



SPEAKING EFFECTIVELY

PROF. ANJALI GERA ROY

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IIT Kharagpur

PRE-REQUISITES : An intermediate course in English Language

INTENDED AUDIENCE : Any discipline

INDUSTRIES APPLICABLE TO : All industries

COURSE OUTLINE :

This course aims to introduce learners to the dynamics of effective spoken communication by establishing speaking as an autonomous medium with a distinctive vocabulary, syntax, structure, style and register. It will enable learners to participate in one to one interactions, in small groups and before a group. Learners are expected to master the fundamentals of speaking such as vocabulary, body language, pronunciation and basic conversation skills before they move on to more advanced activities such as appearing in interviews, making formal presentations and participating in meetings.

ABOUT INSTRUCTOR :

Prof. Anjali Gera Roy is a Professor in the Department of Humanities and Social Sciences IIT Kharagpur where she has designed and taught courses in language, literature and communication for more than 25 years. She has conducted and taught in a number of executive development programs in IIM Bangalore and IIT Kharagpur and run several tailor-made programs for the industry. She has been a Visiting Faculty in IIM Bangalore and Guest Faculty in Communication in IIM Rohtak and IIM Kashipur.

In addition, she has lectured in several universities in Australia, Canada, Germany, Singapore and New Zealand. Her research interests span linguistic, literary, cultural and performing traditions of India, oral histories, folklore, postcolonial and diaspora theory. Her recent publications include *Cinema of Enchantment: Perso-Arabic Genealogies of the Hindi Masala Film* (Hyderabad: Orient Blackswan 2015), *Imagining Punjab, Punjabi, Punjabiya in the Transnational Era* (New York: Routledge 2015), *Bhangra Moves: From Ludhiana to London and Beyond* (Aldershot: Ashgate 2010), *The Magic of Bollywood: At Home and Abroad* (Delhi: Sage 2012), (with Chua Beng Huat) *The Travels of Bollywood Cinema: From Bombay to LA* (Delhi: OUP 2012) and (with Nandi Bhatia) *Partitioned Lives: Narratives of Home, Resettlement and Displacement* (Delhi: Pearson Education 2008)

COURSE PLAN :

Week 1: Introduction

- The Art of Speaking
- Encoding Meaning Using Verbal and Nonverbal Symbols
- Cross Cultural Communication
- Verbal Communication
- Encoding Meaning Using Verbal Symbols
- How Words Work and How to Use Words

Week 2: Nonverbal Communication

- Encoding Meaning Using Nonverbal Symbols
- How to Improve Body Language
- Eye Communication, Facial Expression, Dress and Appearance
- Posture and Movement, Gesture, Paralanguage
- Role Plays and Activities

Week 3: Phonetics

- Standard Language and Queen's English
- Phonemes of English: Vowels
- Phonemes of English: Diphthongs and Consonants
- Stress and Rhythm
- Intonation

Week 4: Voice and delivery

- Voice and Personality
- How to Improve Voice
- How to Improve Delivery
- Pace, Pause, Pitch
- Volume, Modulation, Resonance

Week 5: Basic conversational skills

- Greetings and making introductions
- Asking for information and giving instructions
- Making requests
- Agreeing and disagreeing
- Making recommendations

Week 6: Appearing in interviews and taking interviews

- Interviewing Skills
- Appearing in an Interview
- Conducting an Interview
- Analysis of a bad interview
- Analysis of a good interview

Week 7: Making and assessing presentations

- How to Make Successful Presentations
- How to Make Successful Presentations
- Analysis of a Bad Presentation
- Analysis of a Good Presentation

Week 8: Group discussions and meetings

- Participating in a Meeting
- Chairing a Meeting
- Analysis of an ill conducted meeting
- Analysis of a well conducted meeting