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Course Code : BEGE-103

Course Title : Communication Skills in English

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1 Write short notes on the following:

i The difference between dialect, accent and style

ii Code mixing and code switching

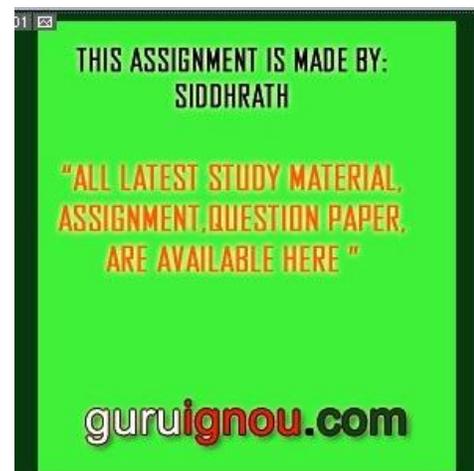
Ans:- The difference between dialect, accent and style

An accent is a local pronunciation of either the speaker's own language, or the way they pronounce a foreign language, influenced by their mother tongue. For example, in the North of the UK (Northern England and Scotland) people pronounce "ant" and "aunt" the same way while in the South they pronounce "ant" with a short "a" and "aunt" with a longer "ah" sound. It includes not only individual phoneme sounds but also includes intonation. For example someone from the East Coast of Scotland will usually have a much livelier, more melodic way of speaking than someone from Glasgow which has a flatter sound.

A dialect is a regional speech variety. This also includes lexis (vocabulary) and grammar as well as pronunciation (accent). It is possible to use the local pronunciations without really using any particular local grammar or vocabulary, meaning you can speak in a region's accent without using its dialect.

Examples of dialect would be something like the (now quite rare) use of tha/thee as a second person pronoun in Yorkshire, or the reduction of the definite article "the" to /t/ in some contexts, e.g. "Get thyssen to't shop" would be a rather cliché example of Yorkshire dialect, which also includes words like "aye" for "yes", "ginnel" for alleyway etc.

Scottish dialect is influenced by the original Scots language and has features such as different negative forms e.g. "I widnae dae that if were you" and a whole host of lexical features such as "wean" or "bairn" for child, "lum" for chimney, "dreich" for grey/depressing (weather) etc. Scots dialect



(and “official” standard Scots English) also includes the velar fricative /x/ phoneme, not found in standard British English

Short version: Accent and dialect are both related to regional differences in speech. Accent covers the sound of speech, while dialect refers more to differences in vocabulary and/or grammar.

ii Code mixing and code switching:-

Code mixing is simply mixing of two or more languages while communicating. Now, it is common for a speaker who knows two or more languages to take one word or more than one word from one language and introduce it while speaking another language.

If I know French as well as English, for example, there will be times when I will mix some English words in my French sentences. That’s, in fact, very common. Languages have this kind of affect on other languages. It is rare for Bilinguals to utter sentences that belong to purely one language.

One or few words are generally borrowed. Sometimes, it is because the speaker remembers a particular word in one language but, at that moment, isn’t able to use the parallel word in the language he is using. This happens generally in speech. Writing, which is more formal and careful presentation of speech, is generally free of code mixing and code switching (but it is still possible when there is a special requirement, for example, when adding some special, humorous effect, or in case it is an advertisement and marketing strategy etc.).

Code switching is similar to code mixing in that there is combination of two languages (in fact, many use the two terms interchangeably), but there is a small difference. In a single conversation if a language speaker who is speaking, for example, English switches to French (and again to English, may be), it will be code switching.

Here, the speaker is not mixing just a few words of one language in between the other language. He is speaking one language and then switching to another language. One sentence is spoken in one language and the second in another and so on.

Sometimes, there may not be a sharp boundary. One phrase of a single sentence might be in one language and the second in a different language. Note that in the latter case, the two phrases (one in English and second in French, for example) will be consistent in tense, number, etc.

2. What are some of the components of soft skills and why is it important to have these skills?

Ans: What are Soft Skills?

Whereas hard skills are the tangible and technical skills easily demonstrated by a candidate’s qualifications and specific professional experiences, **soft skills** is a term used by employers to refer to the more intangible and non-technical abilities that are sought from candidates.

Soft skills are sometimes referred to as **transferable skills** or **professional skills**. As this term implies, these are skills that are less specialised, less rooted in specific vocations, and more aligned with the general disposition and personality of a candidate.

Examples of important soft skills are communication, teamwork and problem solving.

Soft skills relate to your attitudes and your intuitions. As soft skills are less referable to your qualifications and more personality-driven, it is important to consider what your soft skills are and how you might show evidence of them before you apply for a job.

Why do Soft Skills Matter?

Soft skills are the difference between adequate candidates and ideal candidates. In most competitive job markets, recruitment criteria do not stop at technical ability and specialist knowledge.

Particularly with graduate schemes, recruiters will be looking for people who can become leaders, and **leadership**, itself, depends on several key soft skills.

An instructive example of the difference made by soft skills is a medical doctor. A doctor is required to have an extensive repertoire of hard skills, especially the ability to diagnose and prescribe treatments for an array of ailments.

But a doctor who does not have the soft skills of emotional intelligence, trustworthiness and approachability is not likely to be very highly regarded by their patients.

Similarly, a salesperson who may have an unrivalled and exhaustive knowledge of their market will find it difficult to close a deal and retain their clients if they lack the soft skills of interpersonal skills and negotiation.

Soft skills are not just important when facing external customers and clients. They are equally important when it comes to *interacting with colleagues*.

Soft skills relate to how you work with others (whereas hard skills relate to you, in isolation, as an individual).

Employers value soft skills because they enable people to function and thrive in teams and in organisations as a whole.

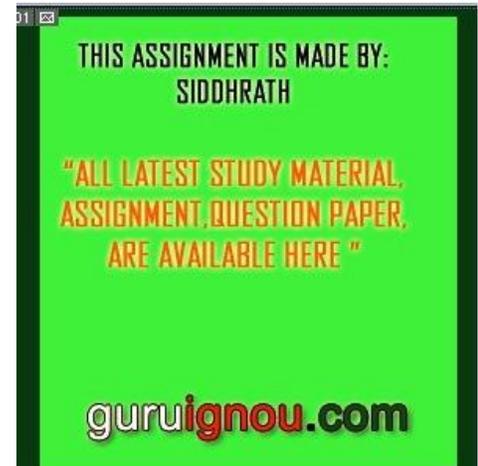
A productive and healthy work environment depends on soft skills. After all, the workplace is an interpersonal space, where relationships must be built and fostered, perspectives must be exchanged, and occasionally conflicts must be resolved.

What are the Key Soft Skills?

This section is an extensive, but not exhaustive, guide to what should be considered as some of the key soft skills.

Communication

As a soft skill, **communication** is not about multiple syllables or rousing speeches. Able communicators can adjust their tone and style according to their audience, comprehend and act efficiently on instructions, and explain complex issues to colleagues and clients alike. Communication is also an important aspect of **leadership**, since leaders must be able to delegate clearly and comprehensibly.



Self-Motivation

Having the **positive attitude** and the **initiative** to work well without round-the-clock supervision is a vital soft skill for any employee.

Not only does it demonstrate reliability and commitment, but it shows that you can fit efficiently into an organisational structure without the need for constant oversight.

Leadership

Leadership is a soft skill you can show even if you're not directly managing others.

Leadership can be thought of as a collection of various other soft skills, such as a general positive attitude and outlook, the ability to communicate effectively, and an aptitude for both self-motivating and motivating others.

Responsibility

Self-awareness is a seldom talked about but highly valued soft skill; knowing when to accept responsibility for any mistakes you have made demonstrates a healthy level of humility, and a willingness to learn and progress.

Teamwork

Like leadership, good **teamwork** involves a combination of other soft skills.

3b Discuss some of the questions that are commonly asked during an interview.

Ans:- **1. "Tell me a little about yourself."**

If you're the interviewer, there's a lot you should already know: The candidate's resume and cover letter should tell you plenty, and LinkedIn and Twitter and Facebook and Google can tell you more.

The goal of an interview is to determine whether the candidate will be outstanding in the job, and that means evaluating the skills and attitude required for that job. Does she need to be an empathetic leader? Ask about that. Does she need to take your company public? Ask about that.

2. "What are your biggest weaknesses?"

Every candidate knows how to answer this question: Just pick a theoretical weakness and magically transform that flaw into a strength in disguise!

For example: "My biggest weakness is getting so absorbed in my work that I lose all track of time. Every day I look up and realize everyone has gone home! I know I should be more aware of the clock, but when I love what I'm doing I just can't think of anything else."

3. "What are your biggest strengths?"

I'm not sure why interviewers ask this question; your resume and experience should make your strengths readily apparent.

Even so, if you're asked, provide a sharp, on-point answer. Be clear and precise. If you're a great problem solver, don't just say that: Provide a few examples, pertinent to the opening, that *prove* you're a great problem solver

4. "Out of all the other candidates, why should we hire you?"

Since a candidate cannot compare himself with people he doesn't know, all he can do is describe his incredible passion and desire and commitment and ... well, basically beg for the job. (Way too many interviewers ask the question and then sit back, arms folded, as if to say, "Go ahead. I'm listening. Try to convince me.")

And you learn nothing of substance.

Here's a better question: "What do you feel I need to know that we haven't discussed?" Or even "If you could get a do-over on one of my questions, how would you answer it now?"

5. "Why do you want *this* job?"

Now go deeper. Don't just talk about why the company would be great to work for; talk about how the position is a perfect fit for what you hope to accomplish, both short-term and long-term.

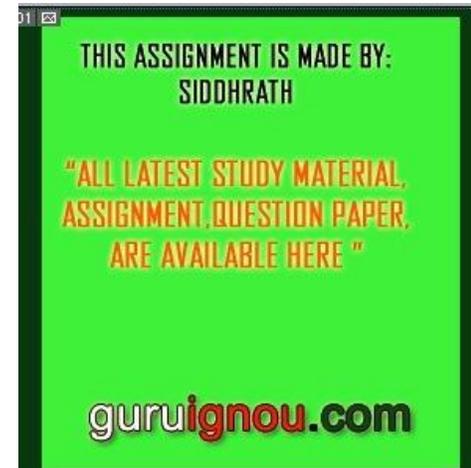
And if you don't know why the position is a perfect fit ... look somewhere else. Life is too short.

4 . You are working in the farming sector. Write a report on any one of the following: 20

- i Global warming taking a toll on our agricultural output
- ii Ways to modernize the farming sector

Ways to modernize the farming sector

- Each year, the yield of the crops is affected due to uncertainty and irregularity of monsoon.
- Due to increasing population of the country, more and more land is getting acquired leaving very little space for farming.
- There is an unavailability of canal irrigation which means that farmers are dependent on the rainy season for a fruitful yield.



- The only solution to tackle these problems is to modernize the agriculture scenario in India. But how are we going to modernize the agriculture in India? Embracing the internet will help the farmers to uncover new ways that have been unknown for years. It will give them a chance to alleviate the challenges that hinder crops growth and increase the agriculture yield.

Which crops grow best where?

this is important to be well versed with the fact that every crop requires a different land and atmospheric conditions to grow; however, finding the right soil for a crop is a tricky thing. *How can a farmer potentially find out the right growing conditions for the crops? How can he decide which land is suitable for the growth of which crop?* This is when conducting a survey on the agriculture land can help.

A small airplane called as an **unmanned aerial vehicle (UAV)** is used to monitor and observe important data like multispectral imagery, visual and thermal imagery, humidity, the weather condition at a resolution of up to 1 cm/pixel and air pressure. This data will help the farmer make an informed decision

Irrigate the fields in a smart way

Crops require a right quantity of water at the right time for its optimal growth. Therefore, it is important to manage the irrigation of the field. While it can be a challenging task, owing to shortage of water, it should be kept at priority.

Buying agriculture equipment in India such as humidity sensors and water monitoring system can make irrigation a simple task. Humidity sensors are used to measure the moisture content in the soil and based on this data, the water valves supply water to the field automatically without any supervision. Also, it makes it easy to identify any leakage in the water pipe.

Evaluate the performance of the product

Despite having optimal weather condition, right irrigation facility, modernized equipment, and the right pest management in place, there may be some chances when the plant refuses to grow well. Therefore, it is important to constantly measure and evaluate the performance of the produce. This is when smart technology can help and make it convenient to evaluate different parameters with sensors.

To check humidity, pressure, soil and air temperature, and various other issues, you will need remote sensors in place. Getting his hands on the above-listed data will help a farmer to take the necessary steps and plan his moves accordingly. When breeding of the plants is done in an optimal environment, it will definitely yield better crop quality and increase the production.

Farmers need to know more about agricultural machinery manufacturers in the country. They need to gain access to knowledge about farming implements in India that can help them increase their workload yet make it easy to increase crop growth. There are several farming

equipment manufacturers in the country that are helping farmers ease their workload. The need of the hour is to use updated equipment, gain knowledge about modern techniques and move forward.

5 What is the purpose of a group discussion? What is the difference between a general group discussion and an interview group discussion? You have to participate in a group discussion as part of a job interview. How would you prepare yourself?

Ans:- A discussion is understood as an activity of sitting and talking about a specific subject. The word 'discuss' has been derived from the latin root 'discutere', which means to shake or strike. Thus 'discussion' refers to thoroughly shaking up the subject, that is, examining it thoroughly to reach a conclusion.

A group discussion is a time-bound discussion on a pre-determined topic by a group of (usually) 6–8 people in a controlled setting, in front of a panel of moderators (ranging between 1–3).

An interview is usually a one-on-one or many-on-one or rarely, many-on-many (called group interviews) interaction between a panel and a candidate, where the discussion is focused on knowing the candidate, his/her strengths and weaknesses and judging his/her fitment with the role offered.

Usually, a group discussion precedes an interview in the selection process. The candidate is first judged in a group setting, then in a more personal, individual capacity.

Group Discussion:

1. Train yourself to be a good listener. Develop the patience to listen attentively.
2. Acknowledge that everyone has something valuable to say.
3. When speaking in a GD, your job is to articulate your point of view in a way that is easy for others to comprehend.
4. Inculcate the good habit of structuring your thoughts and presenting them logically.
5. Writing essays on a variety of topics is good practice developing thought structure.
6. The only way to prepare is to read more, develop a keen interest in current affairs.
7. Seek opportunities to discuss these in groups.
8. Learn to respect others for what they are.
9. Learn to be open-minded and recognize the fact that people think differently about issues.
10. Train your mind to think analytically.
11. Your GD arguments should have 'meat'.

