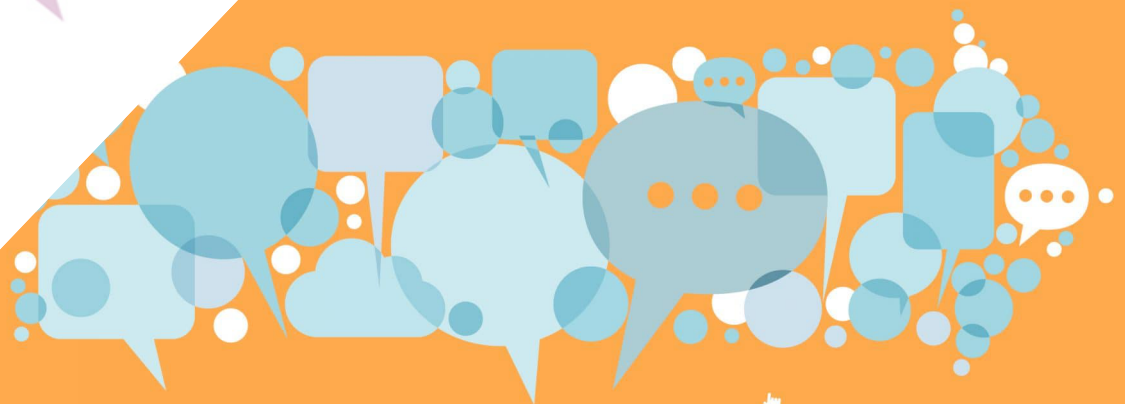




# COMMUNICATION SKILLS-I

As per the Latest Syllabus of Diploma in Engineering Courses under  
Jharkhand University of Technology, Ranchi

**Dr. Azam Eqbal**



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*Investing in Learning*

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Engineering Courses under  
Jharkhand University of Technology, Ranchi  
of First Semester Polytechnic

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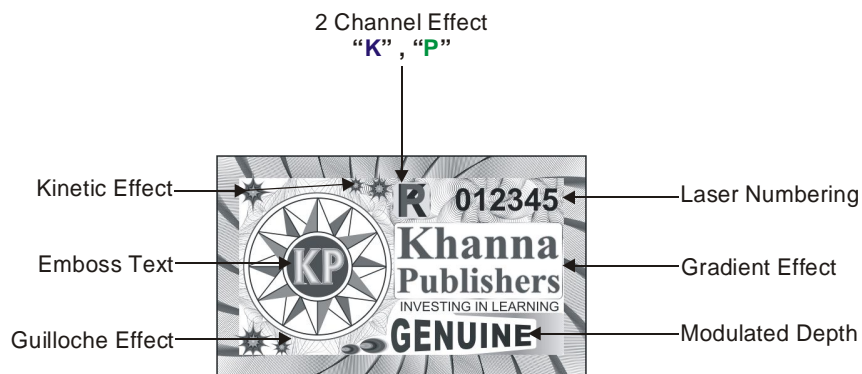
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**Third Edition : 2021**

## ***Preface to the Third Edition***

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I have a great pleasure in bringing out the new and revised edition of Communication Skill—I, as per the latest syllabus of Diploma in Engineering Courses under Jharkhand University of Technology, Ranchi. Utmost care has been taken to cover the syllabus dealing with different aspects of Communication Skill—I. Keeping in mind needs and wants of the students, I have added topics with additional examples.

### *Salient Features*

- Written in simple and lucid language
- Spectrum with Text and Short and Long questions and answers.
- Detail grammatical information and exercise given
- Vocabulary sections with multiple choice questions
- Detail information on Soft Skills and Telephonic Etiquettes.
- Five Previous Years Solved Papers

Although, every attempt has been taken to make this edition error-free. However, some mistakes may crept in, so, if the reader bring to such mistakes; I would be highly thankful to them. I shall do my level best to reactify them in the next edition. At the same time, feedback and valuable suggestions regarding the improvement of the book — Communication Skill-I, will be gratefully acknowledged.

—Dr. Azam Eqbal (Pat.)

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## Objectives

After reading this chapter, students should be able to:

- Understand text
  - Know new words from the text
  - Identify parts of speech
- 

## 1.1 READING COMPREHENSION

Reading comprehension is the ability to read text, process it, and understand its meaning. It is an important aspect of learning any language. It means understanding something fully. However, in language teaching, it is an exercise given to students to test how well they understand a piece of spoken or written language.

Reading comprehensions acquaint the learner with the syntaxes, structures and essential phrases commonly observed in the language. Most of the vocabulary and concepts are developed through reading exercises alone.

Answering of questions based on a factual passage would require the student to give precise and to-the-point answers. The students are supposed to read the passage very carefully and answer the questions that are given at the end. However, certain points are to be kept in mind while answering questions.

1. The correct answer should be based on the information given in the passage.
2. Nothing extra should be added from our own knowledge.
3. Meaning of the words or phrases: While writing the meanings of the phrases or words, it should be kept in mind that multiple answers with similar meanings are not to be given unless asked.
4. Try to find out the subject of the passage.
5. Try to find a word or phrase that will sum up the subject.
6. You may also look for a suitable word or phrase in the first few lines of the passage.

## Things to Remember

Remember the following points for tackling reading the text:

- Read the text carefully. Try to understand the main ideas-sometimes you may have to read a passage twice or thrice.
- Now read the questions. Locate their answers in the passage. Some keywords will prove helpful.
- Write down the answers in your own words. Don't reproduce the whole sentences of the original passage. Avoid making comments or expressing your opinion. Be factual.
- Your answers should be clear, brief and to the point.
- Use the same tense in answering questions in which they are asked.
- Sometimes the answer may be a word, phrase or a clause. Don't write full sentences in such cases.
- Do revise your answers. Correct spelling/grammatical errors.

# 1. How I Became A Public Speaker

## by George Bernard Shaw

### A. Read the following text carefully:

G.B. Shaw tried to explain how he became an effective public speaker with the help of some incidents which had taken place in his life. Once he had gone to a zetetical meeting with his friend named Lucky. He had never spoken in public before and had an air of impudence. He felt that he had made a fool of himself. After that he decided to become a public speaker in the beginning he could not use the notes as he was in the habit of forgetting the points. He started participating in debates and public speaking.

When he started speaking in public in the beginning he committed many mistakes but after words the mistakes were less. He started visiting all the meetings in London. He spoke in the streets, in the parks in the temples and even in drawing hall. He also joined debating societies like Bedford. New Shakespeare society within a short time he become famous as an orator when he got an invitation from a Radical club. It was his first time to speak for a nearly an hour.

He spoke on socialism for at least thrice in a fortnight on an average. He tried to give the dates for his speech to the applicants who come first to him for the speech wherever it may be in corner market place, street corner, temple, etc. Thus his audience increased from ten to thousands.

One of his best speeches was delivered at Hyde Park in heavy rain six policemen were sent to watch him. He made up his mind to interest them and convinced them that he was harmless which resulted in that they never paid any attention. He never took payment for speaking. It often happened that provincial Sunday societies offered him ten guinea for not speaking on politics and religion and that his fee was the price of his railway ticket third class. If the place was further off he used to there by his own expense. In this way he secured perfect freedom of speech. For instance, at the election of 1892 he was challenged by an agitator while he was making a speech in the Town Hall of Dover. He offered him his fee five pound to six pence by continuous reducing. But the professional speaker hesitated then Shaw told him that he was there at his own expense.

Once at St. James Hall London, there was meeting in the favour of women's right to vote in public election. As Shaw started speaking the socialist entered to break up the meeting. He provoked all socialists to break up the meeting and on the other he disgraced them. And the socialists appointed the chairman of their leader. Shaw demanded them to hear him. Then the new chairman granted him to speak as matter of fair play. No harm was done nor any blow struck bu the papers next day described it as violence and destruction.

Shaw's public speaking brought him a very necessary qualification for political work. Whatever society he joined he was immediately placed on the Executive Committee when the land restoration league refused to add socialism in their program. Shaw resigned.

But after that he didn't commit the same mistake and learnt the lesson how lack of committee training and platform technique disables even the most gifted thinkers like H.G. Wells, Shaw was of the that he had got the perfection in public speaking through practice only. He also advises that lesson in election should be taken from successful public orators. He said that he did not forget his required technique as a platform artist. He went on delivering speeches until his final retirement from personal performance in 1941 at the age of eighty-five.

## B. Key-words and their Synonyms

1. Zetetical meeting : meeting conducted by the zetetical Debating Society
2. Impudence : do not care for the consequences of action
3. Offhandedly : being cool in manner.
4. Bumptious : crude, self-assertive
5. Socialist : a person who strongly believes in socialism.
6. Extemporize : speaking in public with preparation
7. Sermonized : talked on the moral aspects of the subject.
8. Embarrassing : that which causes to feel awkward
9. Profession agitator: a person who works as a part of his/her profession
10. Hostile contingent: a group of people who opposed women's suffrage
11. Sanguinary : involving or causing much bloodshed
12. Incipient orators : those who are trying to become effective public speakers.
13. Emoluments : Salary or fee

## Classification of Words

Classify the following words under the given heads Noun, Verb, Adverb, Adjective.

Impudence, infected, arrant, provincial, decipher hostile, ghastly, persuasion, exclusively, goaded appreciative, unanimous, utterly, disable, doggedly, novice, breezier, windbag.

Noun	Verb	Adverb	Adjective
Impudence	Inflicted	Ghastly	Arrant
Persuasion	Decipher	Exclusively	Provincial
Novice	Goaded	Utterly	Hostile
Windbag	Disable	Doggedly	Appreciative
			Unanimous
			Breezier

## Answer in one sentences

Q.1. What made Shaw decide about delivering extempore speeches?

Ans. Shaw used to deliver extempore speeches as he did not have enough time to prepare notes for the speech.

Q.2. What was the name of first lecture delivered by Shaw?

Ans. The first lecture delivered by Shaw called "Thieves".

Q.3. How did Shaw come out of his nervousness?

Ans. Shaw did a couple of things to come out of the nervousness, they are : (a) he gave extempore speeches, (b) he joined debating society, (c) he started reading books on different topics.

Q.4. What resolution did Shaw carryout?

Ans. The main resolution Shaw carried out was to become a good public speaker at any cost. Once he says, either I become a speaker or perish in the attempt.

Q.5. Where was Shaw's best speech delivered at?

Ans. One of his best speeches was delivered in Hyde Park, London. He delivered his best speech in heavy rain. Only six policemen attended his lecture. In Hyde Park, he spoke for more than an hour.

Q.6. What is important to become an effective public speaker?

Ans. There are many things which help in becoming an effective public speaker, they are :

- (a) will to speak
- (b) participation in various debates
- (c) Training in education
- (d) knowing linguistics and phonetics

## Answer in 4-5 sentences

Q.1. Describe the incident of St. James Hall.

Ans. Once in St. James Hall, London at a meeting, Shaw's opponent tried to defeat him. Shaw used his platform technique to defeat his opponent. Shaw made a speech. In

the speech Shaw laughed at his opponent. Suddenly the opponent rushed to the platform to answer Shaw. But his followers had thought that their leader was going to attack Shaw. So, they all rushed to the platform and the broke up the meeting. Again the meeting was reorganized and the opponent was made the chairman and Shaw became the speaker again. Thus, Shaw succeeded in defeating his opponent.

Q.2. What Does Shaw remember about his speech in Hyde Park?

Ans. Shaw delivered his best speech at Hyde Park, London. He delivered his speech in cats and dogs. Only six policemen attended his lecture. They were on duty to listen to his speech, plus the secretary of the society who held umbrella over Shaw. He spoke for more than an hour.

Q.3. Describe the incident which took place in Town Hall of Dover.

Ans. In course of becoming a public speaker, Shaw had faced a couple of tough and rough times. One of them was incident in Town Hall of Dover. At the election of 1892 when Shaw was delivering a speech in Town Hall of Dover. At the same time, he was challenged by a hired professional agitator. He immediately offered to sell him his emoluments for five pounds. Shaw continued reducing the amount till he reached at six pence. But, he did not accept minimum amount like penny as well. Then Shaw cleared if that he was there at his own expenses. If he had not been able to do this the meeting which was difficult and hostile would have broken up.

Q.4. How did George Barnard Shaw secure perfect freedom of speech?

Ans. In the beginning, Shaw was an average public speaker. He spoke very poorly in Zetetical Society. After the poor performance in Zetetical Society, he decided either he becomes a public speaker or perish in his attempt. However, he did a couple of things to become an effective speaker and get gift of the gab. For example, he gave extempore speeches, joined debating society and read extensively on different topics. In this way, Shaw did secure perfect freedom of speech.

### **C. Answer the following questions in about 150 words.**

Q.1. Recount in your own words, Shaw's experience as a public speaker.

OR

Write a critical summary of — “How I became a Public Speaker”

OR

How did Bernard Shaw become a public speaker?

Ans. “How I became A Public Speaker” is an extract from George Bernard Shaw's autobiography. In this write up, he describes how he had trained himself to be a public speaker. It is interesting to know how a boy, who feared to speak in public, spoke exuberantly and attracted large crowd towards him.

George Barnard Shaw, 26 July 1856 to 2 Nov. 1950 was a famous personality of

English literature. He wrote extensively on different topics. He was a man of letters. His famous works are : (a) Man and Superman (b) *Pigmalion* (c) *Saint Joan*.

Because of his contributions to English literature, he was awarded the Noble Price in literature in 1925.

In this extract, Shaw writes about his journey of becoming a public speaker. In Zetetical meeting, when he attended with his friend Lucky, he spoke foolishly. Thereafter, he decides to become a public speaker or perish in his attempt.

Shaw did a couple of things to become a public speaker, they are :

- (a) he gave extempore speeches
- (b) he joined debating society
- (c) he started reading books on different topics

He gave the best speech in Hyde Park, London, He spoke in Hyde Park for more than a hour. Here, it should be mentioned that he also managed ..... two bad happenings during public speaking. First in St. James Hall and second in Town Hall of Dover.

Therefore, it is clear that “How I Became A Public Speaker” in an inspirational extract from the autobiography of G.B. Shaw. The lesson of the story is that we can become a public speaker if we have will power.

## 2. Vision for 2020

by Dr. Kalam

### A. Read the following text carefully :

One question was raised in a meeting organized by “India Today”. “India Tomorrow” Global Giant or Pygmy? At that time APJ Abdul Kalam recalled an event that occurred in Nagaland during his visit there. A class V student asked him. He would like to live a happy] prosperous] peaceful and safe India, tell me What will you do Mr. President? also tell me what I should do for that. Kalam says that India has a great civilizational heritage. Even though nation of billion people think like a nation of million people. He says that they should not allow any religion or any individual fanaticism to endanger our nation.

Because the nation is more important than any individual or party or religion. Economic prosperity and military power do not bring peace to any nation as see from the dynamics of the world. In such a situation it is very much essential to transform our religious forces into spiritual forces.

We got freedom in 1947 where we go out first vision. This vision created many best leaders in different fields. Improvements took place in many aspects of life such as literacy, agriculture, strategic areas, small and large scale industries 50 years have been pass till we have been called as one among the hundreds of developing countries and till serrate from G-8 countries. We have many challenges nearly 260 million people who are below the poverty line, hundred percentage literacy, health for all.

So our second vision is to become a developed nation.

After Independence we adopted ‘Five Year Plus’ for development. The Green Revolution and technology enabled India to prosper. A major transformation took place during the information age. Today India is in the knowledge age which provides an opportunity to become a developed nation with a strong economy.

In th 21st century, a new society is taking shape where knowledge is more important than capital or labour. People's lives will be enriched by IT driven-knowledge products. In future human life will be seen on one of the plants. Kalam says that in developed countries the (ICT) sector directly contributes 7-8 percent to their GDP. It is expected that up to 2010 it will increase up to 25 percent. But in India ICT today accounts for nearly 2 percent of GDP to be a developed nation we should increase this.

Kalam is of the opinion that we should use our core competencies our planning of 1998 includes many more things such as information security, domestic market etc. it is our vision to create Indian MNC's and aim at a target of \$150 billion by 2010. Another core competence that we should develop are biotechnology. India is rich in

herbs we should export the products to the other countries to increase the income of our country.

Our prime minister in his Independence Day address from the Red Fort on August 15, 2002 had declared that India would become a developed nation by 2020. In order to realize a developed India by 2020. We should focus on the following five keys.

- (a) Agriculture and food processing
- (b) Education and health care
- (c) Infrastructure development
- (d) Information and communication technology
- (e) Critical technology and strategic industries.

These five areas are closely inter-related and will lead to national food and economic security. A part from the plan to connect the major rivers a scheme called "PURA" can create rural wealth and prosperity.

The nations next strength is its natural and human resources. Young population is the unique core strength of the nation. There are 700 million people below 35 years of age among the billion people we need young leader who are like the magnet that attract the best person and build a team and give them inspire them. They are not afraid of risk.

The magnetic leader has many good qualities. After the discussion of the leader Kalam turns his attention towards the people. He says the educated students can remove the illiteracy of the uneducated masses "only a burning candle can light another". In this mission the parents and teachers can help them large scale industries should increase their GDP and should aim to become MNC and global leader. The farming community should increase its productivity.

The information technology and knowledge have to shoulder a major responsibilities such as tele-medicine, tele-education and e-governance. PURA has to be a business proposition. The government should build its name by quick decision making and transparent administration. The media should play a positive role in national development, sur musician, poets artisans should nurture the glory of our great civilization and sing the song of a developed India. This motivated environment will bring the vision of India a developed nation in reality.

<b>Word</b>	<b>:</b>	<b>Meaning</b>
Conclave :		a private meeting
Fanaticism :		extremely enthusiastic in religion or politics
Judiciary :		the judicial authorities of a country
Frontiers :		those who have achieved success extremely well in a particular field
Competence :		ability to do something well

Aerospace	:	the branch of technology and industry concerned with aviation and space light.
E-governance	:	use of computer to govern the work system
Germoplasm	:	germ cells collectively
Floriculture	:	the cultivation of flowers
Congestion	:	when something is full or blocked with traffic or mucus
Leverage	:	using the resources as much as possible.
Ignite	:	provoke or motivate
Entrepreneurs	:	a person who sets up a business tasking on financial risk in order to do so.

## Classification of Words

Classify the following words under the given heads Noun, Verb, Adverb, Adjective.

Self-sufficiency, mentor, enrich, habitat, predominantly, economically, multinational, transparent, industry, endanger, nation, economy, transform, pose, contribute, information, directly, significantly, substantially, happy, indirectly, strong, peaceful, prosperous.

Noun	Verb	Adverb	Adjective
Self-sufficiency	Enrich	Predominantly	Multinational
Mentor	Habitat	Economically	Transparent
Industry	Posed	Substantially	Happy
Nation	Endanger	Directly	Prosperous
Economy	Transform	Significantly	Peaceful
Information	Emerge	Indirectly	Strong
	Contribute		

## B. Answer the following questions.

Q.1. What is essential for the happiness, peace and prosperity?

Ans. There are several things which are essential for the happiness, peace and prosperity they are :

- (a) Military strength
- (b) Economic prosperity
- (c) Spiritualism

Q.2. What has enabled India to prosper with self-sufficiency in food and other achievements?

Ans. Tremendous progress in various sectors, helped India greatly to prosper with

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## About the Book:

This book is written in simple and lucid language. The book covers spectrum with text, and short and long questions with answers. Also detail grammatical information and exercises are given. Vocabulary sections with multiple choice questions is included as well as detailed information on soft skills and telephonic etiquettes have been covered.

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Dr. Azam Eqbal is a Sr. Lecturer cum Incharge of Department of English, Al-Kabir Polytechnic, Jamshedpur, Jharkhand, India. He has been teaching English for last 12 years. He has a good experience of teaching English to diploma level students. His teaching style is simple and lucid. So, the students understand his English in a better way. Due to it, he is famous among the students. Of late, he has done a course of NPTEL on “Enhancing Soft Skills and Personality” from IIT, Kanpur.



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