

The illustration features two satellites. The top satellite is purple and has dashed lines indicating its signal coverage over a light green map of Punjab. The bottom satellite is dark blue and has solid lines indicating its signal coverage over a darker green map of Punjab. This map includes icons for a computer, a person, and a large red satellite dish. Red curved arrows on the map suggest a flow of information or data.

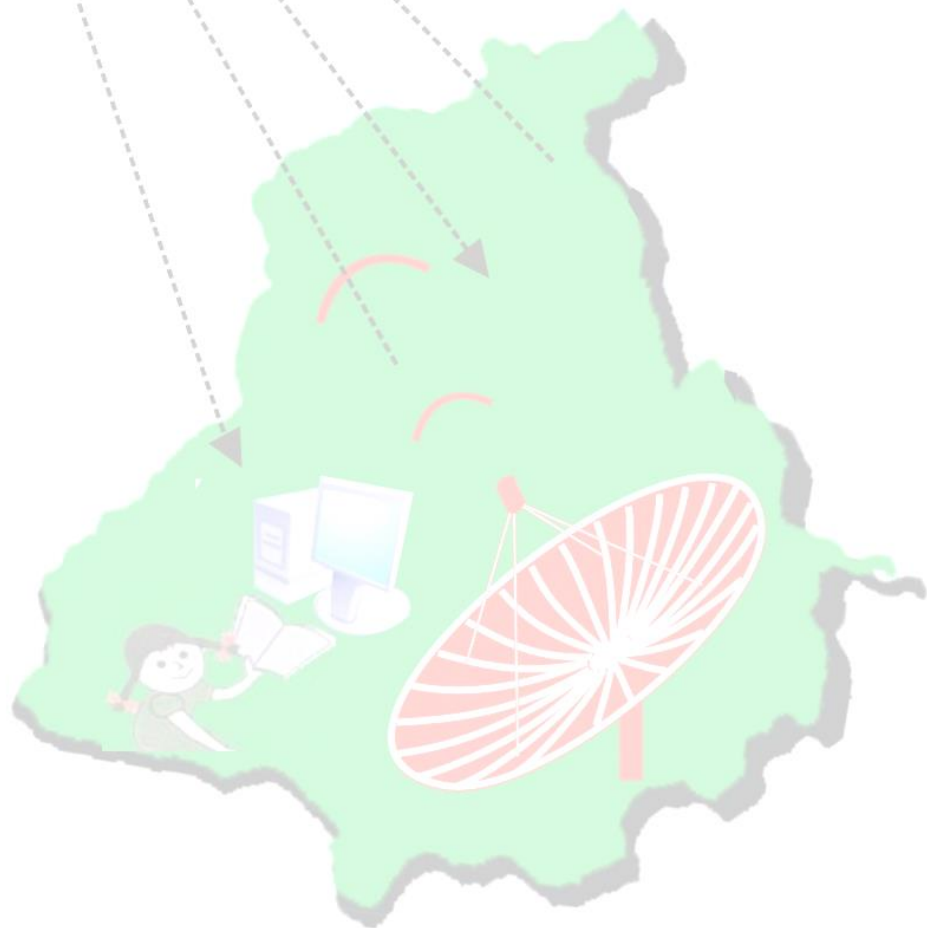
TRAINER MANUAL FOR JOSH

Refresher Programme

Punjab Edusat Society
Punjab Edusat Society

OBJECTIVE:→

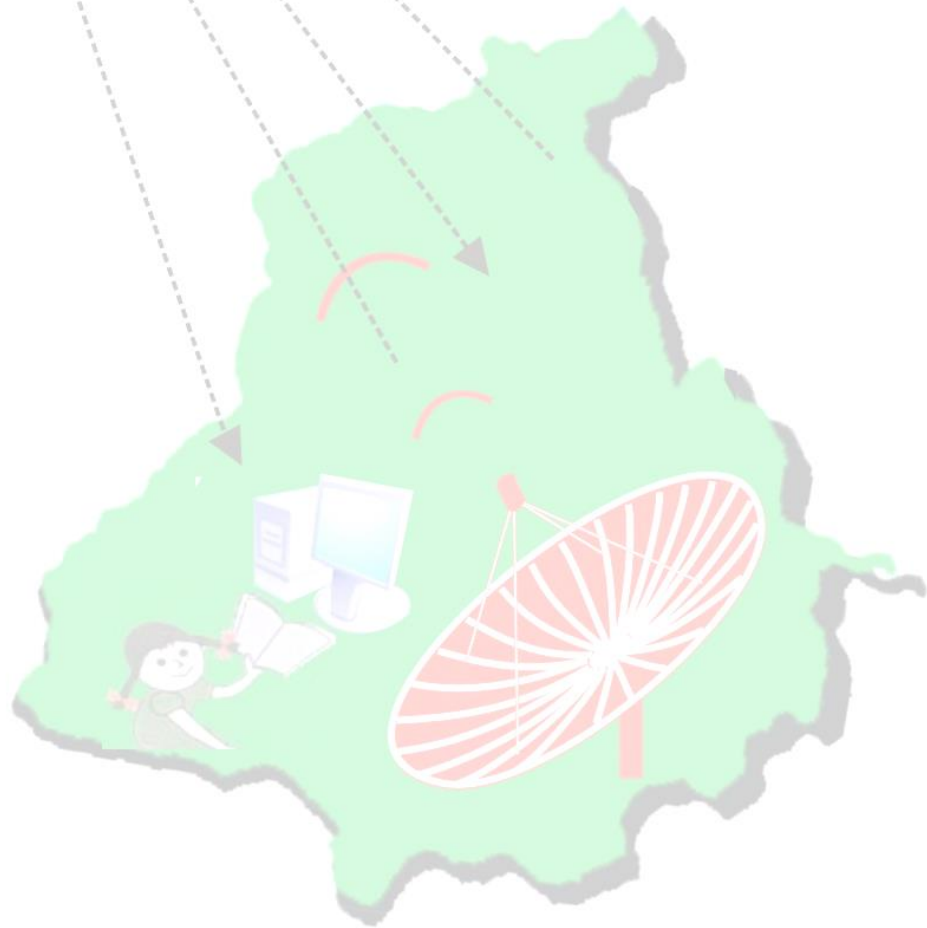
Written with the objective of serving the needs of all those offering professional training in VOICE & ACCENT. This manual will help in standardizing the process of training. This is an elementary but detailed manual with enough information, to facilitate the trainer, with general rules that will make the trainers task of teaching easy.



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- Session 10. Recap of Syllable Stress and the course.



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Session 1. Sound Fe and Ch

F is a labiodental sounds i.e. when these consonants are pronounced the upper teeth make a slight impression on the lower lips, as the name labiodental both the lips and the dentals are used in producing this sound.

Words with f sound

fable
feign
fearful
turf

face
fanfare
traffic
surf

family
efficiency
effect
dwarf

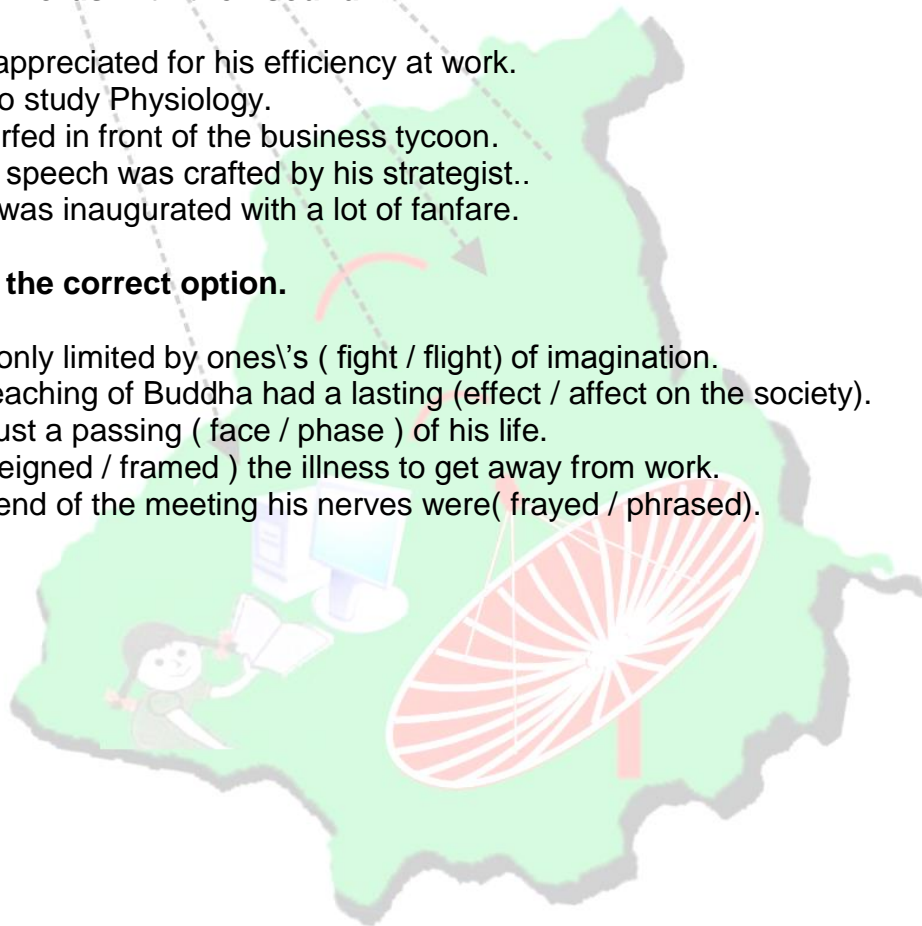
physiotherapy
chlorophyll
belief
blasphemy

Underline the words with the f sound

Surender got appreciated for his efficiency at work.
Rekha opted to study Physiology.
Rahul felt dwarfed in front of the business tycoon.
The minister's speech was crafted by his strategist..
The multiplex was inaugurated with a lot of fanfare.

Activity: Tick the correct option.

1. One is only limited by ones\'s (fight / flight) of imagination.
2. The preaching of Buddha had a lasting (effect / affect on the society).
3. It was just a passing (face / phase) of his life.
4. She (feigned / framed) the illness to get away from work.
5. By the end of the meeting his nerves were(frayed / phrased).



The Ch Sound

Ch is a palato-alveolar sounds. In the production of these sounds the tip or blade of the tongue and teeth ridge are the two articulators.

Words with ch Sound

children
chocolate
march

chowder
Chaplin
clutch

chimpanzee
choose
crutch

butcher
switch
pitch

Sentences with ch Sound

He chews a chunk of cheap cheddar cheese.
Cheap chains are chosen to chase chimpanzees.
Choose a charity from the charring cross-charts.
Teachers should teach us how to switch on the projectors.
All the benches with faded patches and scratches were painted.

Activity: Match the Columns.

A kind of cheese
A species of monkeys
A well known comedian
A place where mothers leave their children
You can play cricket on a
Your job you can
You may use excuses as your

switch
crutches
cheddar
chimpanzee
crèche
Charlie Chaplin
pitch

Activity:

A non veg dish
A kind of a snack made of potatoes
A type of ice cream flavor
A topping on the pizza
A burger is a form of

ch _____ ch _____
fr _____ fr _____
ch _____ ch _____
ch _____ ch _____
f _____ f _____

Session 2 Consonant Clusters

Words with Spr

spring
spread
sprain

sprite
spray
sprawl

spiral
spruce
sprang

Activity

Fill in the blanks using the words you have just practiced.

1. After a tiring day she lay _____ on the bed.
2. While playing cricket Rohit _____ his ankle.
3. The teacher told him to _____ up his act.
4. The news of his promotion _____ like a wildfire.
5. My mother asked me to _____ some deodorant in the living room.

Words with Str

street
stroke
strum
strain

strike
stride
stream
strength

strip
stress
straight
strap

Activity

Tick the correct option.

1. I saw her (stride/ strike) confidently on the road.
2. She has a rebellious (street/ streak) in her.
3. The family was under a lot of financial (strain/ straight).
4. Her father survived a massive (stroke/ strode).
5. The huge gathering at the politician's rally was a show of (length/ strength).

Words with Scr

Scream
Scratch
Scrap

scroll
scrub
screw

screen
scrape
scrutiny

Activity: Match the columns.

You see movies on a
When you are scared you
To look carefully into something is to
When you itch you
Your knees you
Your old car you
When you take a bath you

scratch
scrub
screen
scrap
scream
scrutinise
scrape

Words with Shr

shred
shrewd

shriek
shroud

shrug
shrink

Activity: Complete the passage using the words you have just practiced.

Once upon a time there was a _____ shopkeeper. He used to sell cloth. One day a woman came to him and bought a piece of cloth from him. She wanted to use it as a _____. He assured her that it was of the finest quality and would last a long long time. But a few days later the woman returned to the shop with the same piece of cloth. She told the shopkeeper that when she washed that cloth it had _____ and so she wanted to return it to him. The shopkeeper simply _____ and refused to take it back. The woman got really very angry and _____ at him but to no avail. And then she got hold of the shop keeper's scissors and _____ Some of the finest cloth lying in the shop as the shopkeeper looked on helplessly.

mp in words

clamp
trump
damp

lamp
stump
jump

camp
cramp
lump

swamp
vamp
crumple

dump
hump

Activity: Tick the correct option

1. Florence Nightingale was known as the lady with a (lamb/ lamp).
2. Rajesh was so hungry that he started getting stomach (cramps/ camps)
3. She was feeling down in the (damp/ dumps).
4. The opposition was (stumped/ stamped) by his speech.
5. The police (clamped/ crumpled) down on the drug traffickers.

mb sound in words

- | | | | |
|----------|----------|--------|--------|
| • climb | crumb | thumb | limb |
| • lamb | doorjamb | comb | fumble |
| • tumble | grumble | jumble | dumb |
| • tomb | bomb | | |

Activity: Fill in the blanks with the words you just practiced.

- Betty took some bread _____ for the lamb.
- Her hair got bafly tangled in her_____.
- He grumbled as he _____ the stairs.
- Being under confident the girl _____ all the time
- There was a _____ kept in the bus, but luckily the police diffused it in time..

Ng in words

- | | | |
|-----------|----------|-------|
| changing | banging | congo |
| ding dong | quacking | mango |
| cunning | lying | bang |
| finger | | |

Activity: Underline the words with ing/ng Sounds.

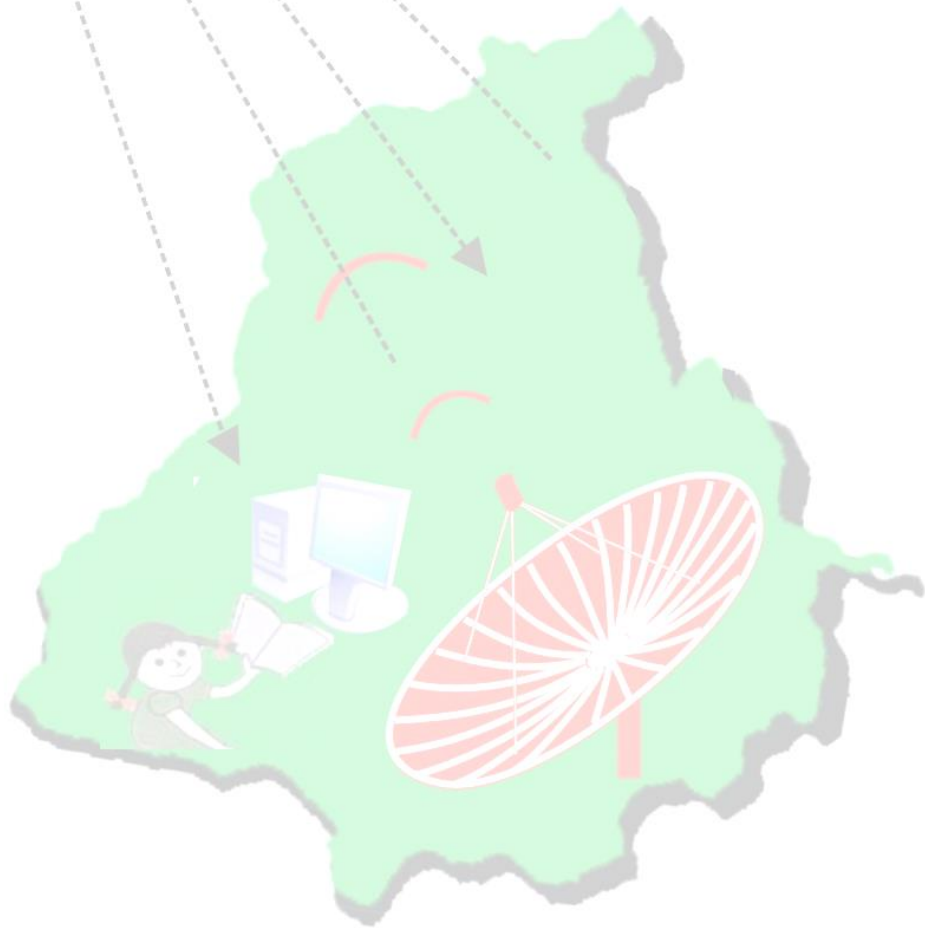
- Singing and dancing adds zing to living
- I am going shopping to bring back a tong.
- What on Earth are you doing here?
- It seems it was a NO- Parking zone.
- You said this happened in the morning.
- The moment I realized the car was missing, I fainted.
- There you are grumbling again.
- It is a changing weather.
- Something will turn up.
- We should prepare for the forthcoming Parliamentary Elections.
- There should be no stopping for partying.
- I'm preparing for an important meeting.
- He was the greatest among English satirist.
- I know you love grumbling.
- I distinctly remember buying a ticket and keeping it in my shirt pocket.
- May I've your driving license please.

Session 3

PRONUNCIATION 1

English is not Phonetic: Always remember that English is not "phonetic". That means that we do not always say a word the same way we spell it.

Some words can have the same spelling but different pronunciation, for example:



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- I like to *read*.
- I *read* the book. Some words have different spelling but the same pronunciation, for example:
 - I'm wearing a *red* dress.
 - I *read* the book yesterday.

Important: Listen and learn pronunciation. Listen to English news everyday.

Tip 1: Do not confuse pronunciation of words with their spellings.

E.g. 'threw' and 'through', although spelled differently, are pronounced the same way.

Threw: He *threw* the paper.

Through: He went *through* with his plan.

Listen and remember.

Tip 2: Also, identical letters or letter clusters in words do not always produce the same sound.

E.g. 'ough' in *though* and *through*

Though: *Though* he had the money, he could not buy the ring.

Through: 'ough' is pronounced differently.

Tip 3: A few more things to remember:

Imagine a sound before you say it. Visualize the mouth movement and the tongue placement. Think how other similar words were pronounced.

Listen and imitate the pronunciation. E.g. *develop*, not *dwelp*.

Pace, tone and pauses are three very important aspects of speech.

The aim is clarity in speech, for which we need to curb regional accent and speak neutral English. Practice is very important.

Pronunciation Glossary

These are a few terms that we should get acquainted with in order to facilitate pronunciation.

Air flow: the flow or passage of air out of the mouth.

Aspiration: a small "explosion" of air when you make a sound.

Auditory: hearing related.

Clusters (blended sounds): two or more sounds put together to make a single sound.

Curl: a position of the tongue where the tongue is shaped in a curve, not flat.

Flatten: position of the tongue where the tongue is flat not round.

Glide / Slide: move the tongue as you say the sound.

Hard palate: hard part of the roof of the mouth.

Intonation: The force with which a certain part of the word is spoken.

Lengthen sound: make the sound longer.

Lips Spread: open or pulled back in sounds.

Pitch: amount of height or depth of a sound.

Pressed lips: top and bottom lips touching

Protruded lips: rounded lips, pushed out.

Roof of the mouth: top part of your mouth, inside.

Shorten sound: make a sound shorter.

Tap: touch quickly.

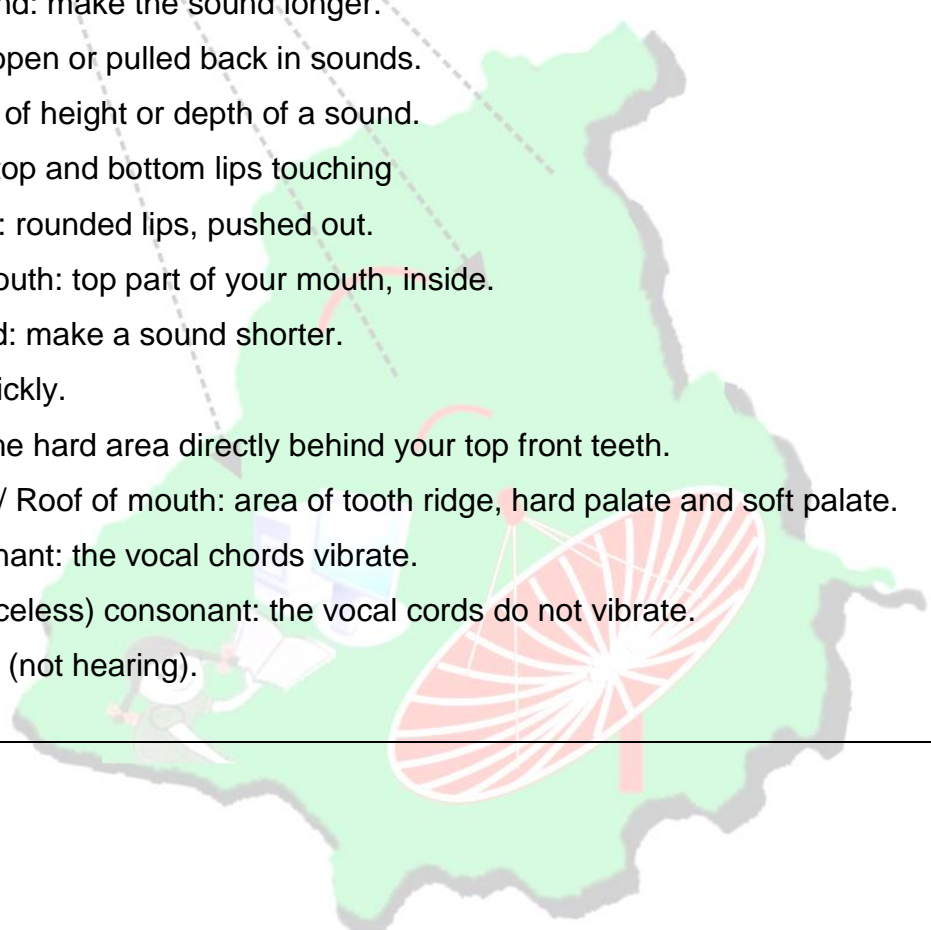
Teeth ridge: the hard area directly behind your top front teeth.

Top of mouth / Roof of mouth: area of tooth ridge, hard palate and soft palate.

Voiced consonant: the vocal chords vibrate.

Unvoiced (voiceless) consonant: the vocal cords do not vibrate.

Visual: seeing (not hearing).



Session 4
Conversation Skills Focus on Tenses.

Daily Routine
Small talk between two neighbours

Mr. Goel: So, what's your usual day like? You always seem so busy.

Mr. Sharma: Well, I usually get up around 5:00 a.m. and work on the computer until 6:00 a.m.

Mr. Goel: Why do you get up so early?

Mr. Sharma: I have to leave home at twenty to seven, so that I can catch a bus at 7:00 o'clock. It takes me about twenty minutes to walk to the bus stop from my house.

Mr. Goel: I see and what time do you get to work?

Mr. Sharma: My bus takes about an hour to get there, but it stops right in front of my office.

Mr. Goel: That's nice. And what time do you get off work?

Mr. Sharma: Around 5:00 o'clock. Then, we have tea around 6:30, and my wife and I play with the kids until dinner at 8:00 or so.

Mr. Goel: I see! So, when do you read? I remember you telling me that you read a lot.

Mr. Sharma: Well, my wife and I often watch TV or talk until 10:00 o'clock. She sleeps more than I do, so I often read in the early hours of the morning. I usually sleep at around twelve.

Mr. Goel: And then you get up at 5:00 a.m.?

Mr. Sharma: Yes, it's important to live a balanced life. I enjoy what I do, but you have to set aside time for family and yourself.

Mr. Goel: I agree with you.

Mr. Sharma: But I think my wife has the toughest job. She teaches in a school and takes care of our family . . . the kitchen, the garden, buying groceries, keeping an eye on the kids . . .

Mr. Goel: That's two full-time jobs! How does Mrs. Sharma manage?

Mr. Sharma: She enjoys what she does.

Mr. Goel: Well, you're a busy, but lucky man.

Choose the correct option

Mr Sharma wake up / wakes up at five and work / works on the computer till six o'clock.

He has to leave / have to leave home at twenty to seven, so that he can catch / catches a bus at 7:00 o'clock.

He get off / gets off work round 5:00 o'clock and go / goes home to his family.

He eat / eats dinner with his family at around eight.

Before dinner, Mr. and Mrs. Sharma play / plays with their kids until 8:00 or so.

Mr. Sharma read / reads at night.

He says, "... I think my wife has / have the toughest job. She teach / teaches in a school and take / takes care of our family."

We learn / learns that Mrs. Sharma enjoy / enjoys cooking, gardening and look after / looking after the children.

What do you think?

Mr. Sharma gets to work at eight o'clock, and gets off work at five o'clock. Is Mr. Sharma an Entrepreneur or a salaried employee?

Conversation 2

At Kaziranga

- "That's a beautiful decoration piece. A hippo! Where did you get that from?"
- "Actually, it's a rhino! It's a memento from my last vacation."
- "Really ... tell me about your last vacation."
- "Oh ... I had gone to visit a friend in Guwahati. We took a two day trip to Kaziranga National Park in Assam."
- "What is the park like?"
- "It's a wildlife sanctuary, spread over 450 miles. It's the home of the one-horned rhino, the only place in the world where they are found."
- "Did you actually see any rhinos?"
- "Of course ... We actually rode on elephants into the tall grass! It was a unique experience."
- "How tall was the grass?"
- "It is called elephant grass. It was at least seven or eight feet high. Higher, in places. At times, the smaller elephants were hidden in the grass."
- "How did you manage to see the rhino? They're not as tall as elephants, are they?"
- "No, they're not! There were clearings near water sources. The rhinos were feeding in these spots. The elephants, loaded with tourists went within twenty feet of the rhinos."
- "Couldn't they go closer?"
- "They were not too happy to go even that close! As we neared the rhinos, the elephants positioned themselves in an arrow-shaped formation, with a tusker in the lead. Rhinos are fierce animals, you know!"
- "Now I know...."

Let us note

The speaker uses the present tense while giving general information.

"It's a wildlife sanctuary, spread over 450 miles. It's the home of the one-horned rhino, the only place in the world where they are found."

But she narrates her experiences in the past tense.

"We actually rode on elephants into the tall grass! It was a unique experience."

Did you Know?

Rhino is only a short form or a nick name for the rhinoceros. Similarly, Hippo is a short form for the hippopotamus.

Ex : Correct the following sentences

- We take a vacation to Kashmir last year.
- Kashmir was a beautiful valley.
- We had visit Srinagar, Gulmarg and Gurez.
- The Wular lake was the largest lake in the valley.
- The Jhelum flow out of the valley at Baramullah.

**Conversation
Meeting Old Friends**

- “Hi, Preeti!”
- “Good morning, Neetu! Nice to see a bright face on a Monday morning!”
- “It was a great day, yesterday!”
- “Really? What did you do yesterday?”
- “Well ... I woke up late in the morning ...”
- “Of course... Sunday is a day of rest.”
- “Indeed... I got out of bed at eleven o’clock. I had two cups of tea, and wondered what to eat for lunch.”
- “Lunch ... that’s breakfast and lunch rolled in one ... I bet you ate paranthas!”
- “I did. I opted for aloo paranthas with curd and a pat of fresh butter.”
- “And then you lazed in front of the TV.”
- “I watched a really good film on TV: Raincoat. Have you seen this one?”
- “I started watching it one day, but found it too boring. I’m surprised that you have liked the film.”
- “Why?”
- “Because it’s so slow and sombre.”
- “The story is really good. Two friends meet after years. Both have fallen on hard times. Both try to hide the fact from each other. But they know each other too well. The film ends with each friend giving the other what little they have themselves. I felt so touched by the story.”
- “You’re a sensitive person... And what has made you feel so happy today?”
- “Oh ... an old friend dropped in late in the evening. It’s so nice to catch up after years.”

Ex : Identify the verbs in the past tense.

The story is really good. Two friends meet after years. Both have fallen on hard times. Both try to hide the fact from each other. But they know each other too well. The film ends with each friend giving the other what little they have themselves. I felt so touched by the story.

Ex : Make corrections if required.

- Neetu usually wakes up early in the morning.
- On Sundays, she wakes up late.
- She has two cups of tea every morning.
- She watches TV on Sunday.
- She watched Raincoat last Sunday.
- She liked the film very much.

Conversation : In Five Years Time ...

Interviewer: "Why are you here?"

Interviewee: "I am here to appear for an interview. I have applied for the position of Customer Care Executive in Convergys."

Interviewer: "Why do you want to join Convergys?"

Interviewee: "I want to join Convergys because it is one of the best companies in the world. I want to work in a good atmosphere where I can grow as a professional."

Interviewer: "Are you serious about working?"

Interviewee: "Yes, I am focused on getting a job in a good organization like Convergys."

Interviewer: "Where do you see yourself in five years time?"

Interviewee: "Five years is a long time ... anything can happen in five years time."

Interviewer: "What do you think will be happening in your life?"

Interviewee: "If all goes well, I'm going to be a Canadian citizen well within five years. Actually, my aunt is settled in Ottawa. She is sponsoring my immigration to Canada. When I get there, I'll work day and night. I'll put my dollars together, in order to return to India to spend my money."

Interviewer: "You could earn and spend in India."

Interviewee: "What could I earn in India? Nothing! I will get rich by immigrating. I will move to Canada by hook or by crook. Then, when I return home, I will be living in a luxury flat and driving a flashy car, of course."

Interviewer: "You won't have much time to grow as a professional with Convergys."

Interviewee: "That is only for the time being. I am talking about the future."

Interviewer: "So am I. I think you should concentrate on your future plans. Nice meeting you."

Interviewee: Same here.

Exercise: Pick the right option.

I'll put my dollars together, in order to return to India to spend my money.

- Work hard and earn a good salary.
- Earn a good income and save money.
- Save money by leading a stingy life.

"I will move to Canada by hook or by crook."

- As a result of one's hard work.
- By fair or unfair means.
- With the help of family connections.

In your opinion: The applicant fails to clear the interview because

- He is not serious about the job.
- He does not agree with the interviewer.
- Lack of values or integrity.

Exercise: Compare the statements

- I am focused on getting a job in a good organization like Convergys.
- If all goes well, I'm going to be a Canadian citizen well within five years.



Session 5

Conversations using Idioms and Phrases

Definitions

A phrase is a group of words that are used together in a fixed expression.
An idiom is a fixed expression which is different in meaning from the individual meaning of the words.

Examples

The girls *dress up* for the Farewell Party. (phrase)
I'm sure they will *dress to kill* this year as well! (idiom)

Comparison of the idiom and the phrase

An idiom is a special kind of a phrase. The meaning of the mere phrase is easier to understand. The idiom is more complex because it has meaning other than the simple sense of the words.

Brain Teaser

What does the colour 'black' symbolize in the film starring Rani Mukherjee?
Options: night, blindness, darkness or ignorance.

The Blackout!

There was a blackout in the evening. Daddy was in a black humour. It had come to his notice that Deepak, the black sheep of the family, was running away from school. Daddy saw the matter in black and white. He would have thrashed Deepak black and blue. But Deepak was in bed with high fever. Daddy was in no mood to attend the black tie party at office. So, he could only read by candlelight. He opened the newspaper to read about the black market.

Exercise: Match the columns

A

black and blue

black and white

black humour

black market

Blackout

black tie

black sheep

B

bad mood

illegal economy

power cut

Outcast

Bruised

absolutely clear

formal wear

Figure it out – 1

The Dress Code for a formal party.

Exercise: Fill in the blanks with a single colour.

_____ eyed boy.

Out of the _____.

Once in a _____ moon.

_____ print.

_____ blood.

_____ collar worker.

Blue-Eyed Boy

The Senior Surgeon's *blue-eyed boy*, Ajay had *blue blood* in his veins. His parents had sent him to a good school. And then they let him be. They told him to study only *once in a blue moon*. He went on to a Medical College, and specialized in Cardiac Surgery. *Out of the blue*, or so it seemed to his family, he got a prestigious position with WHO. As per the *blue print* of his appointment letter, the *blue collar* worker was very well paid indeed.

Correct usage:

The *blue collar worker* was very well paid indeed.

(blue collar worker means a labourer)

The white collar job was very well paid indeed.

(an educated professional would have a white collar job)

Figure it out -2

It happened suddenly and was not expected to happen at all!

Idioms based on the colour red.

see red

a red herring

red-handed

red-faced

red letter day

red tape

Dus: the Superhit

Dus is the exciting story of a manhunt for a global terrorist. The villain has planned mass murder in Toronto. He is *caught red-handed*. The climax happens right on the *red letter day*. It is not an easy operation for the anti terrorism experts. They are bogged down by red tape. The chief is *red-faced* after an agent turns out to be an enemy informer. And a car bomb is a *red herring* for the real murder weapon – a bomb in a plane! The movie ends with the touching self

sacrifice of one of the agents. The chief finally sees *red* and shoots the villain dead.

Meaning of phrases.

see red – get very angry

red handed – caught in the act

red faced – embarrassed

a red herring – issue raised for distraction

red letter day – very important day

red tape – bureaucratic delay

Figure it out – 3

In bull fighting, the matador or bull-fighter waves his cape to provoke the bull into charging. Like a bull, I become aggressive when I _____ .

Fill in the blanks:

The maths teacher _____ when the students don't do their homework. (red)

In a family of doctors, a son with a B.A. degree is likely to be a _____ . (black)

The brothers were separated in childhood. _____ , they reunite as adults. (blue)

I could be...

red with embarrassment

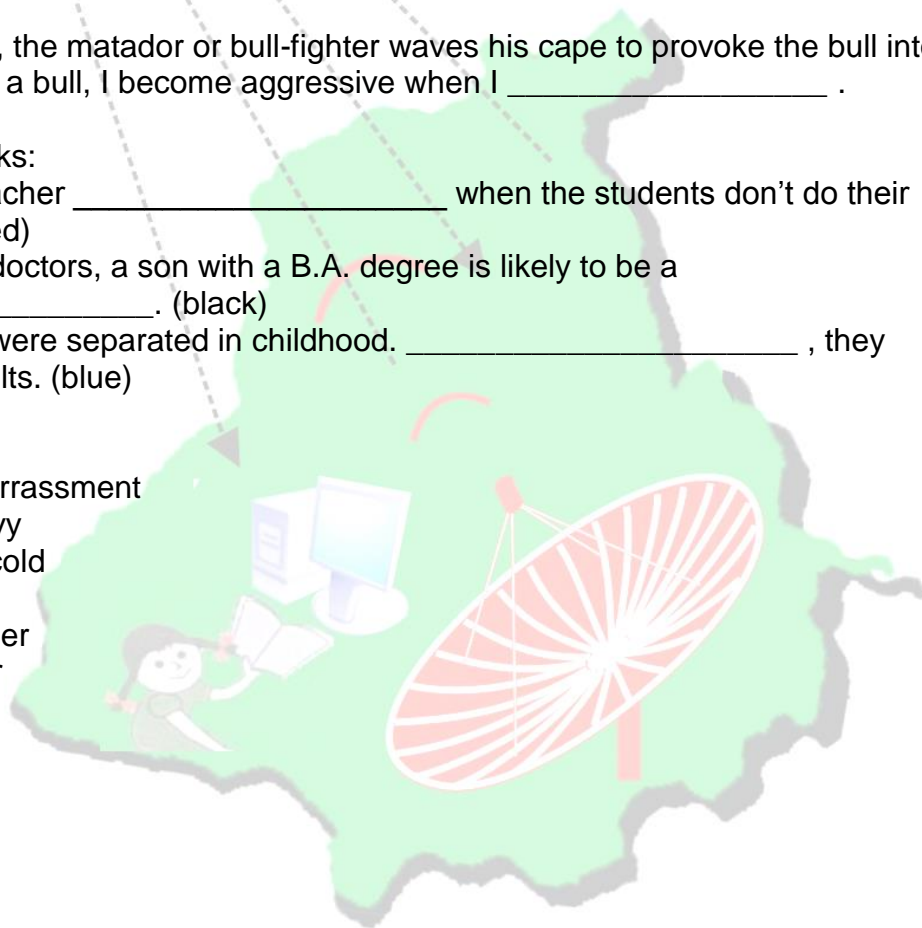
green with envy

blue with the cold

black with anger

white with fear

grey with pain



Examples

“When my grandfather mistook me for my mom, I went *red with embarrassment*.”

“The best student won all the prizes. The others were *green with envy*.”

“I was *blue with the cold* on the winter day.”

“The player had broken his ankle on the field. His face was *grey with pain*.”

“My brother is rather short tempered. He was *black with anger* when his friends teased him about being fat.”

“Honi Anthoni was a scary horror show. I was often *white with fear* by the time each episode ended.”

Conversation : Family Matters

Listen carefully to the conversation between Deepak and his mother. Underline all the idioms based on colours.

Mom : “Hello, who’s there? O, it’s your dad, Deepak. He’s skipping the black tie party he had to go to. I’m afraid he’s in a black humour. Your class teacher called us this afternoon ... But don’t worry, dear. I’ll talk to Daddy.”

Deepak: “He’ll be black with anger, Mom. He sees things in black and white.”

Mom: “Ajay is a doctor! And his parents just dumped him in a boarding school. They met him only once in a blue moon!

Deepak: “I’m the black sheep of the family.”

Mom: “Actually ... you’re my blue eyed boy.”

Deepak : “What did daddy say to mam?”

Mom: “He said he would thrash you black and blue for running away from school. You’re lucky to be in bed with fever! He was red faced when he got the news ... Never mind all that! Tell me what you did on your day out!

Deepak: “We saw a great film, Mom! *Dus!*”

Mom: Tell me the story.

Deepak: “There’s a bomb in a car. But that is a red herring... the real bomb is in a plane.”

Mom: “Really ...”

A Little Test: *Fill in the blanks with the appropriate idioms based on colours.*

Priti: “Hi Rekha! How was the movie?”

Rekha: “Not very good. The suspense built up for over an hour. And then,
_____, there was a song and dance sequence. It made me
_____!”

Rohit: “What are you doing these days?”

Manish: “I’m a Sales Executive with Tata Indicom.”

Rohit: “There’s no job security in that!”

Manish: “That’s true. But there’s no _____ in the private sector. So one can be more productive.”

Conversation using idioms based on animals

- “Good morning, mam!”
- “Mr. Kumar. You’re late?”
- “Actually, it was raining cats (raining cats and dogs) at Model Town, where I live.”
- “I believe you arrive by car every morning.”
- “Cab, mam! / don’t own a car. The cab driver had a fight with a colleague. They fought like cats and dogs (had a cat and dog fight). So I got late.”
- I can smell fishes (it smells fishy). We have engaged a reputed cab service for the convenience of our employees. The drivers are very professional.”
- “No, mam! They are not professional. They race each other all the time. The last time I was late, the driver chased another cab all the way to the next sector, before turning back for office.”
- “That, Mr. Kumar, is a cock and hen story (a cock and bull story). The driver was only on the left side of a double lane road. Now, don’t be a cat (catty) ... And if you arrive late at work again, it will be the final straw to break the camel’s back (the last straw on the camel’s back). Do I make myself clear?”

Pick an alternate idiom:

I think it smells fishy.

I smell a cat.

I smell a rat.

I smell a dog

Pick the right meaning

Rohit is like a bull in a china shop.

He gets very angry.

He is not a gentle person.

He is a clumsy person.

Activity based on idioms using parts of the body

Underline the idioms and figure out the meanings.

Apple of Daddy’s eye.

Mohit was a very naughty boy. He was also the apple of his daddy’s eye. His elder brother was supposed to keep an eye on him in school. But Mohit used to play some or the other prank in the twinkling of an eye. In the eye of the storm

at home, big brother could only look on, wide-eyed.

Session 6 PRONUNCIATION RULES

Rule 1: Words with weak prefixes always take the accent on the root.

a'board	a'broad	a'head	a'lone
be'cause	be'come	be'low	be'neath

Activity 1. Match the Column

When you are with no one, you are	ahead
When you get on a ship you come	below
When you work hard you get	abroad
To be in a subordinate is to be	aboard
When you visit another country you go	alone

Rule 2: The inflexional suffixes –ed, –es and –ing do not affect accent.

'focus	'focusses	suc'cess	suc'cesses
ad'vance	ad'vancing	com'mit	com'mitting
recom'mend	recom'mended	re'late	re'lated

Activity 2. Choose the Right Option

1. The teacher wanted Ranjit to focus/ focusses on his studies.
2. You have to work very hard to gain suc'cesses/suc'cess.
3. The troops are ad'vance/ad'vancing towards the border.
4. He has to com'mit/com'mitting to our project to be a part of it.
5. The doctor recom'mend/recom'mended special exercises for her.
6. The actor had to re'late/re'lated to the character of the story.

Rule 3: The derivational suffixes -age, -ance, -en, -er, -ess, -ful, -hood, -ice, -ish, -ive, -less, -ly, -ment, -ness, -or, -ship, -ter, -ure and -zen do not normally affect the accent.

'cover	'coverage	'marry	'marriage
an'noy	an'noyance	ap'pear	ap'pearance
'bright	'brighten	'light	'lighten
at'tend	at'tender	be'gin	be'ginner
'actor	'actress	'author	'authoress
'beauty	'beautiful	'colour	'colourful
'brother	'brotherhood	'priest	'priesthood
'coward	'cowardice	'fever	'feverish
'white	'whitish	a'buse	a'busive
at'tend	at'tentive	'bottom	'bottomless
'colour	'colourless	certain	'certainly

'purpose con'tent common con'duct 'warden 'city	'purposely con'tentment 'commonness con'ductor 'wardenship 'citizen	a'chieve 'bitter col'lect 'student 'laugh 'author	a'chievement 'bitterness col'lector 'studentship 'laughter 'authorship
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Activity 3. Match the Column

A

The creator of a literary work.
 A person whose office it is to perform religious rites.
 A native or naturalized member of a state or nation.
 A person who lacks courage.
 A female who acts.

B

citizen

actress

author
priest
coward

Rule 4: Words ending in –ion takes the primary accent on the penultimate (one before the last) syllable.

admi'ration combi'nation determi'nation	falsifi'cation 'nation prepa'ration	appli'cation deco'ration exami'nation	'motion 'notion 'station
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Activity 4. Fill in the Blanks

examination, determination, prepa'ration, appli'cation, 'nation

1. My mother told me that I need to pass my _____.
2. You need _____ to achieve your goals.
3. To join a good University, firstly you will have to fill the _____.
4. _____ saves time.
5. Mahatma Gandhi is known as the father of the _____.

Rule 5: Words ending in –ic, -ical, -ically, -ious, -ial and -ially take the primary accent on the syllable preceding the suffix.

apolo'getic bio'logical 'chemically a'trocious sympa'thetic 'optical psycho'logically	pa'thetic e'lectrical eco'nomically com'mercial ter'rific psychol'ogical sta'tistically	sympa'thetic 'optical psycho'logically apolo'getic bio'logical 'chemically a'trocious	ter'rific psychol'ogical sta'tistically pa'thetic e'lectrical co'nomically com'mercial
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Activity 5. Fill in the Blanks with the given words.

memorable, economically, residential, apologetic, notorious

1. We spent _____ on our trip.
2. Roy is a _____ boy.
3. Ashma's birthday was _____. We had a lot of fun.
4. He is very _____ for his mistakes.
5. Are you looking for commercial or a _____ property?

Rule 6: Words ending in -ity take the accent on the ante-penultimate syllable, or the third syllable from the end.

a'bility
gene'rosity
elec'tricity

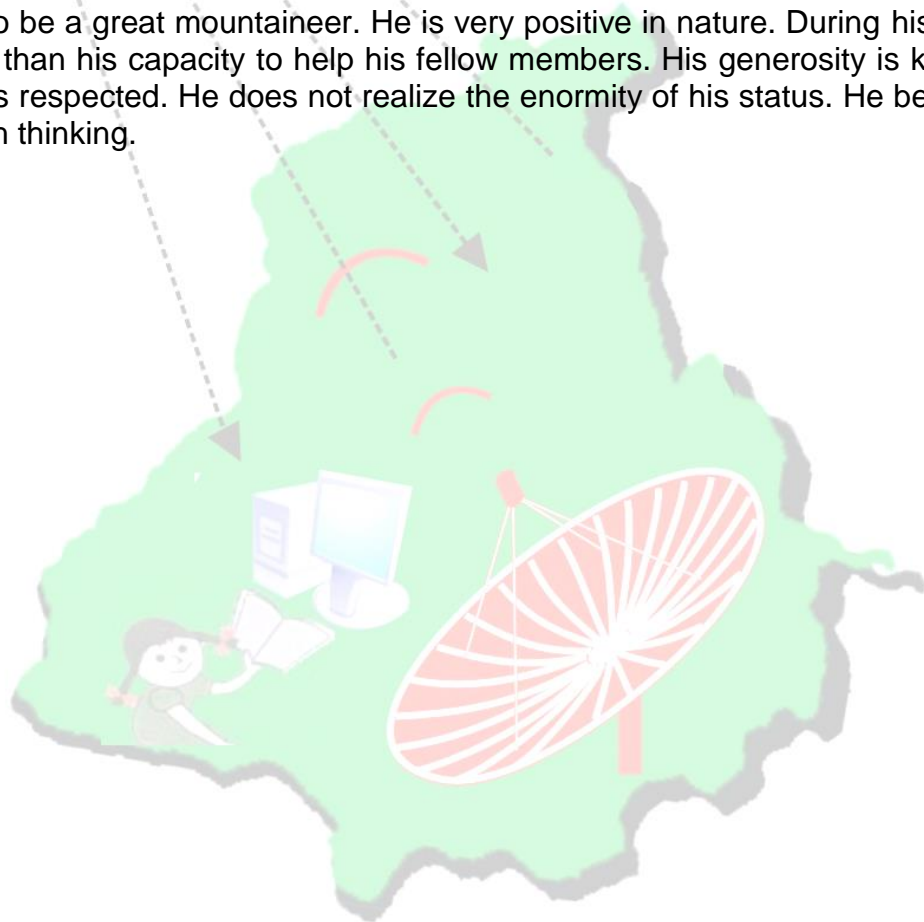
o'pacity
e'normity
ratio'nality

ca'pacity
magna'nimity

oppor'tunity
fu'tility

Activity 6: Underline the words with 'ity'.

Tom has the ability to be a great mountaineer. He is very positive in nature. During his trips he usually carries more than his capacity to help his fellow members. His generosity is known all over. His rationality is respected. He does not realize the enormity of his status. He believes in simple living and high thinking.



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Session 7 English vs Hinglish

Typical Errors in Pronunciation

- Cabin
 - Government
 - Quiet/Quite
 - Manager
 - Promoted
- Character
Executive
Opposite
Thermometer
Decade
- Data
Opportunity
Develop
Hotel
Delhi

Commonly Mispronounced Animals

- Lion
 - Bear
 - Crocodile
- Monkey
Rhinoceros
buffalo
- Donkey
Kangaroo

Most Commonly Mispronounced Days and Months

- January
 - April
 - August
 - November
 - Saturday
- February
May
September
December
- March
July
October
Wednesday

Typical Indian Errors

- Return Back
- Four Days Back
- Have a seat
- How did you find the place?
- Repeat again.
- Revert Back
- Backside
- Myself
- Your good self
- Very Much /More
- Brief Detail
- Your Good Name
- Have a seat, have a book



Towards Better Expression.

- My father is a farmer.
- My father is an agriculturist.
- My father is a businessman.

- My father is an entrepreneur.
- My mother is a housewife.
- My mother is a homemaker.
- I come from a middle class family.
- I come from a service class family.

Common Indian Errors in a Self Introduction

- Myself Jyoti.
- I belong to Shahabad.
- My father is doctor.
- My father is a government employ.
- My mother is a house maker.
- I have two brother and one sister.
- My older brother is working.
- My younger brother is doing his engineering.
- My hobby is listening music.

Errors to Avoid

- Where are you speaking from?
- Double oo, 99 (Say it individually)
- Home # not residence
- Give me/ give you a ring (call)
- Choose one (not pick)
- Going to go
- Give an exam (take an exam)
- Speak loudly
- Back-side
- Cook / laugh myself
- Sports not games
- I was finding / searching him (looking for)
- Tomorrow we would be doing this. (Will)
- Today morning / Yesterday evening. (This / last)
- In the night (at)
- More better, more louder, more happier
- Yesterday night

10 Most Common Expressions

- 24/7- Round the clock
- Get the ball rolling- get started now
- Take it easy- relax
- Sleep on it- Take time to think
- I am broke- I have no money
- Sharp- don't be late
- Like the back of my hand- very familiar
- Give me a hand- help
- In ages- for a long time

- Sick and tires- don't like

Session 8

Recap of Vowels

'I' 'Ih' and 'Ee' Sounds

'I' sound in words

write life fight reply

'ih' sound in words

insect indigo delicious spinster

'ee' sound in words

easter breeze squeeze committee

Activity 1: Fill in the blank with appropriate 'I', 'ih' or 'ee' sound words.

1. He took off his _____ and kept it on the bedside. (tea, tie, lie)
2. A herd of _____ was on the ship. (sheep, shop, sheet)
3. Why are you so _____ in front of her? (shy, sheep, ship)
4. She will sit on the back _____ (sick, seat, sight)
5. He does not eat _____ snacks. (fit, freed, fried)
6. The batsman _____ a run. (heat, height, hit)
7. They think that she _____ on every occasion. (lift, leave, lies)
8. She will _____ a sweater for him. (knit, neat, night)

Eh' and 'Ae' Sounds

Words with 'eh' sound

Energy Remember Entertain Develop

Words with 'ae' sound

Cattle Attitude Magic Practical

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Activity 2: Match the Columns.

A

It is made of bread and has filling in between
Another word for choose
Something that is true
It is a kind of cheese
Another word for electronic goods
When you get hurt, you use this
This person asks for food and money
Another word for middle

B

elect
sandwich
beggar
gadget
cheddar
centre
fact
bandage

'Ah' and 'E' Sound

Words with 'ah' sound

afternoon pathway market department

Words with 'e' sound

shame claim relate retainer

Activity 3: Match the Following countries with their capitals

What is the capital of Taiwan
What is the capital of Bangladesh
What is the capital of Lebanon
What is the capital of Nepal
What is the capital of Cuba
What is the capital of China

Beirut
Taipei
Havana
Beijing
Kathmandu
Dhaka



'Aw' and 'Oh' Sounds

Words with 'aw' sound

often tomorrow authority automatic

Words with 'oh' sound

ocean profession polite associate

Activity 4: Underline the words with 'aw' and 'oh' sounds.

The Crow and the Snake

One day a crow built a nest in a tree and laid some eggs. She did not know that a snake had a nest in the same tree. Her chicks were soon hatched and the crow began leaving the nest. One day, she returned to the nest and was dismayed to find one of her chicks gone. She wondered for a long time what had happened. The next day another chick was gone and the nest was barren. The crow wept and cried.

After some time, she decided to lay some more eggs. But this time, the crow decided to find the villain who had robbed her nest. She perched nearby and watched to see who would make a visit. By and by she saw a snake crawl out of its nest and eat up her chicks.

The crow thought and thought but could not think of a way of ridding herself of the snake. A fox had seen the snake too and he said to the crow. "A princess will soon be coming to bathe in the river here and as she takes off her clothing and her chain, you must seize it in your beak and drop it into the snake's nest. It will all work out.

The crow did as the fox told her. The servants of the princess who had seen where she had gone with the chain, went up to the snake's nest. They began digging in and around the nest and finding the snake, killed it and took out the chain.

And so it was that the crow rid herself of her worst enemy and from then on lived in her nest in peace.

'Oo' and 'Uh' Sound

Words with 'oo' sound

troop soup loose snoop

Words with 'uh' sound

hooked crooked shook should

Activity 5: Fill in the blanks with the following words with 'oo' and 'uh' sounds.

foolproof took pool hood would cruel troop book

1. The children jumped into the _____.
2. He _____ my bat and ball along with my gloves.
3. The _____ marched to the border.
4. This plan cannot go wrong, it is _____.
5. Little red riding _____ is a beautiful story.
6. He _____ be here in an hour.
7. He does not have any friends because he is mean and _____.
8. Please, return my _____ by tomorrow.

'Aye', 'Ow' and 'Oi' Sounds

Words with 'aye' sound

flare where careful snare

Words with 'ow' sound

crowd allowance proud shout

Words with 'oi' sound

soil toilet spoil employment

Activity 6: Fill in the blank with appropriate 'aye', 'ow' and 'ee' sound words.

1. Andy has a _____ for writing. (fare, flair, fair)
2. Her cats _____ all day. (bellow, meow, wallow)
3. He is a collector of _____. (coils, foils, coins)
4. Her sister has a _____ of pink trousers. (prayer, pear, pair)
5. The loud noise makes the clown _____. (crown, frown, drown)
6. Raj is a naughty boy. He can _____ anyone. (overjoy, annoy, rejoice)

'Ea', 'Oa' and 'Eu' Sounds

Words with 'ea' sound

spear fearless steer mere

Words with 'eu' sound

lieu attribute hew cue

Words with 'oa' sound

factual casual cruel sure

Activity 7: Match the columns with 'eu', 'ea', 'oa' words.

When you are unable to decide.
You wear it on your ears.
You find it on the leaves in the morning.
A lady who works in the saloon.
When something happens slowly.
It was used in the olden times as a weapon.

beautician
gradual
unsure
ear rings
spear
dew

Solutions

Activity 1

1. He took off his tie and kept it on the bedside.
2. A herd of sheep was on the ship.
3. Why are you so shy in front of her?
4. She will sit on the back seat.
5. He does not eat fried snacks.
6. The batsman hit a run.
7. They think that she lies on every occasion.
8. She will knit a sweater for him.

Activity 2.

A
It is made of bread and has filling in between
Another word for choose
Something that is true
It is a kind of cheese
Another word for electronic goods
When you get hurt, you use this
This person asks for food and money
Another word for middle

B
sandwich
elect
fact
cheddar
gadget
bandage
beggar
centre

Activity 3.

What is the capital of Taiwan
What is the capital of Bangladesh
What is the capital of Lebanon
What is the capital of Nepal
What is the capital of Cuba
What is the capital of China

Taipei
Dhaka
Beirut
Kathmandu
Havana
Beijing

Activity 5.

1. The children jumped into the pool.
2. He took my bat and ball along with my gloves.
3. The troop marched to the border.
4. This plan cannot go wrong, it is foolproof.
5. Little red riding hood is a beautiful story.
6. He would be here in an hour.
7. He does not have any friends because he is mean and cruel.
8. Please, return my book by tomorrow.

Activity 6.

1. Andy has a flair for writing.
2. Her cats meow all day.
3. He is a collector of coins.
4. Her sister has a pair of pink trousers.
5. The loud noise makes the clown frown.
6. Raj is a naughty boy. He can annoy anyone.

Activity 7.

1. When you are unable to decide. unsure
2. You wear it on your ears. ear rings
3. You find it on the leaves in the morning. dew
4. A lady who works in the saloon. beautician
5. When something happens slowly. gradual
6. It was used in the olden times as a weapon. spear

Session 9
Recap of Consonants

Words with 'T' and 'D' sound

Words with 'T' sound

total astonish adamant deduct

Words with 'D' sound

drown dependent reduce dandy

Activity 1: Fill in the blanks with the correct homonym with 'T' or 'D' sound.

1. accept/ except
 - Everyone _____ Mary is going to the party.
2. beside/besides
 - They offer many flavours _____ vanilla.
3. desert/dessert
 - After dinner, we will have _____.
4. precede, proceed
 - Let us _____ with this session.
5. all ready/ already
 - We were _____ for the results.
6. bored/board
 - The students were _____ during the long lecture.
7. chute/shoot
 - The dock had facilities to _____ grain directly into the vessel.

Words with 'P' and 'B' sound.

Words with 'P' sound

paper pollution optimist couple

Words with 'B' sound

Baboon incredible bubble shabby

Activity 2. Match the columns with 'P' and 'B' sound words

- | <u>A</u> | <u>B</u> |
|---|-----------|
| 1. The person who makes our furniture | bakery |
| 2. The place where there are many books to read | porter |
| 3. The place where one goes to worship | temple |
| 4. The person who cuts your hair | carpenter |
| 5. The person who carries luggage | library |
| 6. Where cakes are made | barber |

Words with 'S' and 'SH' sound

Words with 'S' sound

silent associate request crest

Words with 'SH' sound

action recession shallow brash

Activity: Underline the words with 'S' and 'SH' sounds in the story.

The Princess and the Pea

Once upon a time there was a prince who wanted to marry a princess; but she would have to be a real princess. He travelled all over the world to find one, but nowhere could he get what he wanted. There were many princesses, but it was difficult to find out whether they were real ones.

One evening, a terrible storm came on; there was thunder and lightning, and the rain poured down in torrents. Shortly, a knocking was heard at the city gate. It was a princess standing out there in front of the gate. But, Good gracious! What a sight! The rain and the wind had made her look shabby. The water ran down from her hair and clothes; it ran down into the toes of her shoes and out again at the heels and yet she said that she was a real princess.

Well, we'll soon find that out, thought the old queen. But she said nothing, went into the bedroom, took all the bedding off the bedstead, and laid a pea on the bottom; then she took twenty mattresses and twenty sheets and laid them on the pea.

On this the princess had to lie all night. In the morning she was asked how she had slept. "Oh, very badly!" said she. "I have scarcely closed my eyes all night. Heaven only knows what was in the bed, but I was lying patiently on something hard, so that I am black and blue all over my body. It is horrible!"

Now they knew that she was a real princess because she had felt the pea right through the twenty mattresses and twenty sheets.

Nobody but a real princess could be as sensitive as that. So! The prince took her for his wife.

Words with 'V' and 'W' sound

Words with 'V' sound

visual variety carnivore valve

Words with 'W' sound

warranty crawl weave crew

Activity 3: Fill in the blanks with 'V' and 'W' sound words.

1. _____ are holders for flowers. Vermont
2. George _____ was a Revolutionary War hero and the first President of the United States. weasels
3. A _____ is a flying, stinging insect. weather vane
4. A _____ is one of the series of small, connected bones in the spine that surround and protect the spinal cord. vehicle
5. _____ are small, furry mammals with short legs. windmill
6. A _____ is a device that points the way the wind is blowing. vegetables
7. A _____ moves people and things from one place to another. vertebra
8. _____ is a state in the North eastern United States of America. Washington
9. A _____ uses the wind to generate power. wasp
10. _____ are edible plants, like spinach, they are very good for you. vase

'Z', 'ZH' and 'J' Sounds

Words with 'Z' Sound

zodiac zenith zipper zig zag

Words with 'Zh' Sound

Version Excursion

Words with 'J' Sound

Badge Detergent

Activity 4: Match the Columns- Idioms

- A
1. As busy as a
 2. To get on one's
 3. Jump to
 4. Keeping my fingers
 5. Rings a
 6. Take it
 7. Who
 8. Don't joke with
 9. Don't be a

- B
- stranger
cares
me
easy
crossed
bell
nerves
bee
conclusions

Words with 'R' and 'L' sound

Words with 'R' sound

reason burden crunch customer

Words with 'L' sound

little belt final climate

Activity 5: Read the following conversation and answer the questions. Making an Appointment with Your Professor

A: Professor, could I make an appointment with you?
 B: I am free tomorrow afternoon between two and four; do you have a particular time in mind?
 A: Two o'clock would be the best time.
 B: Fine, do you know where my office is?
 A: No, I'm not sure.
 B: Remember, it is in the L building on the third floor.
 A: I see.
 B: Don't worry, it will work out fine once you get there. I'll see you then.
 A: I'll see you then.
 B: Looking forward to meeting with you!

Answer the following questions

1. Why does the student call the professor?
2. What would be the best time for the professor?
3. What is the address of the building?
4. At what time does the student want to come?

Accent Test				
Aggressive	Approving	Assumptions	Accentuate	Available
Accurately	Assertive	Alternatives	Acknowledge	Appreciate
Affirm	Acceptable	Abusive	Annoyed	Affirmative
Automatic	Assure	Apologize	Appropriately	Attribute
Aptitude	Accept	Barriers	Behavioral	Benefits
Beginning	Considerateness	Compassion	Communicate	Confidential
Confirm	Credibility	Communication	Compromise	Competent
Competently	Condescending	Consequently	Challenging	Confrontation
Conversation	Composure	Certainly	Disapproving	Disadvantage
Disconnect	Disappointed	Difficult	Delivery	Differentiate
Description	Defensive	Disagreement	Empathize	Empathy
Embarrassed	Expressing	Express	Emotional	Empathizing
Enthusiastic	Environmental	Enunciation	Evaluative	Exchange

Effectively	Errors	External	Encountering	Emotionally
Gripping	Generalizing	Hinders	Information	Intentions
Indicate	Interpret	Inconsiderate	Identify	Intimidated
Intensity	Justification	Listening	Measurable	Manifestation
Mirror	Non-defensively	Negative	Observable	Opportunities
Positive	Provide	Production	Personally	Purchase
Permission	Prejudice	Preconception	Permitted	Professionals
Position	Postponed	Response	Reflective	Responsibility
Resilient	Referred	Referral	Specialist	Summarize
Selectively	Selective	Specifically	Solutions	Softening
Tentative	Understanding	Updating	Unexpected	Unique
Unproductive	Viewpoint	Warranty		

Accent, Stress, Pronunciation Assessment →

Word List 1

POST CODE	INCONVENIENCE
AVAILABLE	TECHNICAL
CONFIRM	DIFFICULTY
INFORMATION	ACCORDINGLY
REGISTRATION	ASSISTANT
REQUEST	BALANCE
PETROL	CORRESPONDENCE
ADVANCES	PROFILE
PURCHASE	MANDATE
IMMEDIATELY	VALID
TRANSACTION	CONGRATULATIONS
CANCELLATION	FORTHCOMING
REFUND	CUSTOMER
NUMBER	SERVICE
AUTHORIZE	GLOBAL
PREMIUM	INFORMATION
PAYMENT	DIRECT
STATEMENT	DEBIT
INTEREST	APPLICATION
INSURANCE	TRANSACTION
ASSOCIATE	SECURITY
VERIFY	DEFAULT
DATA PROTECTION	NOTICE
VALUE	ISSUE NUMBER
INTERIM	EXPIRY
VALIDATION	PAYMENT

AUTHORITY	DECLINED
SOLICITOR	ARREARS
MOTHERS	INSURANCE
MAIDEN	PRIVILEGE
CERTAINLY	REVIEW
REDEMPTION	CREDIT
PROTECTION	LIMIT
ENABLED	PREFER
FINACIAL	SURE
MOBILE	EXCESS
SUPERVISOR	PREVIOUS
REFER	STATEMENT
APOLOGIZE	LATE
DUE DATE	CHARGES
DATE OF BIRTH	BONUS
ACCOUNT	ENGINE
RELEVANT	CHEQUE
DEPARTMENT	REFUND
GUARANTEE	AWARE
SIGNATORY	GOOD MORNING/AFTERNOON/ EVENING
CHARGES	HOLDER
PASSWORD	CASUAL

Word List 2

Problem	Parameter	Part	Displeased	Erupt
Paper	Part payment	Participle	Leper	Rupture
Particular	Peculiar	Penny	Police	Temper
Promise	Company	Preset	Petrol	Cramp
Percentage	Computer	Present	Platter	Suppress
Pennsylvania	Practice	Print	Pressing	Trap
Past due	Peter	Pole	Performing	Separate
Suppose	Push	Population	Transcription	Split
Representative	Develop	Deport	Puff up	Splendor
Payments	Page	Displaced	Pump up	Discipline

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Word List 3

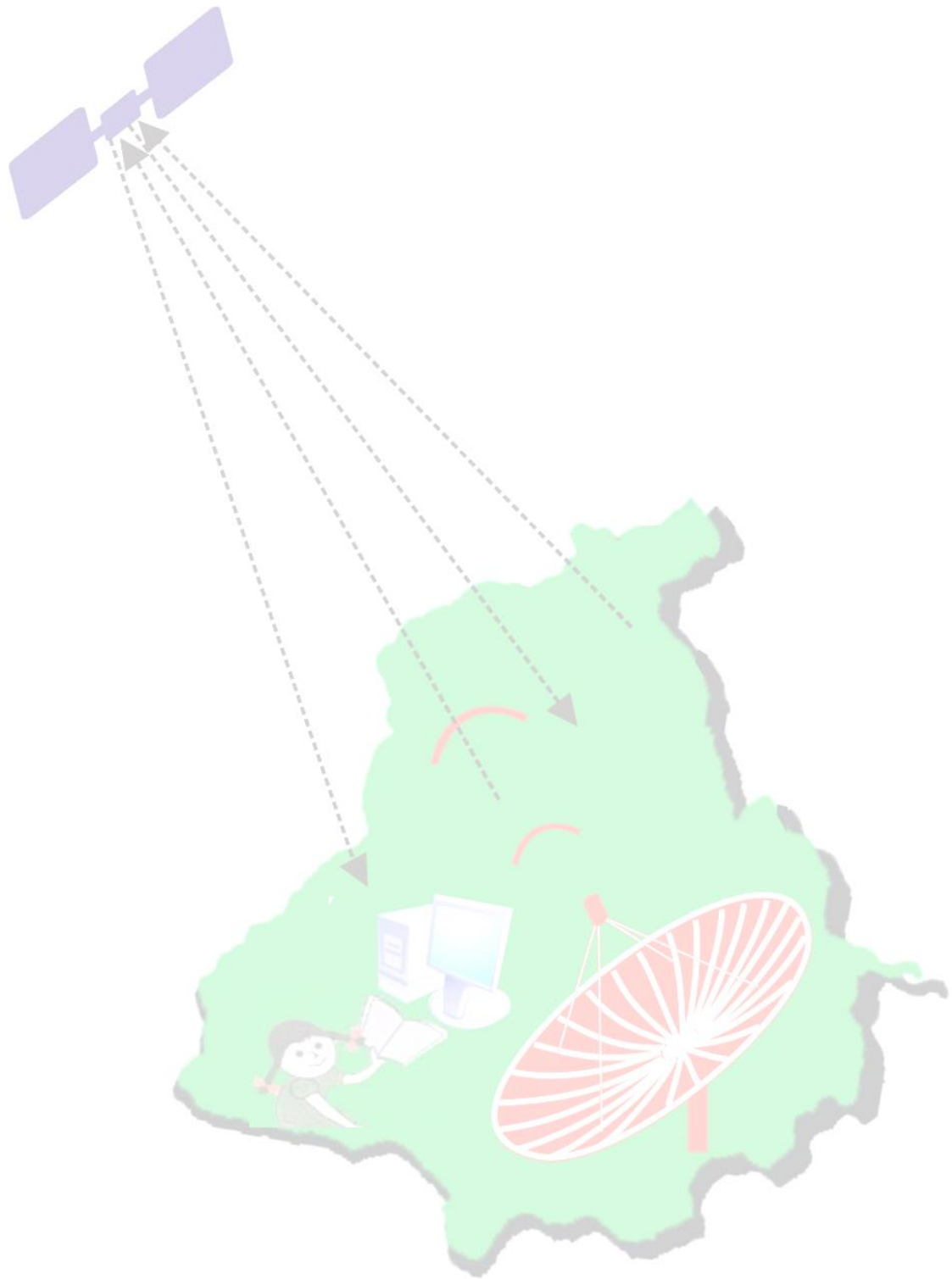
Echo	Computer	Complete	Criticizing	Corporation
Color	Clear	Collaborator	Electric	Discount
Technology	Accommodate	Colleague	Charged	Corresponding
Collect	Company	Social	Energetic	Identical
Contribute	Continue	Accomplice	Condo	Compare
Mechanical	Peculiar	Convoy	Consort	Compromise
Count	Consider	Counterpart	Cousin	Correspondence
Customer	Accompany	Associate	Co-worker	Tycoon
Consumer	Coincide	Curriculum	Choose	Confer
Credit card	Coexist	Accusation	Crib	Corner

Word List 4

Arrive	Four	Heart	Wonderful	Several
Experience	Free	Races	Warm	However
Around	Contract	Pressure	Work	Survival
Radio	Hard	Nervous	Stress	Alternative
Rude	Result	Frightened	Street	Prepaid
Offer	Sir	Increased	Victory	Electrical
Right	Ever	Produce	Never	Particular
Practice	Report	Butterflies	Victorious	Opportunity
Year	Front	More	Nerve	Interesting
Repeat	Group	Verify	During	Internet

Word List 5

AH	AW	OH	AY
Advances	Apologize	Forthcoming	Application
Answer	Accordingly	Bolton	Available
Apartment	Assure	Bonus	Cancellation
Afternoon	Authority	Ernest Jones	Congratulations
Branch	Authorize	Gyro Slip	Due Date
Card	Calling	Glasgow	Enabled
Cardiff	Catalogue	Global	House of Fraser
Carlisle	St Awl bans	Goldsmith	Identification
Charges	Correspondence	Harrow	Late Payment
Darlington	Default	Hold	Maiden
Dart Ford	Dorothy Perkins	Home Telephone	Mandate
Department	Electronic	Mobile	Name
Good Afternoon	Foxtrot	Moment	Registration
Last Name	Important	Notice	Statement
Part Payment	Insurance	Post Code	Surname
Password	Laura Ashley	Process	Today
Transaction	Oscar	Profession	Updating
Transfer	Sort Code	Profile	Validation
Visa	Torre Road	Protection	Wednesday



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