ask you to send them an email to apply for a particular job. The email is read by a person who is in charge of choosing the best candidates for the job. The email is a chance for you to make a great first impression. So here's how you can write an effective application email.

<p>1. Subject line: It's important to make it easy for them to find your email. Include your name and the job title you are applying for in the message's subject line.</p>	<p>Eg. Sruthi Roshan – Teaching Assistant Position</p>
<p>2. Greeting: If you know the name of the person, address your email to them specifically. If a name isn't available, you can open with</p>	<p>Eg. "Dear Sir/Madam".</p>
<p>3. First paragraph: Explain why the purpose of your email. Mention the specific job that you are applying for and where you saw the job posting.</p>	<p>Eg. Your job posting on Facebook for an Administrative Manager caught my interest. Your description of the work responsibilities matches my experience, and so I am excited to submit my resume to you for your consideration.</p>
<p>4. Second paragraph: Write a few sentences to explain to the person why you are a good candidate for the job. What can you offer the company? What skills do you have that can help you do the job well? What are your past achievements? Highlight your most relevant skills and accomplishments.</p>	<p>Eg. In my position as the student representative at ABC College, I managed student complaints and worked with the college administration to resolve them. I led a team of 5 other students to start a training programme for students.</p>
<p>5. Last paragraph: Thank the person for reading your email, and mention that your resume is attached. Thank them for considering your application. Ask about what the next steps are and offer to follow up.</p>	<p>Eg. My resume is attached. If I can provide you with any further information on my qualifications, please let me know.</p>
<p>6. Closing: Use a polite and formal closing like "Sincerely" or "Best" at the end of the email. Use your full name.</p>	

Re-read and check your email mail for errors before sending it. Make sure to attach your resume to the email



If you could apply for any job in any company in the world right now, what would you apply for? Write an email application applying for the job. Remember to follow the 6 steps.

1. Subject Line
2. Greeting
3. First Paragraph
4. Second Paragraph
5. Last Paragraph
6. Closing

Let's learn the different types of cover letters

A cover letter is a letter or a special message written to a person while applying for a job. A cover letter is a document you send with your resume that provides additional information about skills and experiences related to the job you are applying to. A cover letter is usually the first thing someone sees or reads when you apply for a job. If the cover letter is clear and displays your strengths, the person is more likely to take a look at your resume.

If an employer requires a cover letter, it will be mentioned in the job posting. Even if the company doesn't ask for one, you may want to include one anyway. It will show that you have put some extra effort into your application.

Here are the 3 most common types of cover letters you might write:

- 1. Application cover letters** - This is the most common type of cover letter and is used to apply for a job. Writing this is similar to the email application that we learnt about. You send this cover letter along with the job application.
- 2. Referral cover letter** - This is a letter that you write when a person refers you for a job or introduces you to the hiring manager. Seeing the name of the person that they are familiar with in the cover letter makes it more noticeable.
- 3. Prospecting cover letter/letter of interest** - If there is a company that you would like to work for, you can write a prospecting cover letter to them. This type of cover letter is used to ask them for more details about the company and information on job openings. This type of cover letter takes the initiative to let the hiring manager know your interest in working with them.

Choose the correct answer to the question.

- 1. What is a cover letter?**
 - a. A letter of introduction
 - b. A letter that tells someone why you are a good candidate for a job
- 2. What details must be included in the cover letter?**
 - a. Skills that will help you do the job well
 - b. Both personal and professional details
- 3. Roshan's cousin is friends with the hiring manager at Unlimited Inc. and gives him the contact details. What kind of cover letter will Roshan write?**
 - a. Referral cover letter
 - b. Envelope cover letter

Activity
Time!

What I learnt today:

Put a ✓ if you know this topic well.

1. A job application must be filled to provide correct and relevant information about your skills and work experience to the employer.
2. An email job application includes a cover letter in the body of the email.
3. A cover letter is a document sent with your resume.
4. Cover letter provides additional information about skills and experiences related to the job you are applying for.

