

LECTURE NOTES  
ON  
COMMUNICATIVE ENGLISH

PREPARED BY

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## Lecture Notes, Questions/Answers and Assignments

### STANDING UP FOR YOURSELF

Yevgeny Yevtushenko

#### Lecture Notes

##### Summary

The writer is a grown-up and he describes his childhood experiences. The narrator did not have a joyful childhood. After the divorce of his parents, his father started working in Kazakhstan and never asked the writer about his doings. His mother was a geologist and later resigned from her job and became a singer. The writer had no access to decent means of education as it clearly is depicted from the line "My education was left to the streets." And he spent his most time in the streets exposed to criminality and roughness of street kids. In this time, life has taught him to overcome his fear of being unaccompanied.

**Standing up for Yourself** portrays the weak and the powerful, on the streets of Russia. It shows the harassment, intimidation and violence, experienced by the weaker boys, at the hands of bullies. It subtly compares the bully, to the communist regime of Russia. The author describes how one needs to stand up against such atrocities.

##### Glossary

- ✓ Exult: Show great joy and excitement
- ✓ Triumphant: Victorious
- ✓ Drawl: To utter something slowly
- ✓ Vanquish: Defeat
- ✓ Miraculous: Surprising
- ✓ Impudence: Disrespect or rudeness
- ✓ Bewildered: Puzzled



### Questions and Answers

Q. Is the narrator a child or an adult?

Ans: The writer is an adult while he narrates his childhood experiences.

Q. Does the narrator have happy experiences in his childhood? Why/Why not?

Ans: The narrator did not have a happy childhood. After his parents divorced, he was left to fend for himself. He lived virtually in the streets, and his education was in tatters.

Q. What made Red look older than he really was?

Ans: Scars from daily fights and constant battle with the odds of streets had robbed him his childlike innocent look. He had big and broad shoulders which made him look so much older than his age of 16.

Q. What was the first thing the narrator did to overcome his fear of Red?

Ans: In order to overcome his fear of Red, the narrator wrote a poem about him.

### Language Activities

Make sentences with the following

- ✓ Menacingly: He is running towards me menacingly.
- ✓ Absorbed: He is absorbed in his study.
- ✓ Squeeze: Don't squeeze my hands.
- ✓ Flight: How will you plan your flight when you see a tiger?
- ✓ Poet: Madhab is a good poet.

### Playing With Words (Synonym/Antonym/Rhyming/Homophone/Homonym/)

1. Find a word which is similar in meaning to 'meeting'.      Ans: Session
2. Look for a word which means the opposite of 'respect'.      Ans: Impudence
3. Suggest an alternative title to the essay.      Ans: Beating Fears

4. Write a word which is pronounced exactly like 'no'

Ans: Know

5. Write the two meanings of Run (noun) and Run (verb).

Ans: Score and Movement

### Assignments

1. What was the relationship of the narrator with his father?
2. What were the two habits that remained with him all his life?
3. How did Red dress himself?
4. How did he rule the street?
5. How did the narrator attack Red?
6. How did Red suffer at the hands of the narrator?

Preparation and Presentation: Mr. M. C. Dash & Mrs. B. Panda



## Lecture Notes, Questions/Answers and Assignments

### **The Magic of Teamwork**

Sam Pitroda

#### **Lecture Notes**

##### **Summary**

Lack of teamwork and co-operation is one of the most serious problems affecting progress in all areas of India and wherever Indians work worldwide. The key problem in India is always implementation, not lack of policies. We have great policies and ideas about how to do things, but severely lacking teamwork. What makes matters even worse is our "crab" mentality another problem is our cultural background. We've had feudal and a hierarchical social system in which whoever is senior supposedly knows best. Until we understand how best to leverage this diversity of experience, we will not be able to create and fully utilize the right kind of teams.

Group work requires a thorough understanding of the strengths and weaknesses of individuals irrespective of their hierarchy. Because of our background, we often don't learn how to exercise and accept leadership- to lead and to follow - simultaneously. But in true teamwork, everyone needs to do both. Being a good team player implies respect for others, tolerance of different points of view and willingness to give. The ability to resolve conflicts without either egotism or sycophancy is a very important aspect of being a team player. For things to move forward, it's important to work on the agreed-upon aspects and not get bogged down in the areas of disagreement. Yet another snake that kills teamwork is people's political agendas or hidden agendas which can also be termed as split-level consciousness. To say and mean the same thing is a very critical part of a good work ethic.

Indians do not differentiate between criticizing an idea and criticizing an individual. Thus, it is perfectly acceptable for anyone to criticize the boss – but this concept is not a part of the Indian System. Self-esteem is a key prerequisite to such a system being successful. Another serious problem facing India is the dichotomy and difference in respectability between physical and mental workers, which seriously affects team performance.

Diversifying tasks increases workers' self-esteem and motivation and makes them team players. It must be realized that these individuals have lower self-esteem to begin with and therefore have to be pampered and encouraged a little more because they need it. This makes them feel better and work better.

Teamwork is key to corporate and national governance, and to get anything done. The fundamental issues are respect for others, openness, honesty, communication, willingness to disagree, resolution of conflict, and recognition that the larger goal of the team as a whole runs individual or personal agendas. A good worker should not be afraid of pressure and learn that that pressure is what turns a lump of coal into a diamond.

### Glossary

✓ Implementation:	Execution
✓ Dedicated:	Committed
✓ Leverage:	To use resources for benefits
✓ Delegate:	To give part of your work to your juniors
✓ Gravitate:	Get attracted towards somebody
✓ Egotism:	Arrogance
✓ Split-level Consciousness:	Dual Personality

### Questions and Answers

Q. What is crab mentality?

Ans: Crab Mentality refers to an attitude of Indians to pull their colleagues down if they try to climb higher and achieve more.

Q. Where does the root of the 'Crab Mentality' lie?

Ans: The root of 'Crab Mentality' lies in our hierarchical system and cultural background.

Q. How can right kind of team be created?

Ans: Right kind of teams can be created when diversity of experience of all workers involved will be fully utilized.



Q. Why is it difficult to build teams in India?

Ans: There are no good losers in India who are willing to play the second fiddle. This makes it difficult to build teams in India.

### Language Activities

Make sentences with the following.

- ✓ Fall apart: Indiscipline make a team fall apart.
- ✓ Ethnicity: What is your ethnicity?
- ✓ Conflicts: Conflicts destroy work ethics.
- ✓ Gravitate: Don't gravitate towards laziness.
- ✓ Simultaneously: He can sing and dance simultaneously.

### Playing With Words (Synonym/Antonym/Word Formation/Title)

- |   |                              |
|---|------------------------------|
| 1. Find a word which is similar in meaning to 'Flattery'. | Ans: Sycophancy              |
| 2. Look for a word which means the opposite of 'Scatter'. | Ans: Congregate              |
| 3. Suggest an alternative title to the essay.             | Ans: Good Work Culture       |
| 4. Write the full form of CEO.                            | Ans: Chief Executive Officer |
| 5. Write the two meanings of Run (noun) and Run (verb).   | Ans: Score and Movement      |

### Assignments

1. Does age matter for holding positions?
2. How should seniors treat employees with lower self-esteem?
3. What are the fundamental ideals in corporate environment?
4. What does a 'good work ethic' imply?
5. Who is a good team player?
6. Is total agreement on a conflicting issue possible? Why/Why not?

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## Lecture Notes, Questions/Answers and Assignments

### THE INCHCAPE ROCK

ROBERT SOUTHEY

No stir in the air, no stir in the sea,  
The ship was still as she could be,  
Her sails from heaven received no motion,  
Her keel was steady in the ocean.

Without either sign or sound of their shock  
The waves flow'd over the Inchcape Rock;  
So little they rose, so little they fell,  
They did not move the Inchcape Bell.

The Abbot of Aberbrothok  
Had placed that bell on the Inchcape Rock;  
On a buoy in the storm it floated and swung,  
And over the waves its warning rung.

When the Rock was hid by the surge's swell,  
The mariners heard the warning bell;  
And then they knew the perilous Rock,  
And blest the Abbot of Aberbrothok.

The Sun in heaven was shining gay,  
All things were joyful on that day;  
The sea-birds scream'd as they wheel'd round,  
And there was joyaunce in their sound.

The buoy of the Inchcape Bell was seen  
A darker speck on the ocean green;  
Sir Ralph the Rover walk'd his deck,  
And he fix'd his eye on the darker speck.

He felt the cheering power of spring,  
It made his whistle, it made him sing;  
His heart was mirthful to excess,  
But the Rover's mirth was wickedness.

His eye was on the Inchcape float;  
Quoth he, 'My men, put out the boat,  
And row me to the Inchcape Rock,  
And I'll plague the Abbot of Aberbrothok.'



The boat is lower'd, the boatmen row,  
And to the Inchcape Rock they go;  
Sir Ralph bent over from the boat,  
And he cut the Bell from the Inchcape float.

Down sunk the Bell with a gurgling sound,  
The bubbles rose and burst around;  
Quoth Sir Ralph, 'The next who comes to the Rock  
Won't bless the Abbot of Aberbrothok.'

Sir Ralph the Rover sailed away,  
He scoured the seas for many a day;  
And now grown rich with plunder'd store,  
He steers his course for Scotland's shore.

So thick a haze o'erspreads the sky  
They cannot see the Sun on high;  
The wind hath blown a gale all day,  
At evening it hath died away.

On the deck the Rover takes his stand,  
So dark it is they see no land.  
Quoth Sir Ralph, 'It will be lighter soon,  
For there is the dawn of the rising Moon.'

'Canst hear,' said one, 'the breakers roar?  
For methinks we should be near the shore.'  
'Now where we are I cannot tell,  
But I wish I could hear the Inchcape Bell.'

They hear no sound, the swell is strong;  
Though the wind hath fallen they drift along,  
Till the vessel strikes with a shivering shock,—  
'Oh Christ! It is the Inchcape Rock!'

Sit Ralph the Rover tore his hair,  
He curst himself in his despair;  
The waves rush in on every side,  
The ship is sinking beneath the tide.

But even in his dying fear  
One dreadful sound could the Rover hear,  
A sound as if with the Inchcape Bell,  
The Devil below was ringing his knell.

### Questions and Answers

Q. How does the poet describe the Inchcape Rock?

Ans: The poet describes the Inchcape Rock as a perilous and notorious rock off the east coast of Scotland a few inches of which is visible above the sea in normal weather.

Q. When did Ralph come across the Inchcape Bell?

Ans: Ralph came across the Inchcape Bell accidentally while scouring the sea near Scotland'.

Q. How did Ralph become Rich?

Ans: Ralph became rich by plundering ships and vessels in the sea.

Q. Why did Ralph curse himself?

Ans: Ralph cursed himself in despair as it he who had cut the Inchcape Bell from its float- the very evil act for which he would now pay with his life.

Q. When did the Inchcape Bell ring?

Ans: The Inchcape Bell rang when the buoy on which it was placed swung during high tide.

Q. Why did a mariner think that they were near the shore?

Ans: The mariner thought that they were near the shore because he actually heard the waves lapping at the Inchcape Rock which resembled the sound of the sea at the seashore.

### Language Activities

Make sentences with the following.

- ✓ Perilous: Niagara is a perilous water fall.
- ✓ Speck: The earth looks like a speck far away from the outer space.
- ✓ Mirth: Mirth and sorrow are two sides of the same coin.
- ✓ Cheer: I always cheer the Indian Cricket Team
- ✓ Breakers: It is so delightful to hear the sound of breakers at the seashore.
- ✓ Vessel: Titanic was a large vessel.



## Lecture Notes

### About the Poet

Robert Southey is an English Romantic poet, biographer and essay writer. He writes about mother Nature and her influence on the life of people.

### Summary

The Inchcape Rock is a perilous reef off the coast of Scotland. The rock is a few inches above the surface during low tide and is completely submerged during high tide. Many ships get frequently shipwrecked for this reason. The Abbot of Aberbrothok, a kind-hearted fellow places a big bell on a buoy and puts it on the Inchcape Rock. During storms, this buoy floats, swings and sends a warning signal to mariners. Sailors, therefore bless the Abbot for his kind act. But Sir Ralph, the Rover, a sea pirate, becomes jealous of the Abbot and one day cuts the buoy from the bell thinking that henceforth no one will bless the Abbot. However, Rover becomes a victim of his own wrong-doing. After getting very rich, Rover starts sailing towards the Inchcape Rock in a stormy weather on a bad day and his vessel crashes against the giant Inchcape Rock killing him and all his teammates. The poet decries the evildoing of Rover who pays with his life for his crime of removing the bell and his sin against humanity.

### Glossary

- ✓ Keel: The bottom part of a ship
- ✓ Buoy: Floating Object
- ✓ Mariner: Sailor
- ✓ Perilous: Dangerous
- ✓ Abbot: The head of a monastery or Abbey
- ✓ Quoth: Said
- ✓ Plague: Cause pain
- ✓ Plunder: Loot

- ✓ Steer: The car is steering towards us.
- ✓ Scour: Scour the library if you want to read good books.

**Playing With Words(Synonym/Antonym/Rhyming/Homophone/Homonym/)**

- |   |                      |
|---|----------------------|
| 1. Find a word which is similar in meaning to 'plague'. | Ans: Bless           |
| 2. Look for a word which means the opposite of 'haze'.  | Ans: Mist            |
| 3. Write a pair of words that rhyme.                    | Ans: Shock/Rock      |
| 4. Write a word which is pronounced exactly like 'boy'  | Ans: Buoy            |
| 5. Write the two meanings of Bow(noun) and Bow(verb).   | Ans: Bend and Weapon |

**Assignments**

1. Was the Inchcape Rock dangerous? Give your reasons.
2. What act of wickedness did Ralph do?
3. Why did he do the wicked act?
4. Explain the line: "The Devil below was ringing his knell."
5. Make sentences with 1. Dreadful 2. Knell
6. Write the synonyms of 1. Gale 2. Plunder

Preparation and Presentation: Mr. M. C. Dash & Mrs. B. Panda



## Lecture Notes, Questions/Answers and Assignments

### To My True Friend

Elizabeth Pinard

The day I met you  
I found a friend -  
And a friendship that  
I pray will never end.

Your smile - so sweet  
And so bright -  
Kept me going  
When day was as dark as night.

You never ever judged me,  
You understood my sorrow.  
Then you told me it needn't be that way  
And gave me the hope of a better tomorrow.

You were always there for me,  
I knew I could count on you.  
You gave me advice and encouragement  
Whenever I didn't know what to do.

You helped me learn to love myself  
You made life seem so good.  
You said I can do anything I put my mind to  
And suddenly I knew I could.

There were times when we didn't see eye to eye  
And there were days when both of us cried.  
But even so we made it through:  
Our friendship hasn't yet died.

Circumstances have pulled us apart,  
We are separated by many miles.  
Truly, the only thing that keeps me going  
Is my treasured memory of your smile.

This friendship we share  
Is so precious to me,  
I hope it grows and flourishes  
And lasts unto infinity.

You are so extra-special to me  
And so this to you I really must tell;  
You are my one true friend,  
My Guardian Angel.

Our friendship is one-in-a-million  
So let's hold on to it and each other.  
We cannot let this chance of pure bliss fly away  
For there will never be another.

I love you.  
I will always love you.

## Lecture Notes

### Summary

The poem **To My True Friend** is written by Elizabeth Pinard. The poet has written the poem about her best friend. She describes her friend as a true friend who kept her going when things did not look too bright; who always encouraged and supported her when she felt low; and who made the poet learn to love herself. Though they are separated by thousands of miles, their friendship remains the same.

### Glossary

- |             |                           |
|-------------|---------------------------|
| ✓ Flourish: | The bottom part of a ship |
| ✓ Count on: | Depend                    |



- ✓ Infinity: Indefinite period
- ✓ Circumstances: Situations
- ✓ Guardian Angel: Someone who protects and guides
- ✓ One-in-a-million: Extremely rare
- ✓ I love you: A timeless expression for intense personal affection

#### Questions and Answers

Q. What does the poet pray for?

Ans: The poet prays for a never-ending relationship with her friend because she found a true friend in him.

Q. How did the friend reassure her?

Ans: The friend reassured her with his smile which kept the poet going when she was passing through a difficult time.

Q. How did the friend inspire self-confidence in the poet?

Ans: The friend inspired self-confidence in the poet by helping her to love herself and teaching her that she could do anything she put her mind to.

Q. How does the poet value her friendship?

Ans: The poet values her friendship as very precious and hopes that it grows and flourishes till eternity.

#### Language Activities

Make sentences with the following.

- ✓ One-in-a-million: Mohan is my one-in-a-million friend.
- ✓ Bliss: One finds the bliss of solitude in nature.
- ✓ Judge: Never judge others.
- ✓ Bright: Your future looks very bright.
- ✓ Treasured: Good feelings must be treasured.

**Playing With Words (Synonym/Antonym/Rhyming/Homophone/Homonym/)**

1. Find a word which is similar in meaning to 'companion'.      Ans: Friend
2. Look for a word which means the opposite of 'despair'.      Ans: Hope
3. Write a pair of words from the poem that rhyme.      Ans: Mile/Smile
4. Write a word which is pronounced exactly like 'sow'      Ans: So
5. Write the two meanings of Hold (noun) and Hold (verb).      Ans: Control and Carry

**Assignments**

1. How did the friend encourage the poet?
2. Why did the poet trust her friend?
3. How does the poet cherish the memory of her friend?
4. Why does she call her friend extra-special?
5. What is the poet's final wish?
6. Make sentences with 1. Guardian Angel 2. Precious
7. Write the antonyms of 1. Love 2. Grow

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## Skimming

### Three Types of Skimming:

1. Pre-read skimming refers to preparing to read.
2. Skim reading refers to situations in which skimming is the only coverage you plan to give the material.
3. Review skimming assumes you have already read the material and are going back over it as a means of study and review.

### How Do I Use Skimming?

1. Read the title. If it is an article, check the author, publication date, and source.
2. Read the introduction. If it is very long, read only the first paragraph completely. Then, read only the first sentence of every paragraph. That sentence will usually be the main idea of that paragraph.
3. Read any headings and sub-headings. The headings, when taken together, form an outline of the main topics covered in the material.
4. Notice any pictures, charts, or graphs; they are usually included to emphasize important dates or concepts.
5. If you do not get enough information from the headings, or if you are working with material that does not have headings, read the first sentence of each paragraph.
6. Glance at the remainder of the paragraph.
  - a. Notice any italicized or boldface words or phrases. These are key terms.
  - b. Look for lists of ideas within the text of the material. The author may use numerals, such as (1), (2), (3) in the list, or signal words such as first, second, one major cause, another cause, etc.
7. Read the summary or last paragraph.

## Scanning

### What is Scanning?

Scanning is a method of selective reading, when searching for a particular fact or answer to a question. Scanning can best be described as a looking rather than a reading process.

### How Do I Use Scanning?

1. State in your mind specifically the information for which you are looking. Phrase it in question form, if possible.
2. Try to anticipate how the answer will appear and what clues you might use to help you locate the answer.
3. Determine the organization of the material; it is your most important clue to where to begin looking for information. Especially when looking up information contained in charts and tables, the organization of the information is crucial to rapid scanning.
4. Use headings and any other aids that will help you identify which sections might contain the information for which you are looking.
5. Selectively read and skip through likely sections of the passage, keeping in mind the specific question you formed and your expectations of how the answer might appear. Move your eyes down the page in a systematic way.
6. When you have found the needed information, carefully read the sentences in which it appears in order to confirm that you have located the correct information.



## LECTURE NOTES

Course Code : CE (Th-1)

### TITLE OF LECTURE

"ARTICLES" (GRAMMAR)

Purpose :- 1) To make learners understand the importance of using articles in speech and writing.

2) To help learners use the rules of articles in their day-to-day lives

Bridge-in : → 1. Is the sentence, "Caw is a useful animal" a correct one? Why? Why not?

2. If the sentence is incorrect, how can we correct it?

### Teaching / Learning Activities

1. Meaning of Articles: Any small thing can be called an 'article'.

2. Types :- (i) Indefinite (a/an) and (ii) Definite (the). Indefinite means 'uncertain' and definite means 'specific'.

3. Use of Indefinite article :- (i) as subject complement (ii) in rate, ratio, distance etc. (iii) before names of strangers (iv) in the meaning of 'one'. (v) in the meaning of 'every'.

4. Omission of a/an :- (i) Before names of means used in a general sense  
(ii) Before names of games  
(iii) Before proper nouns

### Closure

1) What are articles? 2) How important are they in communication?

3) List the rules governing the use of indefinite article.

### Materials

1) Prescribed textbook

2) Downloaded content from the internet

### Learning Outcomes

1. Learners can remember to apply rules of indefinite article in sentences of their own.

2. Learners can remember the uses of indefinite article.

### Assessment

1. Write a paragraph and show how the indefinite article has been used in it.



## LECTURE NOTES

COURSE CODE:- CE (Th-1)

### TITLE OF LECTURE

- NOTICE -

Purpose :- (i) To make learners aware of the needs of written communication. (ii) To make learners learn the art of drafting notice for official communication.

Bridge-in :- 1) What is the last thing you wrote? What was it?  
2) What do you generally see in a Notice Board?

### Teaching/Learning Activities

1. What is a Notice? A formal piece of writing intended to convey specific information to a small group.
2. Features of a Notice  
(i) Informative (ii) Specificity (iii) Clarity (iv) Brevity (v) correctness
3. Elements of a Good Notice :- (i) Who is giving information? (ii) What information (iii) Date, time, venue of the event (iv) purpose (v) Eligibility (vi) Mode of application (vii) Contact details.
4. Format : 1. Name of the Institute 2. Ref. No 3. Date 4. Body. 5. Signature

### Closure

1. What is the usefulness of a notice?
2. What purpose does a notice serve in formal communication?

### Materials

1. Prescribed Textbooks
2. Handouts and downloaded materials.

### Learning Outcomes

1. Students can draft notices for different types of communicative requirements
2. There is an increase in the confidence of learners while they make use of their writing skills

### Assessment

1. You are Mohit, The Cultural Secretary of your college. Draft a notice informing students of your college of an inter. college Debate Competition.



TITLE OF THE LECTURE : - COMMUNICATION

PURPOSE - (1) To make students understand the meaning and purpose of communication (2) To make them communicate effectively in different situations.

BRIDGE-IN - (1) Do you talk everyday? Why? (2) What is your idea about human speech or interactions.

TEACHING/LEARNING ACTIVITIES

- (1) Definition of communication.
- (2) Meaning and purpose.
- (3) Elements of communication - (i) Sender, (ii) Receiver, (iii) Medium (iv) Message (v) Context (vi) Noise (vii) Feedback
- (4) Types of communication - (i) Formal (ii) Informal
  - (i) Formal com<sup>n</sup> - (a) upward, (b) downward, (c) Horizontal
  - (ii) Informal com<sup>n</sup> - Grapevine com<sup>n</sup>, Tea-time gossip.
- (5) Categories - (i) Verbal (oral/written) communication.
  - (ii) Non-verbal communication.

CLOSURE - (1) Why do you communicate? (2) What did you learn today?

MATERIALS - (1) Prescribed Textbooks  
(2) Downloaded Materials.

LEARNING OUTCOMES - (1) Students can understand the meaning and purpose of communication. (2) They can describe what they have learned. (3) They can use the lessons they have learned in their real life. (4) They understand that com<sup>n</sup> is relevant.

ASSESSMENT

- (1) Give five definitions of communication?
- (2) Write your opinion on your own communicative abilities.



# LECTURE NOTES

## COURSE CODE - CE (Theory-1)

### TITLE OF THE LECTURE: - Non-Verbal Communication

PURPOSE (1) To make students understand that com<sup>n</sup> is possible without words.

(2) To make learners learn the subtle importance of non-verbal clues in verbal com<sup>n</sup>.

BRIDGE-IN (1) Have you ever communicated without using words? (2) If so when and how?

(3) Which of these communicate more! - words or non-verbal clues.

### TEACHING/LEARNING ACTIVITIES

(1) Meaning and definition.

(2) Types - (i) Kinetics (postures, gestures, eye contact etc)

(ii) Proxemics (Spatial Language)

(a) private space

(b) personal space

(c) public space

(3) Language of signs and symbols.

### CLOSURE

(1) Summarize the important points learned today.

(2) Can you make your com<sup>n</sup> more effective now? If so, how?

### MATERIALS

(1) Prescribed Textbooks.

(2) Diary notes.

### LEARNING OUTCOMES

(1) Students can now make appropriate use of non-verbal clues in verbal com<sup>n</sup>.

(2) They can suggest the use of different non-verbal signs and symbols for specific com<sup>n</sup> need.

### ASSESSMENT

(i) Write brief notes on (i) posture, (ii) gestures, (iii) personal space, (iv) colours.



# LECTURE NOTES

## COURSE CODE - CE (THEORY-1)

### TITLE OF THE LECTURE : - BARRIERS TO COMMUNICATION

PURPOSE - (1) To make students aware about problems that make com<sup>n</sup> ineffective.

(2) To teach them how to overcome these problems.

BRIDGE - IN (1) Have you faced any problem while speaking to anybody? (2) List any five points.

### TEACHING / LEARNING ACTIVITIES

(1) Meaning of Barriers.

(2) Types - (i) Environmental Barrier.

(ii) Semantic Barrier.

(iii) Syntactic Barrier.

(iv) Organizational Barrier.

(v) Cultural Barrier.

(vi) Psychological Barrier.

(vii) Individual Barrier.

(3) Overcoming Barriers to com<sup>n</sup> -

CLOSURE - (1) Sum up the different barriers to communication.

(2) What are the ways to improve com<sup>n</sup>.

### MATERIALS

(1) Prescribed Textbooks

(ii) Handouts.

### LEARNING OUTCOMES

(i) Students can understand the nature of problems in their com<sup>n</sup>.

(ii) They can now communicate more effectively.

ASSESSMENT - (i) Which barrier according to you, is the most difficult to overcome? Explain!