



SOCIALIZING THROUGH ADEQUATE COMMUNICATION SKILLS

KOLEJ KOMUNITI M A L A Y S I A

Muhamad Qastari Syamim bin Abdullah Gregory Evan ak Nanson

SOCIALIZING THROUGH ADEQUATE SOCIAL SKILLS

©Politeknik METrO Betong Sarawak, 2021

e ISBN: 978-967-25866-3-0

https://www.pmbs.edu.my/v3/index.php/muat-turun/penerbitan/category/21-ebook?download=76:socializing-through-adequate-communication-skills-authors-muhamadgastari-syamim-bin-abdullah-gregory-evan-anak-nanson

All rights reserved. No part of this publication may be reproduced, stored in any platform and system, or transmitted in any form of by any means, electronic, machine photocopying, recording and so on without written permission from Politeknik METrO Betong Sarawak.

AUTHORS:

MUHAMAD QASTARI SYAMIM BIN ABDULLAH GREGORY EVAN ANAK NANSON

PUBLISHED BY: POLITEKNIK METRO BETONG SARAWAK 95700 BETONG SARAWAK

Preface

When it comes to English language, most will think of the complex grammatical rules, tons of different pronunciations and vocabulary to be memorized, various sentence structures and all the nitty-gritty aspects of the language. It is just common sense to be thinking about all of those since that's just the curve of the learning. Pick any educational English book and one of the aspects is sure to be in it. Since long ago, English education in schools, institutions and even online focus on the bottom-up method of learning the language. It is undoubtedly a way to master it but the quicker way to do so is to cross the road and embrace the practical, topdown method. The authors prefer addressing the method as the method to acquire English rather than the method to learn the language. This book focuses on the said method where readers are encouraged to put all the small, complicated bits of the language aside and just focus on their own pace via their current language ability. The key to succeed is enough practice. The complex parts of the language are supposed to be learned after one is confident enough to step out of his current pace and ready to digest next-level information of the language. Through this book, the authors aim to produce top-down ESL speakers who value the bigger picture and practicality rather than endless complexities. This book is a start to even more ideas and methods in the future. The success of this e-book will be a stepping stone for the authors to writing new and improved version, hopefully, in the near future.

TABLE OF CONTENT

ΤΟΡΙϹ		TITLE	PAGE NO.
1.0		Introduction	2
2.0		Listening	5
	2.1	Listening for Main Points	5
	2.2	Listening for Supporting Details and Examples	9
	2.3	Listen to Understand and Comprehend	11
	2.4	Non-Verbal Communication Skills in Listening	16
3.0		Speaking	24
	3.1	Surround Yourself With People Who Speak Your Target Language	25
	3.2	Enjoy English	26
	3.3	Yourself as A Tool	26
	3.4	Hunt for Words	27
	3.5	Imitate	27
	3.6	Embrace Mistakes	27
4.0		Conclusion	30
5.0		References	32
		Transcriptions and Answers	34

INTRODUCTION

1.0 INTRODUCTION

Greetings to the readers, and congratulations for taking the next step to improve your general English language knowledge and skills by deciding to make this e-book as one of the stops in your journeys. We appreciate your attention and effort in improving yourselves and through the writing of this book. We hope that the knowledge and tasks passed on to the readers will play a part of the readers' success in this field.

A must in the acquisition or learning of languages are the skills to communicate. It is believed that the main pillar of languages is the spoken form. Without the existence of the spoken language form, other skills will not even exist. This can be observed from the moment human beings are born where babies will always try to communicate using sounds via their verbal articulations. This is also parallel with other creatures on earth. The written form of languages is believed to form at a later part in the process. That is the reason why when it comes to communication, speaking, as well as the skills that are required to complete it (listening), should be focused on first.

It is understandable that mastering a certain language is not an easy task as it requires a special intelligence. Hayakawa, S., Bartolotti, J., van den Berg, A., & Marian, V. (2019) stated that learning languages is difficult and there are effects of learning new languages to learners. This debunks the type of claim that we always hear or see where people, especially in Malaysia, would point out that being able to speak English well does not mean the individual is intelligent. According to Howard Gardner (1983), Language is one of the eight intelligences that can be found in learners. A lot of learners may take some time to be able to even speak English well and some may take shorter time to master it. Of course, some individuals may possess the intelligence since the day they're born but some may not. That is not the only factor for the delay. Diligence, attitude, motivation also play a role. In this e-book, we try to highlight and cruise you through one of the factors that always contributes to the delay which is; learning technique selection, as well as decisions on which skills to focus on as a beginner.

When learning or acquiring English language, focusing on the right skills is vital for the growth of the language skills in general. Most would fail if the incorrect or the least suitable skills were to be focused on most of the time. For example, a second language learner may try to focus too much on writing skills even when he or she is actually trying to master spoken English. Traditional learning systems would usually focus on the writing system in schools, and this contributed to the high percentage of English learners not being able to speak the language well. That is where this e-book steps in. This book focuses on the necessary skills for beginners to be able to grasp the whole view of English language. One does not have to be perfect to be able to be labelled as a successful second English user. Only necessary and adequate skills are enough for a person to be able to freely use the language without worries. One of the main objectives of this book is to guide learners on the most important skills in English to be able to use it socially or in other words, to make learners feel free when using the language.

Listening and speaking skills are the main focuses in this book as the objective is to get learners to freely use the language socially. Speaking and listening are the abilities that generally and more frequently used in English (Sahala, Michael. 2020). For learners to be able to succeed, scads of practice and activities are of course, needed. Apart from sufficient explanations and guidance, activities, tasks, as well as audios are provided to really clear the paths for learners. So, enjoy and experience as well as focus, for the development of your real-life skills.

LISTENING

2.0 Listening

When it comes to promoting communicative competence, listening skills have been a great concern for both researchers and teachers (Yavuz, Fatih & Celik, Ozgur. 2017). Listening does not simply mean being able to hear words or noises. In communication, listening is much more technical than that. There are sub-skills under this main skill that learners should master to be able to communicate effectively. It is undoubtedly that the skill itself is not a difficult thing to do. Everyone can listen without even realising it but in communication, not everyone can fulfil listening effectively. In listening, sub-skills such as understanding and comprehending what another speaker utters can sometimes be tricky. Failure to listen will lead to communication failures therefore, arguments, miscommunications and so on often occur. The ears are not the only body parts involved in listening. In face-to-face communication, other parts of the body also play major roles such as the face, hands, head and so on. In this section, learners will be provided notes and activities on how to identify main points, supporting details and examples, how to comprehend and understand others through listening and what needs to be done in a conversation when it is your turn to listen.

2.1 Listening for main points

Identifying main points or ideas is a very important task in a conversation as a listener. This is the first step in listening for someone to be able to start understanding what the other speaker(s) says. Usually, every content in a conversation, discussion, and so on has language signals. These language signals normally precede main points or ideas, supporting details, examples, and summaries or conclusions. Taking it from Kegler, S. B. (1956), here is a list of language signals that usually precede main ideas or points:

"First..."

"One way . . ."

"There are several ways ..."

"The two main ideas are ..."

"Here's how to ... "

"In the first place ..."

"The one thing..."

"Several suggestions..."

"Most often..."

"Next we find ... "

Here are some examples on arrival of main points or ideas that comes after these main signals:

- a) First, a healthy relationship is important to keep a steady mental health.
- b) <u>Next</u>, we find that **the more money someone has**, the more people he or she attracts.

Based on the examples given above, it is obvious that the given language signals often come with main ideas as can be seen in a), the main idea; *a healthy relationship is important* comes after the language signal; *First* and in b), the main idea; *the more money someone has, the more people he or she attracts* comes after the language signal; *Next, we find that*.

In truth, there are so many more language signals that are often used in daily communication, meaning the list can indefinitely go on.

As we know, we usually have more than one main point or idea. Therefore, the existence of language signals that indicate relationship between points should be acknowledged. Quoting Kegler, S. B. (1956) again, the common ones for this type of signals are:

"However,.."

"Furthermore..."

"On the other hand,..."

"At the same time..."

"Moreover,.."

"Although...."

Let's have a look at some examples.

- a) Forex is the best investment to get quick profit. <u>However</u>, stocks investment is way safer.
- Although it is safe to say that Japan is a safe country, there are still cases of violence and theft according to the statistics.

The given language signals often connect two or more main points or ideas in a sentence. These are <u>contrast words</u> as can be seen in a), main idea 1 is *Forex is the best investment to get quick profit* and main idea 2 is *stocks investment is way safer.* The language signal *'However'* connects the two main ideas where most of the time, the second main idea does not support the first main idea or in other words, they do not get along. The same case applies in b). The language signal *'Although'* is usually put in front of both main points unlike the language signal in a). Main idea 1 is *Japan is a safe country* and main idea 2, where it does not support the claim of main idea 1 is, *there are still cases of violence and theft.*

Other language signs like *next, in addition, other than that, besides that, another thing,* and so on are idea connectors as well but usually, different from the one seen in the latter section, these language signs connect ideas that agree with each other. For instance,

 a) Hayla is a very diligent girl. Another thing about her is, she is a talented person as well.

Both main ideas agree that Hayla is diligent and talented. Both adjectives are positive adjectives.

Audio 1 activity

Click the link or scan the QR code to listen to Audio 1. Respond to the instruction/question after listening.

https://padlet.com/paperpip3/Bookmarks



Q1. What is the main idea?

Q2. List the language signs from the audio.

Q3. Explain one language sign that shows contrast between two information from the audio.

Q4. Explain one language sign that shows agreement between two information from the audio.

2.2 Listening for supporting details and examples

As we generally know, supporting details and examples are used to support main ideas. This is to clarify and strengthen main points. The same strategy can be applied to look for supporting details and examples. Just treat these words or phrases as red flags to stay alert on the oncoming main ideas, supporting details or examples. To look for supporting details which usually come after main ideas, <u>cause-and-effect words</u> are usually to be identified. Words or phrases like *because, since, therefore, consequently, so that, as a result*, and so many more are usually used to start explaining supporting details. Have a look at some examples below:

- a) First, a healthy relationship is important to keep a steady mental health <u>because</u> healthy relationships can influence an individual's moods.
- b) Next, we find that the more money someone has, the more people he or she attracts <u>since</u> human beings are materialistic creatures.

In a), the word '<u>because'</u> precedes the supporting detail 'healthy relationships can influence an individual's moods. The supporting detail supports the main idea 'a healthy relationship is important to keep a steady mental health'. In b), the word '<u>since'</u> comes before the supporting detail 'human beings are materialistic creatures'. The supporting detail supplements the main idea 'the more money someone has, the more people he or she attracts' with extra information. When listening for examples, <u>illustration words</u> can be identified to spot examples. As usual, illustration words come before examples or illustrations. Some of the illustration words are *for example, in other words, once, such as, for instance, to illustrate,* and so on.

- a) First, a healthy relationship is important to keep a steady mental health because healthy relationships can influence an individual's moods. For instance, if a person has a healthy relationship with his family members, it is easier for him to cope with his mental burdens as he can always ask for advice and express his feelings to his family.
- b) Next, we find that the more money someone has, the more people he or she attracts since human beings are materialistic creatures. <u>To illustrate</u> this, human beings like to possess nice and pretty things and most of the materialistic things are only able to be bought using money.

Like the explanations on main ideas and supporting details above, the same are applied on listening for examples.

Audio 2 activity

Click the link or scan the QR code to listen to Audio 2. Respond to the instruction/question after listening.

https://padlet.com/paperpip3/Bookmarks



Q1: List the language signs from the audio.

Q2. Explain the language sign and the supporting detail(s) from the audio.

Q3. Explain the language sign and the example(s) from the audio.

2.3 Listen to understand and comprehend

Now that you know the basics of listening for main ideas, supporting details and examples, which basically is just about looking for the language signs, it is time to go deeper than that. The essence of listening is not just to know the signals and what come after, or to just listen to what other speakers say but to understand and sometimes, verbally or even abstractly react to what they say. Understanding and comprehending what people say is extremely important when it comes to communication. Obviously, everyone can understand things easily according to common sense and everyday routines but in communication, it is a little different. It is more profound than that. Compared to participants who received either advice or simple acknowledgements, Participants who received active listening responses felt more understood (Weger, H., Castle Bell, G., Minei, E. M., & Robinson, M. C., 2014).

Let's have a situation to illustrate. Imagine if someone is telling you about his bad day and frustration. You may know what he's talking about but do you know what he feels and why he says things in a specific manner? What about his objectives? Does he need help or to just vent things out? How should you react and what should you do? Being able to respond to the asked questions means your focus is really on the conversation and you may be able to focus on other things as well. In other words, trying to focus when listening is actually achievable.

2.3.1 Be in someone's shoes

Most of the time, listeners do not really care what happens to other speaker(s) in a conversation. This can influence the responses, subconscious facial expressions, and body gestures of the listeners. This section focuses on what to do if you really want to understand a speaker, but it is sometimes difficult to do so. When listening, putting yourself in the speaker's position can greatly improve your understanding on what the speaker is saying.

To put yourself in someone else's position, you must get a gist of the main ideas and supporting details using the language sign method given. Then, using that information, imagine yourself being in the given position or situation. This will help you understand the topic, situation, and position more. Not only that, you will also be able to respond well since you have already known what and how the situation is.

Audio 3 activity

Click the link or scan the QR code to listen to Audio 3. Respond to the instruction/question after listening.

https://padlet.com/paperpip3/Bookmarks



Q1. How would you react to the situation? Use your own words to depict your response.

2.3.2 Ask questions

Sometimes, speakers do not clearly tell, explain, or story their content well. Even when speakers do provide information clearly, information gaps might still occur. In this situation, as a listener, you need to ask questions on things that you find unclear or missing.

2.3.2.1 Ask questions on unclear information

Once you can position yourself in a speaker's situation (refer 1.3.1) based on what the speaker says, you will start to understand the information flow better. This will lead you to fully committing to the conversation and at this point, you will realize if there is any unclear information. Ask the speaker to clarify the specific part of the information to make the information clearer.

Audio 4 activity

Click the link or scan the QR code to listen to Audio 4. Respond to the instruction/question after listening.

https://padlet.com/paperpip3/Bookmarks



Q1. What questions would you ask the speaker? What information seems to be unclear?
1.
2.

2.3.2.2 Ask questions on missing information

Once you are hooked in a conversation, you might start to question things and want to know more. When this happens, it means you are doing a good job as a listener. By asking questions, your doubts and curiosities can be eliminated.

Audio 5 activity

Click the link or scan the QR code to listen to Audio 5. Respond to the instruction/question after listening.

https://padlet.com/paperpip3/Bookmarks



Q1. What questions would you ask the speaker? What information seems to be missing?

1	
-	

2.

2.3.3 Rephrase

We all have our own ways of interpreting things and our interpretations may sometimes differ. To avoid misunderstanding, repeating an information in your own words to a speaker is recommended. This will not only settle your curiosity on an information, but you will also understand the context better once you use your own words to rephrase the information.

Audio 6 activity

Click the link or scan the QR code to listen to Audio 6. Respond to the instruction/question after listening.

https://padlet.com/paperpip3/Bookmarks



Q1. Rephrase the information from the audio.

2.4 Non-verbal communication skills in listening

In a conversation, most would agree that the listening part is an abstract activity since no one could really determine if someone is actually listening or not. In truth, the looks do not matter as long as the information and objective can be executed well. We never judge a book by its cover, as they say, right? However, that is not the case in real life. Like it or not, human beings like to appreciate appearance, looks, be it abstract or concrete elements. The same thing happens in conversation. When we speak, we would rather appreciate it when listeners looked like they were really listening and digesting our words. Most of the time, non-verbal communication indicators such as facial expressions, body gestures and so on indicates that the listener is really paying attention. On other hand, some may just use those skills to pretend that they are listening when in fact, it is just a façade. However we put it, it is still better to be able to master these skills.

2.4.1 The listening looks

This first one is fairly simple and it does not require much, only common sense! When we listen, we listen. There is nothing else besides listening that you should do (unless you really have to). Avoid multi-tasking (or task-switching) when you listen. Doing something else while listening will not give a good look. The speaker will only think that you are not paying attention if you do not look as if you are fully listening. This does not mean that you just have to listen and be physically static. Use eye contact to show engagement in the conversation. Not only that, you can even close the distance between you and the speaker to show that you really want to listen to his words. As long as we are making sure that the speaker knows that we are listening is good enough!

2.4.2 Head Movement

The movements of your head sprinkle more attentive-flavoured looks on your already-engaged act when listening. You can nod, shake, or tilt your head according to the context of the conversation. When the speaker is trying to give information, it is advisable to nod your head two to three times between intervals. This will hint the speaker that you understand the message conveyed. If the conversation is about negative information, or something bad that happened or might happen to someone, shaking your head a few times between intervals shows that you are aware of what's happening, and you acknowledge that the situation is undesirable. Nodding and shaking your head can also be done to hint whether you agree or disagree with the speaker when he or she is talking. Tilting your head can give the impression that you are thinking about the given information. It does not inform the speaker whether you agree or disagree.

Audio 7 activity

Click the link or scan the QR code to listen to Audio 7. Respond to the instruction/question after listening.

https://padlet.com/paperpip3/Bookmarks



Read the question and choose the best answer option.

What is the best head movement response to what the teacher advised?

- a) shake
- b) nod
- c) tilt

2.4.3 Use your body

Even though you might think that the upper part of you plays the most important role when communicating, your body actually holds a major part in communication as well. Your body can mean differently from your face expressions and words so make sure to control the flow of your body movements! When communicating, make sure you have *open body posture*. Turned legs or torso, folded arms and crossed legs signify that you are not fully open to a conversation. Arms need to be unfolded, legs need to be uncrossed, palms need to be opened or revealed. Resting your arms on a table or resting them at the sides of your body can give the impression of openness as well as willingness to communicate and listen. Leaning in while communicating will also give the same effect where it will tell the speaker that you are willing to hear more clearly simultaneously clueing that you are invested in the conversation or discussion.

2.4.4 Eliminate physical barriers

Sometimes, people have things with them when they communicate such as a book, a cup, a phone and so on. These are seen as physical obstructions. When trying to look open and invested in conversations, physical barriers are detrimental. This will just give the impression that you are not fully focused on a conversation since there is a barrier or distractor that blocks you from the person you are communicating with. Plus, this will seem like you prioritize the object in front of you more. Remove the barrier when having a discussion or conversation to look like you are more open and willing to listen.

2.4.5 Facial expressions

2.4.5.1 Smile

Depending on the context of an exchange, smile if necessary. Good news, informative advice, funny story, all deserve a good smile from you as a listener. A smile can give positive impacts to a conversation, especially to the speaker. A genuine smile goes a long way. The act will not only light up your face, but also the speaker's face.

2.4.5.2 Frown

It is undoubtable that there are undesirable things or news in the world. It is not frowned upon if you frown upon receiving or listening to something unfortunate. This shows that you understand the situation and you can sympathize as well as respond properly to a situation. In other words, you are listening and comprehending the context of the given information.

2.4.5.3 Smirk

Smirking can be rare in conversation but believe it or not, it is best to use when you know when. Smirking can mean that you understand a hidden joke, meaning, intention and so on in someone's narration. This will look like you're an enhanced listener since you are able to understand hidden or unseen details in other's words.

2.4.5.4 Eye-roll

Rolling your eyes means to turn your eyes upwards as a reaction to something annoying, exasperating, or irritating. This is definitely not suitable to be used in formal context, but it does exist and can be used in social interaction. Just make sure it is used properly.

Multiple Choice Question Activity

Read the questions and choose the best answer option.

 Friend A: I tried to stop him when he said he wanted to harm the cat, but I couldn't. He took the cat home and I have no idea what happened to it.

- a) Smile
- b) Frown
- c) Smirk
- d) Eye-roll

 Brian enters the room with his jewellery hanging on his neck and said "Today is such a bad day! I tried ordering some caviar from the well-known restaurant but they're out of caviar! Can you believe it? I had to eat chicken sandwich that I got from the cafeteria because I was too hungry. Life sucks!".

What is the most suitable facial expression in response to the given information above?

- a) Smile
- b) Frown
- c) Smirk
- d) Eye-roll
- 3. Friend A: The most beautiful sunset I have ever seen is when I was in Venice, Italy. The sunset did not only look ethereal but for some reason, it made me feel comfortable. Perhaps, what influenced my feelings was my state at the moment. I felt at peace with myself, as if I had been freed from something. The sunset just topped if off.

- a) Smile
- b) Frown
- c) Smirk
- d) Eye-roll

 Friend A: Ahbu is a well-known cheater. He then proceeded to give a talk about honesty and trust during our assembly on Monday morning.

- a) Smile
- b) Frown
- c) Smirk
- d) Eye-roll

SPEAKING

3.0 Speaking

Speaking. The most important skill in the English language. Parallel with a statement by Parupalli Rao (2019), where he stated that, in this modern world, communication skills play a vital role and people must have mastery over these skills to be successful in their fields, respectively. That indicates that speaking is the most important skill compared to the other four language skills. This includes other languages as well except for sign language, obviously. The first form of communication that has ever exist is speaking where sounds are utilized to communicate and most of the time, sound articulations are used to make this event possible. Due to that fact, every language learner will need to start with this skill whenever a new language is to be learned. Even babies learn languages through sounds at first and it is undoubtable that babies can acquire a language in a few years' time without formal education. This proves what you should focus on every time you want to learn or acquire a new language. So, why won't you?

This book is written to guide non-native or second-language speakers. The information, guidance, as well as advice may be different from the ones you will see on the internet. While the authors of this book are convinced you will stumble upon this book on the internet as well, we are talking about the other websites out there, excluding this e-book. When you try to practice speaking in English, most will focus on the main elements of the skill. They are fluency, grammar, vocabulary, and pronunciation. The problem with these four elements is, they are extremely general. For beginners, these elements are hard to grasp. Every mentioned element takes years to master, respectively! a language needs to be spoken for months or even years consistently to achieve fluency. Grammar contains thousands of rules to be learned and memorized, hundreds of thousands of words exist and pronunciations are different for every word. How is a language to be learned if this is the case? To some new language users, this sounds impossible to master. After reading that statement, some might have given up at this point but hold up! We are going to choose the most important sub-skills for you to start mastering speaking so do not give up just yet. Let's start your speaking journey!

If you know not of what to do, let's learn from newborn babies! In the first stage, what babies do is listening since they can't use their mouths to speak yet. after a year of listening to words, sentences, intonation and so on, they will start to imitate and pronounce the words that they hear a lot. This will continue and sometimes, they will also imitate sentences. They do not have to know the meaning of words or sentences to be successful in the language. All they do is observe, imitate, and use. If babies can acquire languages in a short period of time just by doing that, imagine what you can do with extra effort and education that you can easily get on the internet or wherever in the world. This is called top-down learning or in a better phrase, **language acquisition**. What this means is you do not have to learn the language, but you only have to **acquire** the language be it consciously or subconsciously. In this skill, note that a lot of verbal practice is needed. There will not be a lot of writing-based activities for this skill, but the guidance given can be used to verbally practice on your own or with group members.

3.1 Surround yourself with people who speak your target language

By blending yourself in a community or friends who mostly speak English, you will have to speak the language as well. This is a great way to prompt yourself to speak English. That may sound easy but what if there is no one around you who speaks English? Or maybe you are in a typical Malaysian circle where you will just be made fun of if you try to speak English. Is there a way to have conversations in English anonymously, without being judged for it? There are actually so many online platforms where you can do that and the best part is, you can have fun while learning. If you are into online or video games, you can easily play with random teammates and start a conversation verbally. A lot of games nowadays such as Player Unknown Battleground, Call of Duty, Sausage Man, and so many more feature voice chat function. You can't use the excuse of being shy in game server, can you? since your face and identity are anonymous. This is an opportunity for you to communicate and practice as much as you want. The best thing about this is, you can do all that for free.

What if you are not into games and you prefer communication without any distractions? You can surf online video chat websites and communicate with people all around the globe. Websites such as Omegle, Chat Roulette, OmiTV, and so many more will link you with another random person half-way across the globe for you in

just a matter of seconds. It is as simple as that. The key here is your willingness to practice, not your access to quality materials. There are also a lot of applications or websites that allow you to chat with other people just by texting but to practice speaking, verbal communication is recommended.

What skills can you get from practicing like this? Automatically or subconsciously, you will experience a lot of new vocabulary, sentence structures, pronunciations, grammatical structures, all at once. The objective is not to learn the elements one by one but experience and practically acquire them as you use them.

3.2 Enjoy English

To be able to acquire something successfully, you have got to have fun with it. Listen to English songs, watch movies in English with English subtitles, watch your favourite cartoon or anime with English dub turned on, set English as your default language for all your devices, read comic books or manga in English, and do whatever you can so that wherever you look or go, you will always incorporate the target language in your everyday life. When you do something that you enjoy in English, you are acquiring the language at the same time you are having fun. It is automatic and you get the most from it.

3.3 Yourself as a tool

There are times or situations when you have no one else but yourself. How would you practice if there was no one around and there was no application or the internet to help you out with your English speaking practice? This is when you need to utilize yourself and what you have with you.

The most basic thing that you can do is talk to yourself. You do not need any materials to practice this way but yourself. Pick any topic of preference and start talking to yourself. you can either monologue or make a dialogue and alternate between personalities. The best thing about the latter is you can pretend to be anyone, as many speakers as you want, as long as it is helpful. It is better to do so with a mirror. By looking at your reflection while listening to yourself speaking, at the same time, apart from monitoring your speech, you will also automatically monitor your body language and facial expressions. As mentioned before, the top down approach is one

of the best ways to acquire a language and doing everything all at once is just desirable in this context. Be a Jack of all trades when practicing because that's better than trying to be a master of one.

Using the same method, substitute mirror with a smartphone. Record your speaking sessions and use your front camera to do so. By doing so, you get to record yourself and use your smartphone as a mirror as well. This is the best way to implement this method because you get to keep the videos of you practicing and rewatch the videos to look for mistakes, implement improvement, and so on. Apart from that, your saved videos can be used as reference in the future where you can keep track of your improvement from day to day.

3.4 Hunt for words

It is impossible to speak without knowing the right words! That is why you always need to hunt for new words. Enlarge your vocabulary! As mentioned before, this part can be done while you are enjoying English. All the new words, phrases, and sentences can be obtained from the songs you listen to, the movies or videos you watch, the books you read, and even from some road signs that you happen to see. If you are adventurous enough, you can even note new words from a dictionary and use them in your daily practice.

3.5 Imitate

Imitation is a powerful tool in practicing speaking. We commonly watch movies, listen to songs, speak with people, and so on and it is important, as well as enjoyable if we can imitate people's intonations, phrases, sentences, ways of saying things and so on. Preferably, imitate people you adore such as actors, singers, rappers, your teachers, lecturers, professors and whoever you think speaks properly and can help you improve your speaking.

3.6 Embrace mistakes

One of the most common reasons people do not prefer speaking English especially in public is they are embarrassed of their mistakes. You need to change your mindset

when it comes to English. Mistakes are the fuel needed to boost your speaking ability and everyone makes mistakes. Nothing is to be embarrassed about because even native speakers make mistakes most of the time. Embrace your mistakes, fix them if possible and never be shy or embarrassed of your own effort. Focus on yourself and soon, you will see the light at the end of the tunnel.

CONCLUSION

4.0 Conclusion

All the suggestions given to improve your listening and speaking skills are not only suitable for beginners, but intermediate level ESL speakers as well. With consistency, the suggested methods are sufficient for you to improve and move on to a higher level in the shortest amount of time. Always have fun with English and make sure you associate it with the things you love and enjoy. The fun factor will embed the learning in your memory, and this will boost your motivation and pace all at once.

REFERENCES

5.0 References

Gardner, H. (1983). Frames of mind: The theory of multiple intelligences. New York: Basic Books.

Hayakawa, S., Bartolotti, J., van den Berg, A., & Marian, V. (2019). Language Difficulty and Prior Learning Influence Foreign Vocabulary Acquisition. Languages, 5(1), 2.

Kegler, S. B. (1956). Techniques in Teaching Listening for Main Ideas. The English Journal, 45(1), 30.

Rao, Parupalli. (2019). The Importance of Speaking Skills in English Classrooms. 2. 6-18.

Sahala, Michael. (2020). Why English is Difficult.

Weger, H., Castle Bell, G., Minei, E. M., & Robinson, M. C. (2014). The Relative Effectiveness of Active Listening in Initial Interactions. International Journal of Listening, 28(1), 13–31.

Yavuz, Fatih & Celik, Ozgur. (2017). The importance of listening in communication. Global Journal of Psychology Research: New Trends and Issues. 7. 8. 10.18844/gjpr.v7i1.2431.

TRANSCRIPTIONS

AND

ANSWERS

Transcriptions and Answers

Audio 1:

Emotions are abstract elements that can be controlled. **However**, not everyone can do so. We may think that emotions are important **but**, in some situations, they need to be temporarily omitted. This is to avoid faulty decisions, to keep professionalism in check, and so on. It is obvious that controlling emotions is an extremely difficult task. How do we control ours? **First**, always think of the consequences of our decisions if we were to make them based on emotions. This will guide the process of decision making. **Next**, stay true to our objectives. We always need to be aware that emotions can steer our paths away from our goals. **Not only that**, emotions are also the tools people use to manipulate us if we are not aware of it.

What are the main ideas?

Main idea 1: Think of the consequences of our decisions if we were to make decisions based on emotions

Main idea 2: Stay true to our objectives

The main ideas can be identified from the language signals that precede them: First & Next.

List the language signs from the audio.

Language signs: However, but, first, next, and not only that.

Explain one language sign that shows contrast between two information from the audio.

Language sign: but

The language sign 'but' shows contrast between the information 'We may think that emotions are important' and 'in some situations, they need to be temporarily omitted'.

Explain one language sign that shows agreement between two information from the audio.

Language sign: Not only that

The language signal shows agreement between the information 'We always need to be aware that emotions can steer our paths away from our goals' and 'emotions are also the tools people use to manipulate us if we are not aware of it'.

Audio 2:

I personally think that people need to stop with their 'cancel culture' rant on the internet **because** it brings more harm than good. **For example**, people online would bring up someone's history or past mistake to cancel them and bring their career down. This happens to famous people most of the time. This culture treats people like they are some sort of Netflix subscription. Horrible, isn't it?

List the language signs from the audio.

Language signs: because & for example.

Explain the language sign and the supporting detail(s) from the audio.

Language sign: because

Supporting detail: It brings more harm than good.

The language sign 'because' explains the main idea 'people need to stop with their 'cancel culture' rant on the internet'. It supplements the main idea with a supporting detail 'it brings more harm than good'.

Explain the language sign and the example(s) from the audio.

Language sign: For example

Example: People online would bring up someone's history or past mistake to cancel them and bring their career down.

The language sign 'for example' signals the arrival of the example 'People online would bring up someone's history or past mistake to cancel them and bring their career down'. This example supports the main idea 'I personally think that people need to stop with their 'cancel culture' rant on the internet because it brings more harm than good'.

Audio 3:

I never thought that Syuri would do this to us! Remember the research paper that I told you about? We completed the paper. At first, Syuri called us to her office just to have a chat. But then, she demanded us to include her name as the first author of the research paper that we did! This is so unfair! This is an act of crime in education.

How would you react to the situation? Use your own words to depict your response.

Answer/response suggestion:

Oh no, that is terrible! I feel so sorry for you. Is there anything that you could do to prevent Syuri from stealing your work?

The response shows that the listener understands the situation and cares about what needs to be done to prevent something bad from happening.

Audio 4:

I went to the store the other day to get something for our anniversary. I promise you, I am not lying. I did not even see your friend, Ayra on our special day! When I got in my car, I forgot about your present and left it at the store. On my way there, I had a flat tyre and had to spend the night in my car. That's why I did not make it. Believe me, Christie.

What questions would you ask the speaker? What information seems to be unclear?

Questions to be asked:

- 1. what did you get from the store?
- 2. why didn't you call anyone to help with your tyre?

The questions need to be asked because the speaker did not mention what he bought from the store. Not only that, the speaker also did not explain his situation well where he did not even ask for help with his flat tyre. The questions are asked to get more necessary information. This shows that the listener is listening and needs more information to understand the situation.

Audio 5:

School is getting tougher. I keep on failing some subjects and my mom told me that I will get punished if I don't change my grades soon. Well, I am going to destress and have my favourite food later, I guess.

What questions would you ask the speaker? What information seems to be missing?

Questions to be asked:

- 1. What subjects did you fail?
- 2. What is your favourite food?)

The questions need to be asked because there is missing information from the speaker's sentences. The speaker did not provide what subjects did he/she failed and his/her favourite food. By asking these questions, it shows that the listener is paying attention and is invested in the conversation.

Audio 6:

Investing is not something that can be done right away. You need a lot of studying and analyses to do before you can start an investment. It is a complex world where huge amount of money is always on the line.

Rephrase the information from the audio.

Suggestion: So, you are saying that investment is a difficult and risky thing to do?

When a listener rephrases what the speaker just said, it shows that the listener is making sure that the information given to him/her is correctly understood and comprehended or not. This shows that the listener is interested in the conversation.

Audio 7:

To be able to lose weight, you need to focus on your diet instead of blindly exercising. Your body will not be able to get rid of all the calories with exercise if you don't cut your daily calorie intake.

Read the question and choose the best answer option. What is the best head movement response to what the teacher advised?

Answer: b) nod

Since the information given is informative, nodding head is an appropriate response. It shows that the listener is willing to learn and taking the advice.

Multiple Choice Question Activity

Read the questions and choose the best answer options.

MCQ 1

Friend A: I tried to stop him when he said he wanted to harm the cat, but I couldn't. He took the cat home and I have no idea what happened to it.

What is the most suitable facial expression in response to the given information above? Answer: Frown

Frowning signifies that the listener is concerned of the information given by the speaker.

MCQ 2

Brian enters the room with his jewellery hanging on his neck and said "Today is such a bad day! I tried ordering some caviar from the well-known restaurant but they're out of caviar! Can you believe it? I had to eat chicken sandwich that I got from the cafeteria because I was too hungry. Life sucks!".

Answer: Eye-roll

Brian is bragging about his wealth and lifestyle. An eye-roll shows that the listener is annoyed and irritated at what Brian says.

MCQ 3

Friend A: The most beautiful sunset I have ever seen is when I was in Venice, Italy. The sunset did not only look ethereal but for some reason, it made me feel comfortable. Perhaps, what influenced my feelings was my state at the moment. I felt at peace with myself, as if I had been freed from something. The sunset just topped if off.

What is the most suitable facial expression in response to the given information above? Answer: Smile

Friend A is explaining about a wholesome experience and the best facial response is a smile. This shows that the listener understands and feels what friend A explains.

MCQ 4

Friend A: Ahbu is a well-known cheater. He then proceeded to give a talk about honesty and trust during our assembly on Monday morning.

What is the most suitable facial expression in response to the given information above? Answer: Smirk

Smirking signifies that the listener understands the irony in the information given in the conversation.

Terbitan



