

**A WORKSHOP ON
IMPROVE YOUR ENGLISH
STEP UP- I**

Convener

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Ways to Improve your Spoken English

Making Introduction: Introducing Yourself

While introducing, your sentence should be in the following order:

Signal : Hi,

Introduction : I am Nidhi

Additional Information : I work with Sarla Dixit

Closure : It has been pleasure speaking you.

Formal: May I introduce myself. My name is Krish Zade. I work for Infosys.

Informal: Hello, I am Arya Shah. I am Ashrita Mahajan's friend.

Exercise 1: Mark whether Introductions are formal or informal.

I don't think we have met. My name is Anil Kumar. I take care of Sales in

Maruti:-- Formal.

Introductions: While approaching a senior always introduce yourself first.

Greetings:

Formal example of greetings	Informal example of greeting
<ol style="list-style-type: none"><li data-bbox="79 339 625 389">1. Its nice to meet you.<li data-bbox="79 432 710 482">2. Its pleasure to meet you<li data-bbox="79 525 736 575">3. I am pleased to meet you	<ol style="list-style-type: none"><li data-bbox="948 339 1174 389">1. Hi.....<li data-bbox="948 432 1309 482">2. Hi, there...!<li data-bbox="948 525 1445 575">3. Glad to meet you.<li data-bbox="948 618 1354 668">4. How are you?<li data-bbox="948 711 1392 761">5. How's it going?<li data-bbox="948 803 1495 853">6. How are you doing?<li data-bbox="948 896 1302 946">7. How is life?<li data-bbox="948 989 1663 1039">8. What's up? What's new?

While greeting on phone be normal and pleasant. Make sure that your voice sounds upbeat and enthusiastic.

- **Greeting and Giving Permission:**
- **Informal speech uses casual language and is used in relaxed, friendly, situations at home, with friends or family, with peers in school or college or at a party.**
- **Formal speech is used to show respect and is used to speak with older people.**
- **Asking for Permission: We can use can, could or may to ask for permission.**
- **Could is more polite than can.**
- **May is more formal than can.**

Reported Speech:

Non-Attitude Verbs: 'Say', 'tell', 'add', 'reply' 'mention' answer.

Attitude Verbs: Communicator's interpretation of judgment is conveyed- alleged, complained, accused, advised.

Use of Dictionary:

Choose the most suitable word to complete the sentence below:

1. A) Can you give me the access code?

B: I'm sorry, the computer is down /off. Some one is trying to fix it. It should be on and running soon.

2. A: What took / kept you so long? We've been waiting for over an hour.

B: I'm terribly sorry. My car stopped /stalled on the way.

3. The fight has been delayed/postponed by two hours.

4. Can you keep/hold it for me until this afternoon.

5. Can we have dinner together? I'll call you ahead of /before time to fix up when and where.

6. Davis and I never stayed /kept in touch after college.

Choose the right meaning of the phrasal verb underlined:

1. If you **stay up** late:

- A) You go to bed later than usual B) You stay at a place longer than you intended to

2. If you **run into** someone.

- A) You defeat the person in race. B) you meet the person unexpectedly

3. If you **look** someone **up**:

- a) You look for the person's advice b) You visit the person at the door.

4. If you **see someone to the door**:

- a) You go with the person up to the door b) You meet the person at the door

5. If a **storm holds off**.

- a) It stops sooner than expected b) it does not start immediately.

**Question 5. B) Match the situations:
Responding to the Introductions:**

Sr. No.	Greeting		Response to the Greeting
1	I am pleased to meet you	A	Pleased to meet you too.
2	It is nice to meet you	B	Nice to meet you too
3	Glad to meet you (Informal)	C	Glad to meet you too.
4	Glad to meet you (Informal)	D	Same here/Likewise

Sr. No.	Situating		Greeting /Message
1	On your friend's success	A	Well done
2	Farewell to a friend	B	Wish you all the best
3	On the death of someone	C	I'm sorry, my condolence
4	Your friend has lost a game	D	Never mind better luck next time
5	When someone is going abroad	E	Bon Voyage
6	On a new player's entry into your team	F	Well come to our team
7	Your Christian friend on Christmas	G	Merry Christmas

Sr. No.	Conversation Opener		Responses
1	How's it going?	A	OK/ It's going fine/Not too bad
2	Lovely weather	B	Yes, it is.
3	How is work?	C	Great
4	I haven't seen you for a while	D	I have been busy/away

Ages/Stages:

Sr. No.	Term		Age
1	Baby	A	0-1 year old approximately
2	Toddler	B	1-2 years old
3	Child	C	2-12 years old
4	Teenager	D	13-17 years approximately
5	Adult	E	18 years and more
6	Middle aged	F	40+ years old
7	Septuagenarian	G	70-79 years old
8	Octogenarian	H	80-89 years old

Match the Adjectives to the body parts:

Sr. No.	Adjectives		Body parts
1	Black, curly, wavy, straight	A	Hair
2	Dark, Pale	B	Skin colour
3	Broad	C	Shoulder
4	Muscular	D	Arms
5	Bald	E	Head

Invitation, Suggestion, Acceptance, Refusal:

Invitation:

Informal	Time/Place	Formal
Let's	Shall we?	We would be (very pleased to) if you could
Like to	Would like to	I'd (very much) like you to.....
Why don't you.....?	Would you care to /for.....?	We should be delighted if you could.....
What about?	Do?	I was/ we were wondering
You must.....	Won't you?	If you 'd like to
Come &	I'd like to invite you to	It would be nice if.....

Suggestion:

Informal	Time/Place	Formal
Let's	Shall we?	Can/could/might.
Fancy?	You could.....?	I suggest.....
Why don't we?	We might as well...	You may/might like to
What about?	I suggest that	I would like to suggest.....
How about.....?	We might as well.....	I would like to suggest.....
Well Shall we.....?	Would you care to?	Have you considered.....?
Surely, s/he /they would		
I'd say that.....		
Try		
I think you'd better.....		

Accepting an Invitation or suggestion:

Informal	Time/Place	Formal
Thanks, I's love to	That would be wonderful/very nice.....	I'd/we'd be delighted to
Sounds great/fine.....	(Thank you) I'd like to / that.....	That is really (very) /much most kind of you.....
Ok/All right	That sound like a very nice idea....,	It would give me/us great pleasure to
Yes, fine, thanks	Yes, I will, with pleasure
I won't say no.		

Refusing Invitation or suggestion:

Informal	Time/Place	Formal
That would be great but.....	Thank you (very much) but.....	That's very/extremely kind of you, but.....
I'd love to but..... sorry, I can't.	I would like to but.....	I am awfully sorry, but.....
But thanks anyway.	I wish, I could but.....	Unfortunately.....
Oh, I am sorry!	Thank you very much for.....
I won't be	Asking (me) but.....

Giving Directions:

Match the following to complete sentences:

Sr. No.	Instruction/Request/Command		Sr.	Imperative form of the Verb
1this medicine twice a day for two weeks		A	Go
2 Down children, dinner is ready!		B	Stand
3 quiet, I'm trying.		C	Take
4	Please, in the que, sir.		D	Come
5	Don'tthere after dark, it's not safe.		E	Be

Introductions:

- **For Example:**
- **Formal : May I introduce myself? My name is Shyam Sunder. I work for Infosys.**
- **Informal: Hello, I'm Renuka Shah. I am Heera Mahajan's friend.**
- A. I don't think we have met. My name is Anil Kumar, I take care of Sales in Maruti. (Formal/Informal)**
- B. Hello, You must be Raj Khera. My name is Sunil Sharma. Your friend Rajdeep speaks highly of you. (Formal/Informal)**
- C. Hello there, I have seen you before. I'm Nisha. I think we met at Rashi's party. (Formal/Informal)**
- D. Excuse me, Aren't you Robin Sharma I'm Priti Singh, I enjoyed reading your books. (Formal/Informal)**

E. (Mr. Lall, allow me to introduce Sonia from account dept.

(Formal/Informal)

F. Ladies and gentlemen, I now introduce to you, the singing sensation of our times, Ms. Rohini Shinde. (Formal/Informal)

G. Rohit, May I introduce someone to you? This si Sareen Khurana. Sareen, this is Rohit Malhotra. He's colleague of mine. (Formal/Informal)

H. Manav, I'd like to meet someone. This is Rizwaan. Rizwaan, this is Manav. He is a good friend of mine. (Formal/Informal)

I. Shammi, this is Raja. Raja, this is Shammi. (Formal/Informal)

J. Shruti, Nisha. Nisha, Shruti. (Formal/Informal)

Inviting, Suggesting- Acceptance- Refusal.

- 1. Like to come for a drink? We have a few minutes before the bell goes.**
(Formal/Informal- Invitation/Suggestion.....)
- 2. How about meeting on Monday to finalise the details?**
(Formal/Informal- Invitation/Suggestion.....)
- 3. Hello Savitri! Listen, we've got two spare tickets for the Bharatnatyam recital this evening and I was wondering if you and Atul would like to come.**
(Formal/Informal- Invitation/Suggestion.....)
- 4. Mrs. Bhasin, my daughter is getting married next Monday, We would be delighted if you and Mr. Bhasin could join us in the celebrations and stay for dinner that evening.**
(Formal/Informal- Invitation/Suggestion.....)

5. Why don't you drop in tomorrow evening and we'll have a game of chess?

(Formal/Informal- Invitation/Suggestion.....)

6. Let's first decide how much we want to spend, and then we can look for the gift.

(Formal/Informal- Invitation/Suggestion.....)

7. I suggest that you speak in English as often as you can if you really want to improve.

**(Formal/Informal-
Invitation/Suggestion.....)**

8. We might as well go home now, we have been round this park from times, and still haven't found the house

(Formal/Informal- Invitation/Suggestion.....)

9. If I might make a suggestion, I think there should be more classes for English than have been allotted at present.

(Formal/Informal- Invitation/Suggestion.....)

10. Mr. Mahajan, I'd like to invite you for the release of my book by the President on Wednesday next at 4.30 pm at Rashtrapati Bhavan. I hope you will be able to make it.

(Formal/Informal- Invitation/Suggestion.....)



Take your
English
to the next level!

THE END

THANK YOU FOR LISTENING