

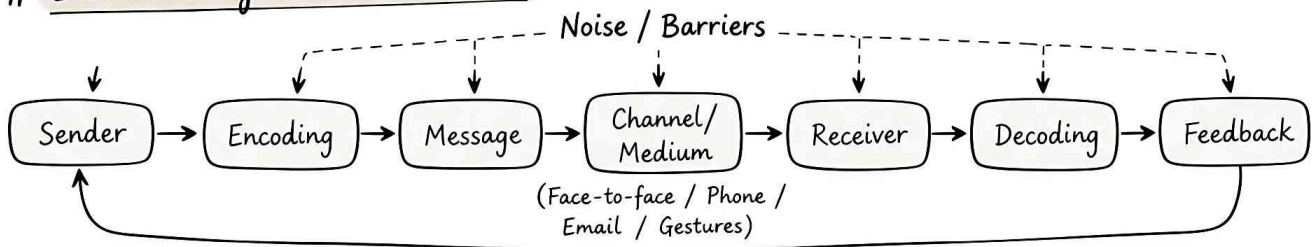
Communication Skill

Communication Process

The Magic of Effective Communication; Building Self-Esteem and Overcoming Fears

Definition: Communication is a two-way process of exchanging ideas, information, feelings and meaning to achieve common understanding.

Elements of Communication



- **Sender** - initiates communication.
- **Encoding** - converts thoughts into words/symbols/gestures.
- **Message** - content being communicated.
- **Channel** - medium/path.
- **Receiver** - person who receives.
- **Decoding** - interprets the message.
- **Feedback** - receiver response showing how the message was understood.
- **Noise** - interference that distorts or obstructs communication.

The Magic of Effective Communication

- **Clarity** - be clear and specific.
- **Active listening** - give full attention.
- **Empathy** - understand others' feelings.
- **Concise and organized message** - avoid confusion.
- **Suitable channel** - choose the right medium.
- **Appropriate verbal and non-verbal cues** - tone, body language, facial expressions.
- **Feedback** - check for understanding.
- **Respect** - value others' opinions.

Example: Teacher explains a concept → student responds/questions → teacher adjusts explanation.

Building Self-Esteem

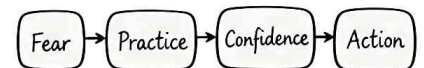
Definition: Self-esteem = a person's sense of self-worth and value.



- Recognize strengths.
- Use realistic positive self-talk.
- Set achievable goals.
- Learn from mistakes.
- Accept constructive feedback.
- Avoid unhealthy comparison.

Overcoming Fears

- Identify the fear.
- Prepare and practise.
- Use gradual exposure.
- Positive self-talk.
- Breathing/relaxation.
- Focus on the message rather than perfection.
- Learn from experience.



★ Important for Exam

- ★ Communication is two-way.
- ★ Feedback completes the loop.
- ★ Noise can distort meaning.
- ★ Self-esteem and confidence support effective expression.

Quick Revision

S - E - M - C - R - D - F + N
= Sender, Encoding, Message, Channel, Receiver, Decoding, Feedback + Noise.

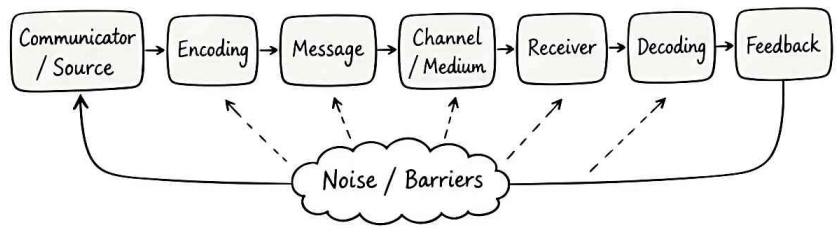
Communication Process

Concept, Nature and Significance

Concept / Definition

Communication is the process of exchanging information, ideas, signals or messages through shared symbols / signs / behaviour to create or share meaning. It is dynamic, continuous, interactive (two-way) and context-dependent.

The Communication Process (Core)



Noise / Interference - anything that interferes with the transmission or reception of the message.

Encoding - converts an idea into words/symbols/gestures.

Decoding - interprets the received message.

Feedback - receiver's response that helps check understanding.

Noise - anything that interferes with the process.

Nature / Characteristics

- Two-way and interactive - involves both sender and receiver.
- Continuous / dynamic - never ends, keeps going.
- Purposeful - has a goal or objective.
- Involves verbal and non-verbal symbols - words, tone, gestures, facial expressions etc.
- Context-sensitive - meaning changes with context.
- Requires common/shared meaning - based on shared understanding.
- Can be affected by interference - physical, psychological and cultural barriers.

Significance

- Sharing information - keeps everyone informed.
- Developing mutual understanding - reduces confusion.
- Coordination - helps in organized action.
- Decision-making - provides necessary inputs.
- Relationship building - strengthens bonds.
- Expressing emotions - helps in emotional well-being.
- Reducing misunderstanding - ensures clarity.
- Supports academic/professional effectiveness - improves performance and productivity.

Example:

A teacher explains a concept in the class (communicator) using words and examples (encoding) through a lecture (channel). The student receives the message (receiver), understands it (decoding) and asks a question or gives a response (feedback). If there is noise (e.g., distraction or unclear explanation), the understanding may be incomplete.

★ Important for Exam

- Communication is a two-way process.
- It is dynamic, continuous and interactive.
- It uses verbal and non-verbal symbols.
- Noise / barriers can affect the process.
- It is essential for personal and professional success.

Quick Revision

C → E → M → C (channel) → R → D → F
= Communicator → Encoding → Message → Channel → Receiver → Decoding → Feedback (with Noise)

Meaning, Types and Models of Communication

Meaning of Communication

Definition: Communication is the process of exchanging ideas, information, feelings and meaning between two or more people through a common system of signs, symbols or behaviour.

Key Points

- Involves a sender and a receiver.
- Uses verbal and non-verbal symbols.
- Requires a common understanding.
- Aims to create shared meaning.

Types of Communication

1. Verbal Communication

- Uses words, spoken or written.
- Example: conversation, email, report.

2. Non-Verbal Communication

- Uses body language, facial expressions, gestures, tone, etc.
- Example: smile, eye contact, posture.

3. Visual Communication

- Uses visual aids like charts, graphs, images.
- Example: presentation, infographic, sign.

4. Audio Communication

- Uses sound or voice.
- Example: phone call, radio, music.

5. Written Communication

- Uses written text for clear and permanent message.
- Example: letter, notice, SMS, email.

★ Important for Exam

- Communication can be verbal or non-verbal.
- It can be formal or informal.
- Effective communication leads to better understanding and stronger relationships.

Models of Communication

1. Linear Model (one-way)

- Message flows in one direction from sender to receiver.
- No feedback.
- Simple and easy to understand.
- Example: a speech, announcement.

2. Interactive Model (two-way)

- Message flows in both directions.
- Includes feedback from receiver.
- Allows for adjustment and clarification.
- Example: conversation, discussion.

3. Transactional Model

- Sender and receiver communicate simultaneously.
- Both are senders and receivers.
- Context and environment play an important role.
- Example: real-life conversation.

Diagram: Models of Communication

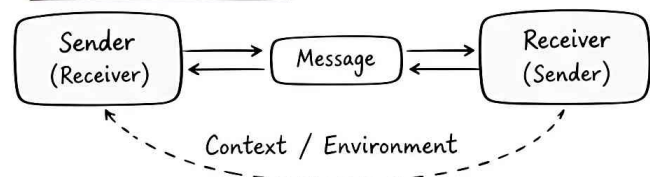
1. Linear Model



2. Interactive Model



3. Transactional Model



Comparison Table

Aspect	Linear Model	Interactive Model	Transactional Model
Flow of message	One way	Two way	Simultaneous
Feedback	No	Yes	Yes
Role	Sender → Receiver	Both are sender and receiver	Both are sender and receiver
Focus	Message only	Message + Feedback	Message + Context + Environment

★ Quick Revision

Meaning → Exchange of ideas and meaning.

Types → Verbal, Non-verbal, Visual, Audio, Written.

Models → Linear, Interactive, Transactional.

Verbal Communication

Definition

Verbal communication is the exchange of information, ideas, thoughts and feelings through spoken or written words.

Key Elements

- **Speaker** - conveys the message.
- **Message** - information or idea.
- **Channel** - spoken or written language.
- **Receiver** - understands the message.
- **Feedback** - response from the receiver.

Types of Verbal Communication

1. Oral Communication

- Face-to-face conversation, telephone, meeting, presentation.
- Allows immediate feedback.
- Builds better understanding.

Example: discussion, interview, phone call.

2. Written Communication

- Emails, letters, reports, notes, messages.
- Provides a permanent record.
- Useful for complex information.

Example: email, report, notice.

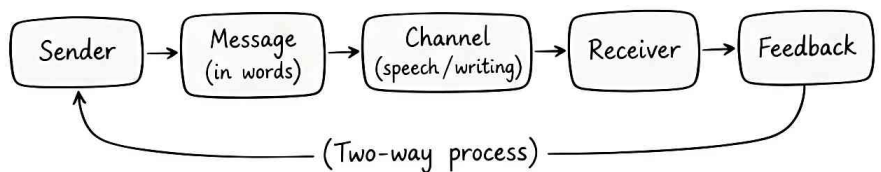
★ Important for Exam

- Verbal communication is more personal and flexible.
- Written communication is more formal and permanent.
- Always use simple and clear language.

Characteristics

- Uses words and language.
- Can be formal or informal.
- Needs proper tone and clarity.
- Enables two-way communication.
- Depends on listening skills.

Process of Verbal Communication



Advantages

- Easy and quick.
- Builds strong relationships.
- Allows immediate feedback.
- Clarifies doubts.

Disadvantages

- Misunderstanding is possible.
- Can be affected by emotions.
- No permanent record (in oral).
- May lead to conflict if not clear.

Tips for Effective Verbal Communication

- Be clear and concise.
- Use simple language.
- Maintain a positive tone.
- Listen actively.
- Avoid ambiguous words.

Oral vs Written Communication

Basis	Oral Communication	Written Communication
Form	Spoken words	Written words
Permanence	Temporary	Permanent
Speed	Faster	Slower
Feedback	Immediate	Delayed
Use	Informal & personal	Formal & official

Example

Oral

- Team meeting
- Phone call
- Classroom lecture

Written

- Email
- Official letter
- Report

★ Important for Exam

- Clear communication reduces conflict.
- Choice of words, tone and body language matters.
- Verbal communication plays a key role in professional and personal life.

Quick Revision

Speak → Listen → Understand → Respond
(Effective Verbal Communication)

Non-Verbal Communication

Meaning / Definition

Non-verbal communication is the process of conveying information without words through facial expressions, gaze, gestures, posture, interpersonal distance, touch, appearance and vocal qualities such as tone.

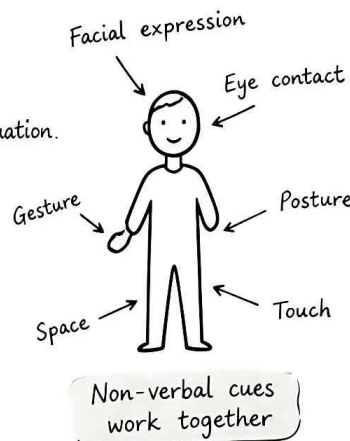
- Some non-verbal behaviours may be culturally dependent and can be intentional or unintentional.

Functions

- Complementing** - supports and reinforces words.
- Regulating** - manages interaction and turn-taking.
- Expressing** - shows emotions and feelings.
- Substituting** - can replace words.
- Emphasizing** - highlights important messages.
- Showing** - reveals attitudes and relationships.

Characteristics

- Continuous** - happens all the time.
- Context-sensitive** - meaning changes with situation.
- Culture-sensitive** - varies across cultures.
- Can be conscious or unconscious.
- Often works with verbal messages.
- Meaning depends on a cluster / context, not just one isolated cue.



Importance

- Builds rapport and trust.
- Supports understanding and reduces confusion.
- Improves presentations and interviews.
- Conveys emotion and attitude.
- Helps in smooth interpersonal interaction.

Cultural Note



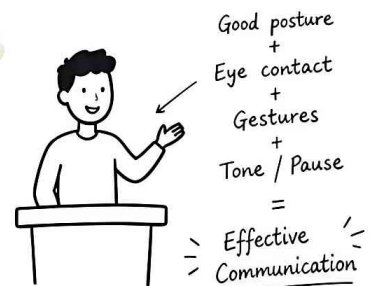
Gestures, eye contact, touch and personal space can have different meanings across cultures.

- Avoid assuming one cue has a universal meaning.

Example

A student giving a presentation:

- Upright posture
- Appropriate eye contact
- Natural gestures
- Suitable tone / pause



★ Important for Exam

- ★ Non-verbal communication can be intentional or unintentional.
- ★ It varies across cultures.
- ★ It works with verbal messages, not alone.
- ★ Key forms: kinesics, oculusics, proxemics, haptics, vocalics, appearance, chronemics, silence.

Major Forms

1. Kinesics

- Facial expressions
- Gestures
- Posture / body movement



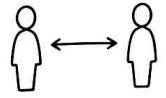
2. Oculics

- Eye contact
- Gaze



3. Proxemics

- Interpersonal space / distance



4. Haptics

- Touch



5. Vocalics / Paralanguage

- Tone
- Pitch
- Rate
- Pauses
- Volume



6. Appearance & Artifacts

- Dress
- Grooming
- Objects



7. Chronemics

- Use of time

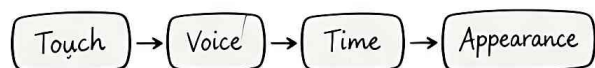
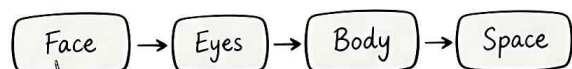


8. Silence

- Meaningful absence of speech



Quick Revision



All cues together create the complete message

Linguistic and Non-Linguistic Barriers to Communication and Reasons Behind Communication Gap/Miscommunication

Linguistic Barriers to Communication

Meaning

Linguistic barriers arise due to the use of language itself. They occur when the sender and receiver do not share the same language, words or understanding of language.

Types

- **Language difference** - different mother tongues or foreign language.
- **Vocabulary limitations** - lack of word knowledge.
- **Ambiguity** - words with multiple meanings.
- **Jargon** - technical or specialized language.
- **Poor grammar** - leads to unclear meaning.
- **Accent / pronunciation** - difficulty in understanding.

★ Important for Exam

- Language difference is a major linguistic barrier.
- Jargon is common in professional communication.
- Poor grammar can change the intended meaning.

Non-Linguistic Barriers to Communication

Meaning

Non-linguistic barriers are the obstacles that arise from factors other than language. These barriers affect the way the message is received and understood, even when the language is correct.

Types

- **Body language** - facial expressions, gestures, posture.
- **Paralinguistic factors** - tone, pitch, volume, speed.
- **Physical factors** - noise, poor environment, distance.
- **Psychological factors** - emotions, stress, attitude.
- **Cultural differences** - values, beliefs, customs.
- **Visual barriers** - poor visuals, unclear symbols.

Quick Revision

Linguistic Barriers	Non-Linguistic Barriers
• Language difference • Vocabulary • Ambiguity • Jargon • Grammar • Accent	• Body language • Tone / pitch • Environment • Emotions • Culture • Visuals

Reasons Behind Communication Gap/Miscommunication

1. Differences in Language and Words

- Different vocabulary and expressions.
- Use of technical or complex terms.
- Ambiguous or unclear words.

2. Psychological Factors

- Emotional state (anger, stress, anxiety).
- Prejudices and personal biases.
- Lack of attention or interest.

3. Cultural and Social Differences

- Different beliefs, values and customs.
- Cultural norms and taboos.
- Social status and power differences.

4. Environmental Factors

- Noise and distractions.
- Poor physical setting (distance, lighting, etc.).
- Interruptions during communication.

5. Perceptual Differences

- Different experiences and background.
- Assumptions about the other person.
- Selective perception (not listening completely).

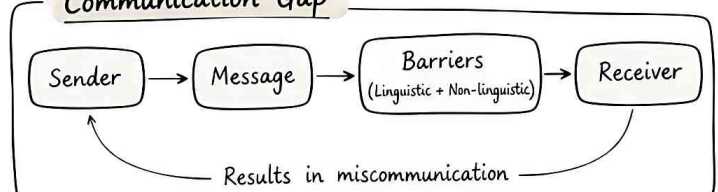
6. Lack of Communication Skills

- Inability to express thoughts clearly.
- Poor listening skills.
- Inadequate feedback.

★ Key Takeaway

- Communication gap is not always due to language alone. It is often a result of a combination of linguistic, non-linguistic, psychological, cultural and environmental factors.

Communication Gap



Basic Communication Skills:

Listening and Speaking

Listening

Meaning

Listening is the active process of receiving, understanding and interpreting the message being communicated, through verbal and non-verbal cues.

Types of Listening

- **Active Listening** - gives full attention and shows interest.
- **Passive Listening** - hears without giving active response.
- **Empathic Listening** - understands feelings and emotions.
- **Critical Listening** - analyses and evaluates the message.



Importance of Listening

- Builds better relationships.
- Reduces misunderstandings.
- Helps in decision-making.
- Shows respect and trust.

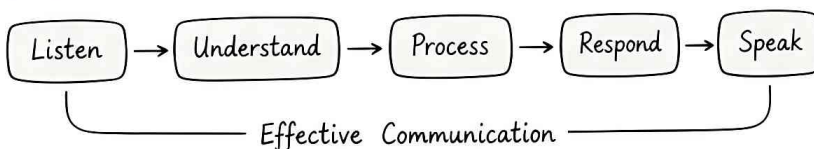
Tips for Effective Listening

- Give full attention.
- Avoid interruptions.
- Show positive body language.
- Take notes (if needed).
- Do not judge immediately.

★ Key Differences

Listening	Speaking
Receiving the message	Expressing the message
Passive process	Active process
Uses ears and mind	Uses voice and body language
Builds understanding	Builds expression
Helps in learning	Helps in influencing

★ Quick Revision



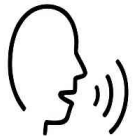
Speaking

Meaning

Speaking is the process of expressing thoughts, ideas, feelings and information, using verbal and non-verbal means.

Types of Speaking

- **Informative** - gives facts and information.
- **Persuasive** - influences or convinces.
- **Expressive** - shows feelings and emotions.
- **Social** - builds and maintains relationships.



Importance of Speaking

- Helps in sharing ideas and thoughts.
- Builds confidence and self-esteem.
- Improves relationships.
- Creates opportunities in personal and professional life.

Tips for Effective Speaking

- Be clear and concise.
- Use simple and correct language.
- Maintain eye contact.
- Control tone and volume.
- Be confident and positive.



Common Barriers

- Distractions (noise, phone, etc.).
- Emotional disturbances (stress, anger).
- Lack of interest.
- Poor language skills.
- Fear or lack of confidence.



★ Remember

"Good listeners become good speakers, and good speakers become great leaders."

Reading and Writing Skills

Reading Skills

Meaning

Reading is the process of understanding written symbols and extracting meaning from a text.



Types of Reading

- **Intensive Reading** - deep understanding (e.g., study, exam).
- **Extensive Reading** - for general idea (e.g., newspapers, magazines).
- **Skimming** - quickly getting main idea.
- **Scanning** - finding specific information.

Importance of Reading

- Improves vocabulary and language skills.
- Enhances concentration and memory.
- Broadens knowledge and perspective.
- Builds critical thinking.

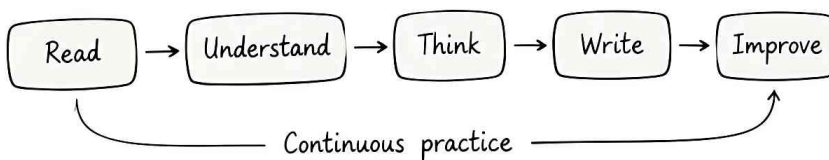
Tips for Effective Reading

- Read purposefully.
- Focus on key ideas.
- Use context to understand new words.
- Take notes and summarize.
- Practice regularly.

★ Key Differences

Reading	Writing
Receives information	Expresses information
Passive skill	Active skill
Focus on understanding	Focus on expression
Uses eyes	Uses mind and hands
Builds knowledge	Creates knowledge

★ Quick Revision



Writing Skills

Meaning

Writing is the process of expressing thoughts, ideas and information in written form using appropriate language and structure.



Types of Writing

- **Descriptive Writing** - describes a person, place, event or object.
- **Narrative Writing** - tells a story or an experience.
- **Expository Writing** - explains or informs.
- **Persuasive Writing** - convinces or influences.
- **Creative Writing** - shows imagination and originality.

Importance of Writing

- Helps in clear and organized expression.
- Improves communication and understanding.
- Useful for academic and professional success.
- Builds confidence and self-discipline.

Tips for Effective Writing

- Plan before you write.
- Keep your message clear and simple.
- Use correct grammar and vocabulary.
- Maintain proper structure and flow.
- Revise and edit your work.

★ Common Barriers

- Lack of vocabulary.
- Poor comprehension.
- Lack of practice.
- Distractions.
- Fear of making mistakes.



Better reading
leads to
better writing.

★ Remember

"Good reading
builds your mind,
and good writing
builds your future."

Précis Writing / Abstracting / Summarizing

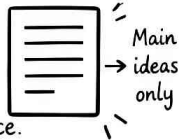
Précis Writing

Meaning

A précis is a shortened version of a passage that retains the main ideas, meaning and logical sequence in a clear and concise form.

Key Features

- Brief and concise.
- Keeps the main ideas (not details).
- Maintains the original tone and sequence.
- Written in one's own words.



Steps

1. Read the passage carefully.
2. Identify the main idea and supporting points.
3. Omit examples, illustrations and repetitions.
4. Draft the précis in your own words.
5. Revise for clarity and conciseness.

Important Tips

- Use simple and clear language.
- Do not add your own ideas.
- Keep the same order of ideas as the original.
- Avoid using complex words.
- Make it 1/3 to 1/4 of the original length.

Abstracting

Meaning

An abstract is a condensed form of a passage that presents the essential ideas, usually in a more general and simplified manner than a précis.

Key Features

- Focuses on the central idea.
- More general and brief than a précis.
- Written in own words (not a direct summary).
- Often used in research and academic writing.



Steps

1. Read and understand the passage.
2. Identify the main theme and key points.
3. Rewrite in a general and simplified form.
4. Avoid details, examples and figures.
5. Check for coherence and clarity.

Important Tips

- Keep it shorter than a précis.
- Use your own words.
- Avoid personal opinions.
- Make it clear, accurate and focused.

Summarizing

Meaning

A summary is a brief statement of the main points of a passage, written in your own words, without adding your own ideas or opinions.

Key Features

- Covers the main points only.
- Short and to the point.
- Written in one's own words.
- Does not include examples or details.
- Maintains the logical order of ideas.

Steps

1. Read the passage thoroughly.
2. Identify the key points and main ideas.
3. Write the summary in a few sentences.
4. Ensure it is concise and clear.
5. Review for accuracy and coherence.

Important Tips

- Use simple language.
- Avoid adding personal views.
- Keep it brief but complete.
- Maintain the original meaning.



Comparison

Aspect	Précis	Abstract	Summary
Length	Shortest	Short	Moderate
Focus	Main ideas + order	Central idea (general)	Key points
Details	No details	Very little	No details
Language	Own words	Own words (general)	Own words
Use	Academic, exams	Research, academic	General use, study

Example

Original Passage (short)

The library is a place where people can access books, gain knowledge, and develop their minds. It serves as a valuable resource for students, researchers and the general public.

Précis

The library provides books and knowledge, serving students, researchers and the public.

Abstract

The library is a key resource for learning and research, benefiting students and the public.

Summary

The library helps people access books and build knowledge, supporting students, researchers and the community.

Style of Technical Communication

Meaning

The style of technical communication refers to the specific way in which information is presented in technical contexts. It involves using clear, concise, accurate and objective language to convey complex information effectively to a specific audience.



Key Features

- **Clarity** - easy to understand, no ambiguity.
- **Conciseness** - avoid unnecessary words.
- **Accuracy** - correct and reliable information.
- **Objectivity** - based on facts, not opinions.
- **Logical organization** - well-structured and systematic.
- **Professional tone** - formal and neutral.
- **Audience focus** - tailored to the needs of the reader.

Why it is Important

- Helps in clear understanding of complex ideas.
- Reduces errors and misunderstandings.
- Builds credibility and professionalism.
- Saves time and effort.
- Supports effective decision-making.



Clear
Communication
Builds
Better Results

Comparison: Good vs Poor Style

Aspect	Good Style	Poor Style
Language	Simple, clear, precise	Complex, vague, wordy
Sentence length	Short and direct	Long and complicated
Tone	Formal, neutral	Casual or emotional
Vocabulary	Standard technical terms	Jargon, slang, or unnecessary words
Structure	Logical and organized	Confusing and untidy
Audience focus	Specific and relevant	General or unclear

Tips for Effective Technical Communication

- Know your audience (technical or non-technical).
- Use simple and clear language.
- Organize information logically.
- Use visuals where needed (charts, diagrams, tables).
- Always proofread for errors.
- Keep the purpose of communication in mind.



Right message
to the right person
in the right way

Styles Used in Technical Communication

1. **Formal Style** - used in official documents, reports, proposals, manuals.
2. **Informative Style** - provides facts, data and explanations (common in technical writing).
3. **Instructional Style** - gives step-by-step instructions (used in user manuals, guides).
4. **Persuasive Style** - used to convince (e.g., proposals, recommendations).
5. **Descriptive Style** - explains features, functions or processes.



Right style
for the
right audience

Elements of Good Style

- Simple language and short sentences.
- Active voice (when possible).
- Proper use of technical terms.
- Logical flow and coherence.
- Use of headings, bullet points and visuals.
- Avoidance of jargon and complex words.

Common Pitfalls to Avoid

- Overly complex or technical language.
- Ambiguous or vague expressions.
- Long, complicated sentences.
- Use of informal or slang words.
- Incorrect grammar and spelling.
- Lack of proper structure.



Avoid
confusion,
choose clarity

Example

Poor style:

"The system has been implemented in order to facilitate the users with enhanced functionality and improved performance which is expected to yield better results in the near future."



Improved (good) style:

"The system is now live. It gives users better features and improved performance, which will help achieve better results soon."

Less words,
more impact

In Short

"The right style
turns complex information
into clear understanding."

Curriculum Vitae / Resume Writing

Meaning

A Curriculum Vitae (CV) or Resume is a brief, focused document that presents your personal details, education, skills, work experience and achievements to help you get an interview or a job.



Purpose

- Introduces you to the employer.
- Highlights your qualifications and skills.
- Shows your suitability for the job.
- Helps you stand out from other candidates.

Types

1. **Chronological Resume** - in reverse order of time (most common).
2. **Functional Resume** - focuses on skills and achievements (not time).
3. **Combination Resume** - combines both skills and experience.

Do's and Don'ts

✓ Do's	✗ Don'ts
• Be honest and truthful. • Use a clean and professional format. • Include relevant information only. • Use action words (e.g., developed, managed, led). • Proofread before sending.	• Don't include personal details like age, marital status, religion (unless required). • Don't use casual language or too much colour. • Don't exaggerate your skills or experience. • Don't make it too long (1 page is ideal). • Don't include irrelevant information.

Writing a Good Resume - Step by Step

- ① Gather all relevant information (education, experience, skills, achievements).
- ② Choose a suitable format (chronological, functional or combination).
- ③ Write a clear and professional summary.
- ④ Add each section in the correct order.
- ⑤ Review, edit and proofread.
- ⑥ Save as PDF (unless otherwise required).

Keep it short, clear and impactful!

Key Components

1. **Personal Details** - name, contact number, email, location, LinkedIn (optional).
2. **Career Objective / Summary** - short statement about your goals and strengths.
3. **Education** - degree, institution, year of passing.
4. **Work Experience** - company name, designation, duration, key responsibilities.
5. **Skills** - technical and soft skills.
6. **Achievements** - awards, certifications, notable accomplishments.
7. **References** - (optional) - people who can vouch for your work.

Important Tips

- Keep it clear, concise and relevant.
- Use a professional format and simple language.
- Highlight your strengths and achievements.
- Avoid spelling and grammar mistakes.
- Tailor the resume for each job application.
- Keep it to 1 page (unless more experience is required).

Sample Resume

Aarav Sharma
+91 98765 43210 | aarav.sharma@gmail.com
New Delhi, India | LinkedIn.com/in/aaravsharma

Career Objective
To work in a dynamic organization where I can apply my skills and contribute to the growth of the company.

Education
B.Tech in Computer Science and Engineering
XYZ University, 2021

Work Experience
Software Intern, ABC Technologies (Jun 2020 - Aug 2020)

- Assisted in developing web applications.
- Collaborated with the team to fix bugs and improve features.

Skills

- Java
- Python
- HTML & CSS
- Communication
- Problem Solving
- Teamwork

Achievements

- Won 2nd prize in College Coding Competition (2019).
- Certified in Microsoft Office (2020).

References
Available upon request.

★ Remember

"Your resume is your first impression - make it count."

Innovative Methods to Enhance Vocabulary & Analogy Questions

Why Vocabulary Matters?

- Builds better comprehension.
- Improves communication skills.
- Enhances confidence in reading, writing and speaking.
- Helps in competitive exams and professional success.



Innovative Methods to Enhance Vocabulary

1. Read Widely

- Explore books, articles, newspapers and magazines.
- Note new words and their meanings.



2. Use Flashcards

- Write the word on one side and meaning/example on the other.
- Repeat regularly using spaced repetition.



3. Contextual Learning

- Guess the meaning from the context.
- See how the word is used in real sentences.



4. Word Families

- Learn root words, prefixes and suffixes.
- Build related words (e.g., act → action → activate).



5. Mnemonics

- Use memory tricks, acronyms or short stories.
- Makes hard words easier to remember.



6. Word Journaling

- Maintain a personal vocabulary notebook.
- Write new words, meanings, and usage in sentences.



7. Engage with Media

- Watch educational videos, read blogs, listen to podcasts and note useful words.



8. Practice Regularly

- Use vocabulary apps and online quizzes.
- Revise daily for long-term retention.



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- Use vocabulary apps and online quizzes.
- Revise daily for long-term retention.

Common Analogy Patterns with Examples

Type	Meaning	Example
Synonym	Words with similar meaning	Happy : Joy :: Sad : Unhappy
Antonym	Words with opposite meaning	Hot : Cold :: Big : Small
Part to Whole	A part is related to a whole	Leaf : Tree :: Page : Book
Whole to Part	A whole is related to its part	Car : Wheel :: House : Room
Cause to Effect	Cause brings about an effect	Shiver : Cold :: Fire : Heat
Effect to Cause	Effect is the result	Hunger : Food :: Sickness : Germs
Category	Belongs to the same group	Dog : Animal :: Rose : Flower
Function	Purpose or use	Hammer : Nail :: Pen : Write
Object to Place	Object is related to its place	School : Education :: Hospital : Health
Place to Object	Place is related to what is found there	Library : Books :: Kitchen : Food
Degree	Comparative or superlative form	Good : Better :: Bad : Worse
Sequence	Order or sequence	Birth : Childhood :: Winter : Spring

Tips for Effective Vocabulary Building

- Learn 5-10 new words daily.
- Use new words in your own sentences.
- Understand the meaning, part of speech and synonyms/antonyms.
- Focus on high-frequency words (useful in daily life).
- Keep a vocabulary list and revise it regularly.
- Be consistent and patient.

Small steps every day
build a strong vocabulary!



What are Analogy Questions?

Analogy questions test your ability to find a relationship between two words and apply the same relationship to another pair of words.

Example Format

Word 1 : Word 2 :: Word 3 : ?
(relationship) (same relationship)

Types of Relationships

- Synonym (similar meaning)
- Antonym (opposite meaning)
- Part to Whole
- Whole to Part
- Cause to Effect
- Effect to Cause
- Function
- Category
- Object to Place
- Place to Object
- Degree (comparative)
- Sequence

Tips to Solve Analogy Questions

1. Identify the relationship between the first pair.
2. Look for the same type of relationship in the options.
3. Eliminate the options that don't fit.
4. Check for meaning, logic and context.
5. Be aware of common patterns (e.g., part-whole, synonym-antonym).
6. Practice regularly to improve speed and accuracy.



Think
in patterns,
not just
in words!

Practice Questions

1. Brave : Courage :: Weak : ?
(a) Fear (b) Strength (c) Boldness (d) Power
2. Teacher : School :: Doctor : ?
(a) Hospital (b) Patient (c) Nurse (d) Medicine
3. Book : Read :: Film : ?
(a) Watch (b) Write (c) Director (d) Story
4. Day : Night :: Summer : ?
(a) Winter (b) Rain (c) Heat (d) Autumn
5. Finger : Hand :: Toe : ?
(a) Foot (b) Leg (c) Shoe (d) Skin

Better vocabulary → Better reasoning →
Higher success!

Structural and Functional Grammar

Sentence Structure, Modifiers, Connecting Words and Verbal

1. Sentence Structure

Sentence structure refers to the arrangement of words and phrases to form a meaningful and grammatically correct sentence.



Types of Sentences

- Simple Sentence** – one independent clause.
Example: She reads books.
- Compound Sentence** – two or more independent clauses joined by a coordinator (and, but, or, so, yet).
Example: She reads books, and she learns new things.
- Complex Sentence** – one independent clause + one or more dependent clauses (because, when, if, although, etc.).
Example: Although it was raining, she went for a walk.
- Compound-Complex Sentence** – two or more independent clauses + at least one dependent clause.
Example: She left early because she was tired, and she caught the bus.

2. Modifiers

Modifiers give more information about a noun, pronoun or verb. They make the meaning clearer and more specific.



Types of Modifiers

- Adjectival Modifier** – describes a noun or pronoun.
Example: The red car is fast. (red describes car)
- Adverbial Modifiers** – describes a verb, adjective, adverb or entire sentence.
Example: She spoke quietly. (quietly describes spoke)
- Prepositional Modifier** – gives additional information using a preposition.
Example: The book on the table is mine. (on the table describes book)
- Appositive Modifiers** – renames or explains a noun.
Example: My brother, a doctor, lives in Delhi. (a doctor renames my brother)

3. Connecting Words (Transition Words)

Connecting words link ideas, sentences and paragraphs. They help in smooth flow and coherence.

Types and Examples

Type	Function	Examples
Additive	– add information	and, also, moreover, furthermore, in addition
Contrastive	– show contrast	but, however, although, whereas, on the other hand
Causal	– show cause/effect	because, since, therefore, so, as a result
Sequential	– show order	first, next, then, finally, meanwhile, subsequently
Emphatic	– emphasize a point	indeed, in fact, actually, for example

Example in a Paragraph:

She studied hard for the exam. However, she felt nervous. Therefore, she took a deep breath and started again.



4. Verbal

Verbal refers to the use of verbs and verb forms in a sentence. Verbs show action, state or occurrence.



Types of Verbs

- Action Verbs** – show what the subject does.
Example: She writes a letter. (write)
- Linking Verbs** – link the subject to a subject complement.
Example: She is kind. (is)
- Helping Verbs** – help the main verb show tense, mood or voice.
Example: He has finished his work. (has)
- Modal Verbs** – show possibility, ability, permission, etc.
Example: You can do it. (can)
- Auxiliary Verbs** – used in question, negative or continuous forms.
Example: They are playing. (are)

Quick Tips

- Identify the subject and verb in every sentence.
- Use modifiers to add clarity, not confusion.
- Choose the right connecting word for the right relationship.
- Pay attention to verb forms and tenses.
- Read and practice regularly to improve accuracy and fluency.

★ Remember

"Good grammar is not just about rules, it's about expressing your ideas clearly and effectively."

Phrases and Clauses

Phrases are groups of words. Clauses are groups of words with a subject and a verb.

1. What is a Phrase?

A phrase is a group of related words that does not contain a subject and a verb (or does not express a complete thought).

A phrase is not a complete sentence.

Types of Phrases

1. **Noun Phrase** - acts as a noun.

Example: In the park (In the park is a noun phrase.)

2. **Verb Phrase** - acts as a verb.

Example: is reading (is reading is a verb phrase.)

3. **Adjective Phrase** - acts as an adjective.

Example: very kind (very kind is an adjective phrase.)

4. **Adverb Phrase** - acts as an adverb.

Example: after the class (after the class is an adverb phrase.)

2. What is a Clause?

A clause is a group of words that contains at least a subject and a verb and expresses a complete thought (or part of a thought).

A clause has a subject and a verb.

Types of Clauses

1. **Independent Clause (Main Clause)**

- Can stand alone as a complete sentence.
- Example: She works hard.

2. **Dependent Clause (Subordinate Clause)**

- Cannot stand alone; needs a main clause.
- Example: Because it was raining.

Subordinate conjunctions often introduce dependent clauses (e.g., because, although, when, if, since, while, before, after, unless).

3. Examples of Phrases

1. **Noun Phrase:** My best friend

(acts as a noun)

2. **Verb Phrase:** is playing

(acts as a verb)

3. **Adjective Phrase:** full of energy

(acts as an adjective)

4. **Adverb Phrase:** in the morning

(acts as an adverb)

Phrases add detail to a sentence.

4. Examples of Clauses

1. **Independent Clause:** I finished my homework.
(complete thought)

2. **Independent Clause:** The movie was interesting.
(complete thought)

3. **Dependent Clause:** Because she was tired.
(cannot stand alone)

4. **Dependent Clause:** When the bell rang.
(cannot stand alone)

A clause with a subject and verb is a thought unit.

5. Phrase vs Clause - Quick Comparison

Feature	Phrase	Clause
Contains a subject?	No	Yes
Contains a verb?	No	Yes
Expresses a complete thought?	No	Yes (independent) / Partly (dependent)
Can stand alone?	No	Independent: Yes Dependent: No
Example	<u>in the library</u>	<u>because it was late</u>

6. Combining Phrases and Clauses

Phrases and clauses can work together in a sentence.

Examples

- The girl with a red bag (phrase) + walked to school. (independent clause)
- After the rain stopped (phrase), we went for a walk. (dependent clause)
- She is reading a book (phrase) because she is free. (independent clause + dependent clause)

7. Remember

- Phrases add detail; clauses add meaning.
- A clause must have a subject and a verb.
- A phrase does not have a subject and a verb.
- Use phrases and clauses to make your writing clearer, richer and more interesting!

Better sentences, better communication!

"Phrases give colour, Clauses give meaning."

Case: Subjective Case, Possessive Case; Objective Case

A noun or pronoun can appear in different forms depending on its role in a sentence. These forms are called **cases**.

Same noun, different roles, different forms!

1. Subjective Case

The subjective case is used when the noun or pronoun is the **subject** of a verb or a sentence.

Common Forms I, you, he, she, it, we, they

Examples

- **She** is a doctor. (subject)
- **We** are going to the library. (subject)
- **They** play football. (subject)

Subjective Case Forms		
Person	Singular	Plural
First	I	we
Second	you	you
Third (masculine)	he	they
Third (feminine)	she	they
Third (neuter)	it	they



The subject does the action!

2. Possessive Case

The possessive case shows **ownership** or **possession**. It tells us to whom or to what something belongs.

Common Forms my, your, his, her, its, our, their

Examples

- This is **my** book. (belongs to me)
- That is **her** bag. (belongs to her)
- The dogs are **their** pets. (belong to them)

Possessive Case Forms		
Person	Singular	Plural
First	my	our
Second	your	your
Third (masculine)	his	their
Third (feminine)	her	their
Third (neuter)	its	their



Shows ownership or possession!

3. Objective Case

The objective case is used when the noun or pronoun is the **object** of a verb, preposition, or comparison.

Common Forms me, you, him, her, it, us, them

Examples

- I saw **him**. (object of verb)
- She is talking **to me**. (object of preposition)
- We **invited them**. (object of verb)

Objective Case Forms		
Person	Singular	Plural
First	me	us
Second	you	you
Third (masculine)	him	them
Third (feminine)	her	them
Third (neuter)	it	them



Receives the action!

Quick Tips

1. Identify the role of the noun or pronoun in the sentence.
2. Use the subject form for the subject.
3. Use the possessive form for ownership.
4. Use the objective form for the object of a verb, preposition, or comparison.
5. Practice with real sentences and familiar contexts.

Remember

"The same noun or pronoun can change form according to its role in the sentence."

Right case, right meaning!

Correct Usage of Nouns, Pronouns and Antecedents, Adjectives, Adverbs and Articles

1. Nouns

A noun is a word that names a person, place, thing or idea.

Types of Nouns

- Proper Noun** - names a specific person, place, thing or organization.
Example: Riya, Delhi, Amazon, Monday
- Common Noun** - names a general person, place, thing or idea.
Example: boy, city, book, happiness
- Countable Noun** - can be counted.
Example: one book, two cars
- Uncountable Noun** - cannot be counted.
Example: water, music, information
- Collective Noun** - refers to a group.
Example: team, class, flock



2. Pronouns and Antecedents

A pronoun is a word used in place of a noun. The noun it refers to is called the antecedent.

Types of Pronouns

- Personal Pronoun** - I, you, he, she, it, we, they
- Possessive Pronoun** - mine, yours, his, hers, ours, theirs
- Reflexive Pronoun** - myself, yourself, himself, herself, itself, ourselves, themselves
- Demonstrative Pronoun** - this, that, these, those
- Interrogative Pronoun** - who, whom, whose, what, which

Rules for Correct Usage

- A pronoun must agree with its antecedent in number and gender.
- Avoid ambiguity - make sure the antecedent is clear.
- Do not use a pronoun without a clear antecedent.

Examples

- She is a doctor. (She = a doctor)
- The students finished their work. (Their = students)
- This is my book. (This = book)

Pronoun must agree with its antecedent!

3. Adjectives

An adjective describes a noun or pronoun.

Types of Adjectives

- Descriptive Adjective** - describes a quality.
Example: The blue car is fast.
- Quantitative Adjective** - shows quantity.
Example: Some students are absent.
- Demonstrative Adjective** - points to a noun.
Example: This book is mine.
- Possessive Adjective** - shows ownership.
Example: Her bag is new.
- Interrogative Adjective** - used in questions.
Example: Which book do you want?



4. Adverbs

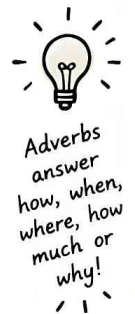
An adverb describes a verb, adjective, adverb or sentence. It tells us how, when, where, how much or why.

Types of Adverbs

- Manner** - quickly, slowly, carefully
- Time** - now, yesterday, soon
- Place** - here, there, everywhere
- Frequency** - always, often, sometimes
- Degree** - very, quite, too
- Reason** - because, therefore, hence

Examples

- She speaks clearly. (manner)
- We will meet tomorrow. (time)
- He lives here. (place)
- I often read. (frequency)
- She is very kind. (degree)
- I stayed home because it rained. (reason)



5. Articles

Articles are words used before a noun to show whether the noun is specific or general.

Types of Articles

- Definite Article** - the (refers to a specific noun)
Example: The book is on the table.
- Indefinite Article** - a, an (refers to a general noun)
Example: A boy is waiting. / An apple a day keeps the doctor away.
- Zero Article** - no article (used with plural nouns, uncountable nouns, proper nouns and subject names in general statements)
Example: We went to school. / She loves music. / Delhi is beautiful.

Rules for Correct Usage

- Use the before a specific noun.
- Use a or an before a singular countable noun (a → consonant sound, an → vowel sound).
- Do not use an article with plural nouns and uncountable nouns (in general).
- Do not use an article with proper nouns (cities, countries, names).

Examples

- I saw a dog. (general)
- I saw the dog. (specific)
- She drank water. (uncountable, no article)



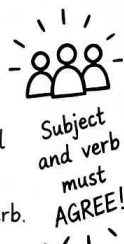
Agreement of Verb with the Subject: Tense, Mood, Voice

1. Agreement of Verb with Subject

The verb must agree with its subject in number (singular or plural) and person (1st, 2nd, 3rd).

Rules

1. Singular subjects take a singular verb.
2. Plural subjects take a plural verb.
3. Collective nouns can take either singular or plural verb (depending on meaning).
4. Compound subjects joined by 'and' take a plural verb.
5. Subjects joined by 'or', 'nor', 'either...or', 'neither...nor' take a singular verb.
6. With 'each', 'every', 'either', 'neither', use a singular verb.



Examples

- She is reading a book. (singular)
- They are reading a book. (plural)
- The team is/are winning. (collective noun – either)
- Rohan and Sita are good friends. (compound subject)
- Either the boy or his friends are coming. (singular)
- Each student has a book. (each – singular)

2. Tense

Tense shows when an action happens — in the past, present or future.



Tense shows when!

Types of Tense

1. Present Tense – action happening now or regularly.
2. Past Tense – action happened before now.
3. Future Tense – action will happen later.

Forms and Examples

Tense	Form	Example
Present Simple	V ₁ / he, she, it + s	She <u>reads</u> a book.
Present Continuous	am/is/are + V-ing	She <u>is</u> reading a book.
Present Perfect	has/have + V ₃	She <u>has</u> read a book.
Past Simple	V ₂	She <u>read</u> a book.
Past Continuous	was/were + V-ing	She <u>was</u> reading a book.
Past Perfect	had + V ₃	She <u>had</u> read a book.
Future Simple	will + V ₁	She <u>will</u> read a book.
Future Continuous	will be + V-ing	She <u>will be</u> reading a book.
Future Perfect	will have + V ₃	She <u>will have</u> read a book.

3. Mood

Mood shows the speaker's attitude towards the action — whether it is a fact, a wish, a command or a possibility.

Types of Mood

1. Indicative – states a fact.
Example: She works hard.
2. Imperative – gives a command or request.
Example: Close the door.
3. Subjunctive – shows a wish, suggestion or possibility.
Example: May you succeed!
(also used in certain conditions)



Other Common Forms

- Optative – expresses a wish or prayer. (e.g., May you be happy!)
- Conditional – shows a condition. (e.g., If I were rich...)
- Potential – shows possibility. (e.g., He may come.)

4. Voice

Voice shows who performs the action — the subject or the object.

Types of Voice

1. Active Voice – subject does the action.
Example: She wrote the letter.
2. Passive Voice – subject receives the action.
Example: The letter was written by her.



Rules for Changing Voice

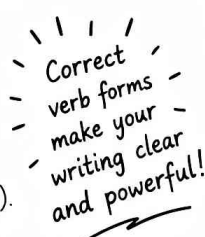
1. Identify the subject, verb and object.
2. Change the object to subject.
3. Use the correct form of the auxiliary verb (be).
4. Convert the main verb to past participle (V₃).
5. Add 'by' + doer (if necessary).

Examples

- Active: She writes the letter. → Passive: The letter is written by her.
- Active: They are building the house. → Passive: The house is being built by them.
- Active: He has finished the work. → Passive: The work has been finished by him.

Quick Tips

- Always check the subject before the verb.
- Use the correct tense for the time of action.
- Identify the mood to understand the speaker's intent.
- Change the voice only when required (e.g., in formal writing).
- Practice with real sentences and reading passages.



★ Remember

"The right verb
in the right tense,
with the right mood and voice,
makes your meaning shine."

Writing Effective Sentences; Basic Sentence Faults

1. Writing Effective Sentences

An effective sentence is clear, concise, correct, and expresses a complete thought.

Key Characteristics

- **Clarity** – easy to understand.
- **Conciseness** – avoids unnecessary words.
- **Correctness** – follows grammar rules.
- **Coherence** – ideas are well connected.
- **Emphasis** – highlights the main point.



Tips for Writing Effective Sentences

1. Use simple and familiar words.
2. Keep the subject and verb close together.
3. Avoid wordiness and repetition.
4. Use appropriate transitions and connectors.
5. Be specific and concrete.
6. Eliminate unnecessary modifiers and clichés.



Example

- **Wordy:** Due to the fact that it was raining heavily, we decided to cancel the trip.
- **Effective:** It was raining heavily, so we cancelled the trip.

2. Basic Sentence Faults

Sentence faults are errors in structure, grammar, or usage that make the sentence unclear, incorrect, or awkward.

Common Types of Sentence Faults

1. **Fragment** – an incomplete sentence.
Example: After the movie. (incomplete thought)
2. **Run-on** – two or more independent clauses joined without proper punctuation or conjunction.
Example: I was tired I went to bed. (missing connector)
3. **Comma Splice** – two independent clauses joined only by a comma.
Example: It was late, we left. (needs connector)
4. **Sentence Wordiness** – unnecessary words or repetition.
Example: He gave a very quick reply. (use simpler words)
5. **Faulty Parallelism** – unequal structure in a list or comparison.
Example: She likes reading, and to swim. (use same form)



3. Types of Sentence Faults with Examples

Fault Type	Incorrect Sentence	Corrected Sentence
Fragment	After the long journey,	After the long journey, we reached the hotel.
Run-on	I was hungry I ate lunch.	I was hungry, <u>so</u> I ate lunch.
Comma Splice	She was late, the meeting had started.	She was late; the meeting had started.
Wordiness	I am of the opinion that this is a good idea.	I think this is a good idea.
Faulty Parallelism	He likes coffee, and reading books.	He likes coffee and reading books.

5. Practice: Spot the Fault

Find and correct the sentence fault.

1. He was tired, so he went to bed early.
2. Because it was raining we stayed inside.
3. I like music, and to play the guitar.
4. She didn't know what to do, so she asked her friend.
5. The book was interesting, but it was also very long.



4. Quick Fixes

1. Read the sentence aloud – it helps you catch faults.
2. Check for complete thoughts – every sentence must have a subject and a verb.
3. Use commas, semicolons, and conjunctions correctly.
4. Replace wordy phrases with simpler ones.
5. Keep parallel structure in lists and comparisons.
6. Proofread – look for run-ons, fragments and awkward phrasing.



6. Remember

- ✓ A sentence should be complete, clear and correct.
- ✓ Avoid fragments, run-ons and comma splices.
- ✓ Use simple, precise language.
- ✓ Maintain parallel structure.
- ✓ Proofread for errors.

Good sentences communicate;
effective sentences persuade!