

Chhattisgarh Institute of Technology, Jashpur

Department of Science & Humanities

Subject-Communication Skills

(Learning Materials-Diploma Engg.)

Semester-1st

Session-2025-2026

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English Grammar Notes

1.1 Determiners

Definition

Determiners are words placed before nouns to clarify what the noun refers to. They provide information about quantity, possession, specificity, and definiteness.

Types of Determiners

1. Articles

(a) Definite Article – The

- Used before specific nouns.
- Example:
The sun rises in the east.

(b) Indefinite Articles – A, An

- Used before non-specific singular nouns.
- **A** is used before consonant sounds.
- **An** is used before vowel sounds.

Examples:

- *A boy is playing.*
 - *An apple is on the table.*
-

2. Demonstrative Determiners

Used to point out specific persons or things.

Singular Plural

This These

That Those

Examples:

- *This pen is mine.*
- *Those students are absent.*

3. Possessive Determiners

Show possession or ownership.

Examples:

- my
- your
- his
- her
- our
- their

Sentence:

- *Their house is beautiful.*
-

4. Quantifiers

Show quantity.

Examples:

- some
- many
- much
- few
- little
- enough

Sentences:

- *Many students attended the class.*
 - *There is little water left.*
-

5. Distributive Determiners

Refer to members of a group individually.

Examples:

- each
- every

- either
- neither

Sentence:

- *Each student received a prize.*
-

Important Rules

1. Use **a** before consonant sounds.
 2. Use **an** before vowel sounds.
 3. Use **the** for unique things.
 4. Avoid articles before uncountable nouns in general sense.
-

1.2 Tenses

Definition

Tenses indicate the time of an action.

Types of Tenses

A. Present Tense

1. Simple Present

Structure:

Subject + V1 + s/es

Example:

- *She writes letters.*

Uses:

- Habitual actions
 - Universal truths
-

2. Present Continuous

Structure:

Subject + is/am/are + V1 + ing

Example:

- *They are playing football.*
-

3. Present Perfect

Structure:

Subject + has/have + V3

Example:

- *I have completed my homework.*
-

4. Present Perfect Continuous

Structure:

Subject + has/have been + V1 + ing

Example:

- *She has been studying for two hours.*
-

B. Past Tense

1. Simple Past

Structure:

Subject + V2

Example:

- *He visited Delhi yesterday.*
-

2. Past Continuous

Structure:

Subject + was/were + V1 + ing

Example:

- *They were watching TV.*
-

3. Past Perfect**Structure:**

Subject + had + V3

Example:

- *She had left before I arrived.*
-

4. Past Perfect Continuous**Structure:**

Subject + had been + V1 + ing

Example:

- *He had been working all day.*
-

C. Future Tense**1. Simple Future****Structure:**

Subject + will + V1

Example:

- *I will help you.*
-

2. Future Continuous**Structure:**

Subject + will be + V1 + ing

Example:

- *They will be travelling tomorrow.*
-

3. Future Perfect

Structure:

Subject + will have + V3

Example:

- *She will have finished the work.*
-

4. Future Perfect Continuous

Structure:

Subject + will have been + V1 + ing

Example:

- *He will have been teaching for ten years.*
-

1.3 The Passive Voice

Definition

In passive voice, the subject receives the action.

Active and Passive Voice

Active Voice

The subject performs the action.

Example:

- *Riya writes a letter.*

Passive Voice

The subject receives the action.

Example:

- *A letter is written by Riya.*
-

Formula

Object + helping verb + V3 + by + subject

Tense-wise Passive Forms

Tense	Passive Form
Simple Present	is/am/are + V3
Simple Past	was/were + V3
Present Perfect	has/have been + V3
Future	will be + V3

Examples

- *English is taught by the teacher.*
 - *The project was completed by them.*
-

Important Points

1. Only transitive verbs can be changed into passive voice.
 2. Object becomes subject in passive voice.
 3. “By” is used before the doer.
-

1.4 Subject–Verb Agreement

Definition

The verb must agree with the subject in number and person.

Rules

1. Singular Subject → Singular Verb

Example:

- *He plays cricket.*
-

2. Plural Subject → Plural Verb

Example:

- *They play cricket.*
-

3. Subjects Joined by “and” → Plural Verb

Example:

- *Riya and Sita are friends.*
-

4. Subjects Joined by “or/nor”

Verb agrees with nearest subject.

Example:

- *Neither the teacher nor the students are ready.*
-

5. Collective Nouns

Usually take singular verbs.

Example:

- *The team is winning.*
-

6. Indefinite Pronouns

Words like everyone, somebody, nobody take singular verbs.

Example:

- *Everyone likes music.*
-

7. Amounts and Time

Usually considered singular.

Example:

- *Ten kilometers is a long distance.*
-

Common Errors

✗ *She go to school.*

✓ *She goes to school.*

✗ *The boys plays football.*

✓ *The boys play football.*

1.5 Prepositions

Definition

Prepositions are words placed before nouns or pronouns to show relationship with other words.

Types of Prepositions

1. Prepositions of Time

Examples:

- at
- on
- in

- before
- after

Sentences:

- *at 5 PM*
 - *on Monday*
 - *in January*
-

2. Prepositions of Place

Examples:

- in
- on
- under
- beside
- between

Sentences:

- *The book is on the table.*
 - *The cat is under the chair.*
-

3. Prepositions of Direction

Examples:

- to
- into
- towards
- across

Sentence:

- *She went to the market.*
-

4. Prepositions of Movement

Examples:

- through

- along
- over

Sentence:

- *The bird flew over the tree.*
-

Commonly Confused Prepositions

In / Into

- **In** → position
- **Into** → movement

Since / For

- **Since** → starting point
- **For** → duration

Examples:

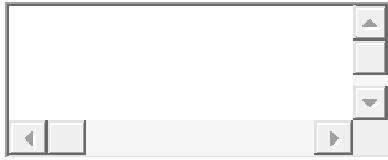
- *He has lived here since 2020.*
 - *She has worked for five years.*
-

Quick Revision Tips

1. Practice grammar daily.
 2. Learn verb forms regularly.
 3. Read English books and newspapers.
 4. Solve grammar exercises.
 5. Revise rules weekly.
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Conclusion

Determiners, tenses, passive voice, subject-verb agreement, and prepositions are essential parts of English grammar. Proper understanding of these topics improves speaking, writing, and comprehension skills.



Important Notes on Short Stories

3.1 An Astrologer's Day

Author

R. K. Narayan

Introduction

“An Astrologer's Day” is a famous short story by R. K. Narayan. It describes the life of an astrologer who earns money by pretending to know people's future. The story has suspense, irony, and an unexpected ending.

Main Characters

1. The Astrologer

- Clever and practical man
- Pretends to be a real astrologer
- Good at understanding people

2. Guru Nayak

- Stranger who meets the astrologer
 - Wants revenge on the person who tried to kill him
-

Summary of the Story

The astrologer sits daily in the market and earns money by reading people's future. One evening, a stranger named Guru Nayak comes to him and challenges him. During the conversation, the astrologer realizes that Guru Nayak is the same man whom he had once attacked and left for dead years ago.

To save himself, the astrologer tells Guru Nayak that the man who attacked him is dead. Guru Nayak believes him and leaves happily. The astrologer later tells his wife that he has escaped punishment for his past crime.

Themes

- Fate and destiny
 - Appearance vs reality
 - Guilt and fear
 - Survival and cleverness
-

Important Points

- The astrologer is not truly educated in astrology.
 - He understands human nature very well.
 - The ending is surprising and dramatic.
-

Moral of the Story

A person cannot escape his past completely, but intelligence and presence of mind can sometimes save him.

3.2 The Selfish Giant

Author

Oscar Wilde

Introduction

“The Selfish Giant” is a beautiful story about love, kindness, and transformation. It teaches that selfishness brings sadness while kindness brings happiness.

Main Characters

1. The Giant

- Initially selfish and rude
- Does not allow children in his garden
- Later becomes kind and loving

2. The Children

- Represent innocence and joy
- Bring happiness and spring to the garden

3. The Little Boy

- Special child loved by the Giant
 - Symbolizes purity and divine love
-

Summary of the Story

A giant returns to his beautiful garden after many years and finds children playing there. He becomes angry and builds a wall around the garden to keep them away.

Because of his selfishness, spring never comes to his garden. It remains cold and covered with snow. One day, the children enter secretly, and the garden becomes beautiful again. The giant realizes his mistake and removes the wall.

He becomes kind and friendly toward the children. In the end, the little boy whom the giant loved appears again and takes the giant to paradise after his death.

Themes

- Selfishness vs kindness
 - Love and compassion
 - Redemption
 - Innocence of children
-

Symbols

- Spring → happiness and love
 - Winter → selfishness and loneliness
 - Garden → human heart
-

Moral of the Story

Sharing and kindness bring true happiness.

3.3 A Letter to God

Author

Gregorio López y Fuentes

Introduction

“A Letter to God” is a story about deep faith in God. It shows the innocence and belief of a poor farmer during difficult times.

Main Characters

1. Lencho

- Poor farmer
- Hardworking and honest
- Has strong faith in God

2. The Postmaster

- Kind and helpful man
 - Helps Lencho secretly
-

Summary of the Story

Lencho, a poor farmer, waits for rain for his crops. But a hailstorm destroys everything. Lencho believes only God can help him. He writes a letter to God asking for 100 pesos.

The postmaster reads the letter and is moved by Lencho’s faith. He collects money from friends and sends Lencho 70 pesos in an envelope signed “God.”

Lencho becomes angry because the amount is less than expected. He thinks the post office employees stole the rest of the money. He writes another letter to God asking for the remaining money and tells God not to send it through the post office.

Themes

- Faith in God
 - Innocence and simplicity
 - Irony
 - Human kindness
-

Important Points

- Lencho has complete faith in God.
 - The postmaster helps Lencho selflessly.
 - The story ends with situational irony.
-

Moral of the Story

Faith gives strength during difficult times, and kindness toward others is valuable.

Effective Communication Notes

4.1 Communication and its Objectives

Definition of Communication

Communication is the process of exchanging information, ideas, thoughts, feelings, or messages between two or more people.

The word “communication” comes from the Latin word *communicare*, which means “to share”.

Objectives of Communication

1. To Share Information

Communication helps in exchanging knowledge and information.

Example:

- Teacher teaching students.
-

2. To Express Feelings and Ideas

People communicate to express emotions, opinions, and thoughts.

Example:

- Talking with friends and family.
-

3. To Persuade or Influence

Communication helps in convincing others.

Example:

- Advertisements and speeches.
-

4. To Build Relationships

Good communication creates trust and understanding.

Example:

- Teamwork in offices and schools.
-

5. To Give Instructions

Communication is used to guide and direct people.

Example:

- Instructions given by managers or teachers.
-

6. To Achieve Organizational Goals

In workplaces, communication helps coordinate activities and improve productivity.

4.2 Elements of Communication Process

Communication Process

Communication is a systematic process involving sender, message, medium, and receiver.

Elements of Communication

1. Sender

The person who sends the message.

Example:

- Teacher giving lecture.
-

2. Message

The information or idea being communicated.

Example:

- Notes, instructions, or opinions.
-

3. Encoding

Converting thoughts into words, symbols, or gestures.

4. Channel/Medium

The method used to send the message.

Examples:

- Speech
 - Email
 - Phone
 - Letter
-

5. Receiver

The person who receives the message.

6. Decoding

Understanding and interpreting the message.

7. Feedback

Response given by the receiver.

Example:

- Answering questions.
-

8. Noise

Anything that disturbs communication.

Examples:

- Loud sounds
 - Poor network
 - Misunderstanding
-

Communication Flow Diagram

Sender → Encoding → Message → Channel → Receiver → Decoding → Feedback

4.3 Seven Cs of Communication

The Seven Cs help make communication effective and clear.

1. Clear

Message should be easy to understand.

Example:

- Use simple language.
-

2. Concise

Message should be brief and to the point.

Avoid unnecessary details.

3. Concrete

Communication should be specific and supported by facts.

Example:

- “Sales increased by 20%.”
-

4. Correct

Information should be accurate and grammatically correct.

5. Complete

Provide all necessary information.

6. Courteous

Communication should be polite and respectful.

7. Considerate

Understand the receiver’s feelings and viewpoint.

4.4 Different Communication Skills

A. Listening Skills

Definition

Listening is the ability to carefully hear and understand messages.

Types of Listening

1. Active Listening
 2. Passive Listening
 3. Critical Listening
-

Importance of Listening

- Improves understanding
 - Reduces misunderstandings
 - Builds relationships
-

Tips for Effective Listening

- Maintain eye contact
 - Avoid interruptions
 - Focus on speaker
 - Take notes if needed
-

B. Speaking Skills

Definition

Speaking is the process of expressing ideas verbally.

Features of Good Speaking

- Clear pronunciation
 - Proper tone
 - Confidence
 - Fluency
-

Tips for Effective Speaking

- Speak clearly
 - Use simple language
 - Maintain confidence
 - Practice regularly
-

C. Reading Skills

Definition

Reading is the process of understanding written text.

Types of Reading

1. Skimming – reading quickly for main idea
 2. Scanning – searching for specific information
 3. Intensive Reading – detailed understanding
-

Importance of Reading

- Improves vocabulary
 - Increases knowledge
 - Enhances comprehension
-

D. Writing Skills

Definition

Writing is the ability to express ideas in written form.

Characteristics of Good Writing

- Clarity
 - Correct grammar
 - Proper structure
 - Logical sequence
-

Tips for Effective Writing

- Plan before writing
- Use simple sentences
- Check grammar and spelling
- Revise the content

4.5 Barriers in Communication and Overcoming Them

Definition

Barriers are obstacles that prevent effective communication.

Types of Barriers

1. Physical Barriers

Environmental disturbances.

Examples:

- Noise
- Poor lighting
- Distance

Solutions

- Use proper communication tools
 - Choose quiet environment
-

2. Language Barriers

Use of difficult or unfamiliar language.

Solutions

- Use simple language
 - Avoid jargon
-

3. Psychological Barriers

Emotions or mental conditions affecting communication.

Examples:

- Stress
- Anger
- Fear

Solutions

- Stay calm
 - Develop positive attitude
-

4. Cultural Barriers

Differences in traditions, beliefs, and values.

Solutions

- Respect cultural differences
 - Learn about other cultures
-

5. Organizational Barriers

Problems within organization structure.

Examples:

- Long hierarchy
- Lack of clarity

Solutions

- Improve coordination
 - Encourage open communication
-

6. Technological Barriers

Technical problems during communication.

Examples:

- Poor internet
- Device failure

Solutions

- Use reliable technology
 - Maintain equipment properly
-

Importance of Effective Communication

1. Builds strong relationships
2. Improves teamwork
3. Increases productivity
4. Reduces conflicts
5. Helps in personality development

Unit-5.0-Non-Verbal Communication-

Introduction-

Non-verbal communication uses silent signals like body language, expressions, and spacing to convey messages. This curriculum divides the concept into unchanging physical setups (static), active physical motions (dynamic), and the psychological process of receiving sound.

5.1 Static Features of Non-Verbal Communication-

Static features are the relatively stable, unchanging elements of a physical environment or body position during an interaction.

- **Distance (Proxemics):** The physical space maintained between people. It defines intimacy, social comfort, and power dynamics.
 - **Posture:** The overall alignment and positioning of the body. Slouching or standing tall signals confidence, boredom, or defensiveness.
 - **Physical Contact (Haptics):** The use of touch to communicate. Examples include handshakes, pats on the back, or guiding a shoulder.
 - **Body Language:** The collective passive signals sent by the body. This includes orientation, such as facing toward or away from someone.
 - **Signs & Symbols:** Static visual objects that convey specific meanings. Examples include badges, uniforms, religious icons, or traffic signs.
 - **Gestures (Static):** Fixed physical poses held in place. Holding a hand up to stop or keeping arms crossed are static gestures.
-

5.2 Dynamic Features of Non-Verbal Communication-

Dynamic features are the continuous, fluid, and shifting movements made during an active conversation.

- **Head & Hand Movement:** Active motions used to emphasize spoken words. Examples include nodding agreement or waving to get attention.
- **Eye Contact (Oculistics):** The act of looking into another person's eyes. It regulates conversation flow, shows interest, and establishes trust.
- **Facial Expression:** Shifting facial muscles that reveal true emotions. Examples include smiling, frowning, raising eyebrows, or narrowing eyes.
- **Gestures (Dynamic):** Active, real-time hand or arm movements. Examples include pointing directions or chopping the air for emphasis.

- **Mannerisms:** Unique, repetitive personal habits or tics. Examples include tapping a pen, twirling hair, or clearing the throat.
-

5.3 Listening versus Hearing

While these terms are often used interchangeably, they represent entirely different physical and mental processes.

[Hearing: Passive Sound Reception] ---> [Listening: Active Interpretation & Meaning]

- **Hearing:** A passive, involuntary physiological process. The ears simply detect sound waves and transmit them to the brain automatically.
 - **Listening:** An active, voluntary psychological process. It requires mental focus, effort, and processing to understand and interpret the sound.
-