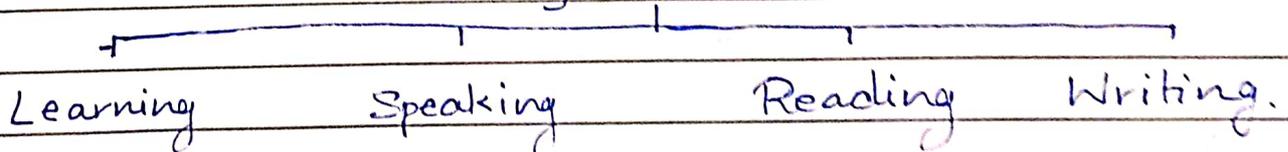


Applied Technical Comm.

Syllabus structure

- 70% technical (int. and ext.)
 - 30% practical (int. and ext.)
 - Class Test (int.)
 - Practical Int. will be lab.
 - Every activity and test will have marks
 - In case of incompleteness and/or absence, credits will not be given.
- Take care
 - files
 - viva
 - completion
 - regular updation of files
 - timely submission
- SharkCoders
- SharkCoders

Pillars of communication



- Revise Grammar
- 5 vowels
- 20 vowel sounds

MODULE 1: Grammar

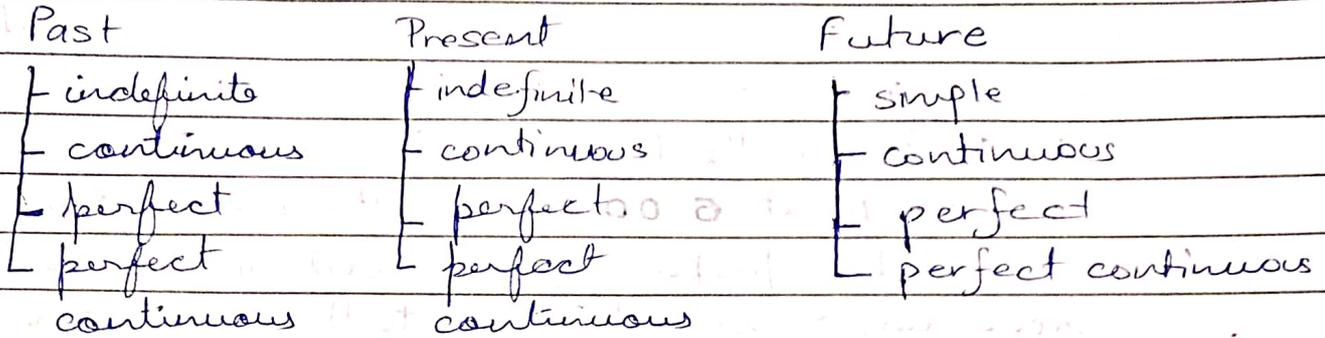
Parts of Speech

1. Noun
2. Pronoun (personal, demonstrative, indefinite, interrogative)
3. Verb (action, stative, auxiliary, modal aux., phrasal)
4. Adjective
5. Adverb
6. Preposition
7. Conjunction
8. Interjection

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Tense

TENSE



- present - execution
- past - experience
- future - plan

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Sentences

- Interrogative
 - open (W-H questions)
 - closed (Yes or No)

Subjective

CASES

	Subjective	Objective	Possessive
1 st	I / we	me / us	my / our
2 nd	you	you	your
3 rd	He, she, it, they	him, she, its, them	his / hers / its / theirs

• Simple sentence

- sub. + V^I with s/es + obj.
- He goes to the market

• Negative sentence

- Sub. + do/does ~~not~~ + V^I + obj.

• Closed interrogative

→ Do/does + sub + V^I + obj.

• W/H + do/does + sub + V^I + obj. (open interrogative)

My Daily Routine

I get up at 6:00 am in the morning and spend 15 minutes preparing my bed and washing my face. Then, I brush my teeth and hair and prep for a shower. After showering for about 20 minutes, I dress up for school, make my hair and head to the dining hall for breakfast. My mother wakes up along with me to prepare a hearty breakfast and I head to my bus stop where I greet my friends and wait for the bus. After reaching university, I reach my class and prep before the first lecture. After 8 hours of university, I return home by bus and have lunch. I sit at my study table and finish my assignments. The day ends by the time my studies ~~and~~ end and it's time for a family dinner where we discuss about our days. After helping clearing the table, I do my night routine and get ready for bed.

Past Tense

- indefinite — sub. + Vⁿ + obj. (simple)
- negative — sub. + did not + Vⁱ + obj.
- interrogation — did + sub. + Vⁱ + obj.

Yesterday's experience

Yesterday, I woke up at 6:00 am., spent 15 minutes in making my bed and prepping for a shower. After showering of 20 minutes, I dressed up, had breakfast and left for my bus stop. I and some other students waited for the bus and we reached university. On reaching the class, the first lecture started, which was physics. We did solved many questions. The second period was of maths where people were mostly waiting for the lecture to end. During the short break, I went to the university cafe to buy some much needed coffee after which we rushed back to class. Next, we had graphics class where we learned to draw a ~~per~~ perfect hexagon. The class flew by quite quickly. We then had communications class. Although, most the questions asked in the class were easier than other class subjects, we still hesitated to answer many of them. During the long break, I and my friends sat by a window in an empty classroom and overlooking a gorgeous gorgeous pond. The studies ended with an insightful chemistry class after which I headed to the library for as waited for my bus. On reaching home, I was greeted by my very busy father. Turns out, he had to take a last-minute flight to Bangalore! After quick

sending him off, I had lunch and sat down to study. By the time I was done, it was time to head to bed.

Past Tense

• continuous — sub + was/were + verb with (ing) + obj

→ negative — ~~was/were + sub + not~~
~~was/were + sub +~~

sub + was not / were not + verb with 'ing' + obj

→ interrogative — Was/were + sub + verb with 'ing' + obj

• perfect — sub + had + V^{III} + obj

→ interrogative — had + sub + V^{III} + obj. (open)

→ negative — sub + had not + V^{III} + obj

→ ~~open~~ ~~had~~

→ closed — W/H + had + sub + V^{III} + obj

• perfect continuous

→ sub + had been + verb with 'ing' + obj + since/for

→ interrogative — had + sub. + been + verb with 'ing' + obj. +
since/for

→ negative — sub + had not been + verb with 'ing' + obj. +
since/for

Future Tense

• indefinite — sub. + will/shall + ~~be~~ + V^{II} + obj.

→ negative — sub. + will/shall not + V^{II} + obj.

→ interrogation — will/shall + sub. + V^{II} + obj.

• continuous — sub + will/shall be + V^I + with 'ing' + obj

→ negative — sub + will/shall not be + V^I + with 'ing' + obj.

→ interrogative — will/shall + sub. + be + V^I + obj. (closed)

→ interrogative - W/H + will/shall + sub. + be + V-ing + obj.

Future Tense (will/shall)

• Simple

- sub + will, + Vⁿ + obj
- She will finish her work

• Perfect

- actions that will be completed before some other point in the future.
- sub + will have + V + obj.

• Continuous

- express action at a particular moment in the future
- sub. + will + V with 'ing' + obj.

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• Perfect continuous

- verb tense that describes actions that will continue up until a point in the future.
- sub. + will have been + V with 'ing' + obj.

• negative

- sub + will not + V + obj.

• interrogative

- Will + Sub. + V + obj (closed)
- W/H + will + obj. (open)

Active Voice

When the subject performs an action described by the verb.

• Present

- simple - sub + V + obj
- ~~present~~ perfect - sub. + have/has + V^{III} + obj.
- continuous - sub + is/am/are + V with 'ing' + obj.

• Past

- simple - sub + V + obj.
- continuous - sub + was/were + V with 'ing' + obj.
- perfect - sub. + had + V^{III} + obj.

• Future

- simple - sub. + shall/will + V^I + obj.
- perfect - sub. + shall/will + have + V^{III} + obj.

Verb

→ Present verb (1st form) → (e.g.: go)

• ~~On turning to the left~~

On turning left, I saw a man

→ 2nd form (Past form) → (e.g.: went)

• I turned left, I saw a man.

→ Past participle (3rd form) → (e.g. gone)

• Having turned left, I saw a man.

→ ~~gerund~~ gerund

• going.

Q. I go to market

negative -

interrogative (closed)

interrogative (open).

Q. He sings sweet songs.
 negative - He does not sing sweet songs
 interrogative (closed) - Does he sing sweet songs?
 interrogative (open) - How does he ^{sing} sweet songs?

Q. They are working very hard.
 Ans. They are (Negative) - They are not working very hard.
 Interrogation (closed) - Are they working very hard?
 Interrogation (open) - How are they working hard?

Q. Have they completed their work?
 Ans. ~~Not Perfect continuous Negative~~
 Negative - They have not completed their work.
 Simple - They have completed their work.
 Interrogation (open) - How far have they completed their work?

Q. We have been playing since 2003.
 Ans. Negative - We have not been playing since 2003.
 Interrogation (closed) - Have we been playing since 2003?
 Interrogation (open) - How long have we been playing for?

Q. It rained heavily.
 Ans. Negative - It did not rain heavily.

Interrogation (closed) - Did it rain heavily

Interrogation (open) - How much did it rain? How heavily did it rain?

Q. Why were you crying?

Ans. Simple - You were crying.

Interrogation (closed) - Were you crying?

Negative - You were not crying.

Q. He had not listened to the voice.

Ans. Simple - He had listened to the voice

Interrogation (closed) - Had he been listening to the voice?

Interrogation (open) - Why did he not listen the voice?

Q. You had not been presented the presentation.

Ans. Simple - You had been presented the presenta

Interrogation (closed) - ~~Had~~ you been presented the presentation?

Interrogation (open) - When had you been presented the presentation?

Q. You had not been presenting the presentation for a week.

Ans. Simple - You had been presenting the presentation for a week.

Interrogation (closed) - Have you been presenting the presentation for a week?

Int. (open) - How long have you not presented the presentation?

Q. Will you help me?

Ans. Negative - You will not help me.

Interrogation (closed) (open) - How can you help me?
 Simple - You will help me.

Q. They will be working on a project.

Ans. Negative - They will not be working on a project.

Interrogation (closed) - Will they be working on a project?

Interrogation (open) - When will they be working on a project?

Q. He will have gone to the hostel.

Ans. Negative - He will not have gone to the hostel.

Interrogation - Will he have gone to the hostel?
 (closed)

Interrogation (open) - When would he have gone to the hostel?

Q. I shall have been working for years.

Ans. Negative - I shall have not been working for years.

Interrogation (closed) - Have I been working for years?

Interrogation (open) - How long have I been working for?

Q.

Passive Voice

- sub. will change into obj ~~considering the sentence.~~
- by is used before obj.
- V^{III} is used.
- present indefinite
→ sub + is/am/are + V^{III} + by + obj.

Q. He reads a book.

Ans. A book is read by him.

He does not read a book.

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- present continuous
→ sub. + is/am/are + being + V^{III} + by + obj.
- perfect present.
→ sub + has/have + been + V^{III} + by + obj.
- past indefinite
→ sub + was/were + V^{III} + by + obj.
→ negative - sub + was/were not + V^{III} + by + obj.
→ interrogative - was/were + sub. + V^{III} + by + obj.
→ interrogative (open) - W/A + was/were + sub. + V^{III} + by + obj.
- past continuous - sub. + ~~was/were~~ + V^{III} with 'ing' + by + obj.
sub. + was/were + being + V^{III} + by + obj.

- sub. + was/were not + being + V^{III} + by + obj
- was/were + sub. + being + V^{III} + by + obj. (closed)
- W/H + was/were + sub. + being + V^{III} + by + obj. (open)

• past perfect.

- sub. + had + been + V^{III} + by + obj.
- negative - sub. + had + not + been + by + obj.
- interrogative - had + sub. + been + V^{III} + by + obj. (closed)
- interrogative - W/H + had + sub. + been + V^{III} + by + obj. (open)

• future ~~indefinite~~

- indefinite - sub. + will/shall + be + V^{III} + by + obj.
- negative - sub. + will/shall + not + be + V^{III} + by + obj.
- interrogative - will/shall + sub. + be + V^{III} + by + obj. (closed)
- interrogative - W/H + will/shall + sub. + be + V^{III} + by + obj. (open)

• future perfect

- sub. + will/shall + have + been + V^{III} + by + obj.
- negative - sub. + will/shall + not + have + been + V^{III} + by + obj.
- interrogation - will/shall + ~~have + been +~~ will/shall + sub. + have + been + V^{III} + by + obj. (closed)
- interrogation - W/H + will/shall + sub. + have + been + V^{III} + by + obj (open)

Direct and Indirect Speech

~~Rule 1: said.~~

Direct speech:

"I said, "I went to the market.""

- said changes to told, and
- ',' and inverted commas are replaced by conjunction in simple sentence.
- closed interrogative - if / whether
- open interrogative - all

Change of subject and object of reported speech

- First person will be changed as per the subject of reporting verb.
- Second person will change as per the object of reporting verb.
- Third person ~~is~~ will not have any change.

Change in tenses:

- if reporting verb is in past ~~and the~~ and the reporting speech (RS) is in present, the present of our RS will change to past.
- if reporting verb (RV) is in past indefinite and so is the RS, the past indefinite of RS will

change into past perfect.

- if RV is in past indefinite and RS is in past continuous, the past continuous of RS will change into past perfect continuous.

- there would be no change in the tense of past perfect and past perfect continuous.

- if RV is in past indefinite, and RS is in future, the future tense of RS will change into past.

- the universal \odot \odot both and habits will have no change

- Antonyms

- Synonyms

- Homophones

- one word substitution

📌 Vocabulary (day 1 - 20/9/23)

1. Debuff

Antonym: buff

Synonym: nerf

2. Drives around

Antonym: ~~no~~ passenger

Synonym: driver / operator

One word substitution: chauffers

3. Release someone from duty

Antonym: hire

Synonym: fine
One word substitution: exonerate

4. ~~Boor~~ Sell

~~Antonym~~ Antonym: Buy
Synonym: vend.
Homophones: Cell

5. Certain to happen

Antonym: Not probable to happen
Synonym: sure
One word substitution: Inevitable

Vocabulary (day 23 = 9-23)

1. Discretion

Antonym: Obvious
Synonym: Diplomacy

2. ~~ster~~ selcouth

Antonym: common
Synonym: uncommon

3. disparate

Antonym: similar
Synonyms: dissimilar

4. ~~lad~~ light, playful banter

Antonym: dark, serious banter
Synonym: fool
One word substitution: ladinage

5. ~~evence~~ evence

Word Formation

Types

1. Acronym
2. Compound
3. Blending
4. Borrowing
5. Clipping
6. Suffix
7. Prefix

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MODULE 3

Fundamentals of Communication

Latin

• communication originated from Latin word communico. meaning sharing.

• communication is done by sharing of information

INFORMATION

Verbal (words)

└ written
└ spoken

Non-verbal

└ Kinesics
└ Paralingua
└ sign of symbols.

Nature of communication

• one way - one person is constantly sharing info. & without any interruption

• two way - two people are exchanging info.

• multi way - communication done in multiple ways like media, social media, etc.

• 5s of comm.

→ simple

→ straight forward

→ short

→ strong.

• 7 Cs of communication

- ~~clear~~ clarity
- consideration (you attitude) (whether i should)
- courtesy (how i should)
- completeness
- concise
- concrete
- consciousness

• Consideration

- what the examiner wants from me?
- writing from others POV.
- ~~consider~~ you attitude - considering the knowl
-ge level of target audience

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• Courtesy

- never ~~start~~ directly start with content
- greet one way or another
- builds character image
- defines tone of overall content
- in speech, try asking before speaking & in professional environments.

Pronunciation

(प्रवचन-सीकरण)

Hamlet (Act I)

- Assignment (for Act I-V)
 - Watch Hamlet
 - Not down the words you find difficult.
 - Write a summary

Characters

- King Hamlet - first king of Denmark
 - first husband of Queen Gertrude.
- Queen Hamlet - Queen Gertrude.

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- King Hamlet's bro - second king (Claudius)
 - second husband of Queen
- Francisco, Bernardo - guards
- Marcellus - soldier
- Horatio - Prince Hamlet's true friend
 - scholar who doesn't believe in ghosts.
- Ophelia - Hamlet's love interest
 - Daughter of King's ~~advised~~ trusted advisor, Polonius
 - Sister of
- Cornelius and

Vocab

• assail

• wassail

• wart

• clepe

• portentuous

• sepulchre

• erring

• wharf

• lies

• leperous

• mirth

• posset

• dirge

• lazar

• gait

• matin

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• suspiration

• obsequious

• hyperion

• betwixt

• traunt

• cap-a-pie

• trecherous

• ~~to~~ censure

Literature

Mirror of society

Q. ~~Why~~ How did Queen Gertrude agree to her second marriage?

Characters

- Fortinbras - prince of Norway.

Barnardo

Barnardo

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