

# - LECTURER NOTE -

## COMMUNICATIVE ENGLISH

\* Long Question :-

Q:- Discuss the process of communication.

Ans:-

Communication is known as the process of transmission of informations, ideas and understanding between individual or organisations by a medium. Process of Comm" is the various stages of communication. These various stages are as follows :-

- (i) Sender
- (ii) The message
- (iii) The medium
- (iv) Encoding
- (v) Receiver
- (vi) Decoding
- (vii) Feedback

(i) Sender :-

A sender is the person or group of organization who has an ideas or information which he wants to communicate to other.

The idea or an impulse in the sender is the sender source of communication. The sender must have a clear cut ideas of the message to be conveyed. If the sender himself is confused about the message, then the cons & lack of clarity is termed as the semantic noise. Thus is the process of finding, Selecting & deciding the meaning to be attached to the content of the message to be conveyed.

## (ii) The message:-

The information that the sender went to convey the physical form which can be understand by the receiver is known as message. The message depends upon the sender's idea and the receiver perception these may alter the meaning of the message altogether.

## (iii) The medium or channel:-

The method use to send the message is called medium. Some examples of the medium are small, telephone, letter, memo, etc.

## (iv) Encoding:-

The process of translating the meaning of message into suitable words; symbol is known as encoding. Encoding is guided by the process of communication and the relation between the sender and receiver.

## (v) Receiver:-

The individual or group or organization that receives the message is known as receiver. Then the receiver decodes the message as his own perception. After that to be gives feedback or response to the sender.

## (vi) Decoding:-

The complex or dynamic process

in which the receiver attaches meanings of his own perception in the sent message is called decoding. The meaning of the message is largely conditional by the mental perception of the receiver.

#### (vii) Feedback :-

Feedback or the response is an integral part of a successfully and effective communication. The feedback is given to the sender by the receiver in the form of some action.

## ② Effective Communication :-

→ Communication effective only when both the sender and the receiver are forward on the act of communication which the sender sharpens and improves skill of speaking and writing the receiver must improve skills of listening and reading.

→ The main qualities are correctness, clarity, consistency, coherence, compactness.

→ A message is complete when it presents all the ideas and information required for the particular solution.

\* Clarity :- The message must be clear at the 1<sup>st</sup> reading. Today's information explosion takes up so much of every one's time appreciate a message that takes very little time to follow and understand clearly written or spoken message avoid misunderstanding and save time, write and speak to express not impress.

\* Conciseness :- It means expressing much in a few words in business communication it means keeping to the point, using as few words as possible not necessarily mean being brief. It means making every word count.

\* Courtesy :- Courtesy is consideration for other people & feeling. It is seen in individuals behaviors with others. A well mannered & courteous person shows consideration and thought for the others. In a letter the style, the manner and the choice of words reflect the courtesy of the writer. Some simple rules for courtesy one.

Q:- Do you think that audience plays an important role in comm"? If yes, why?

Ans:

i. Yes, I think audience really plays an important role in any form of communication. Having received the message sent by the sender, the audience means the receiver actively sends the feedback as his/their own persuasion whether they/he ask for further classification from the sender or not.

ii. For the audiences only a reversal of roles takes place. The receiver having received the information or message from the sender changes its role and becomes the sender of the feedback by which a complete and perfect communication can be done.

Without audience the communication process can be compared and treated as a one way traffic. If there is no audience in communication the flow of ideas means the message is restricted from one side only, the sender's side but not be received by any other audience. So, the sender can't get the audience. & the feedback whether the message is received or not. So this need to be discharged as it is not an effective communication. At the whole if audience are not present in communication then the communication can be called as one way communication.

Vocabulary  
one word Substitution

1. To examine one's own thoughts and feelings -  
Ans - Meditation.
2. Life history of a person written by another -  
Ans - Biography.
3. A person who doesn't believe in any religion -  
Ans - Atheist.
4. Murder of a brother -  
Ans - Fratricide.
5. Person who is indifferent to both pleasure and pain -  
Ans - Stoic.
6. Gradual recovery from illness -  
Ans - Convalescence.
7. A poem written on the death of someone loved and lost -  
Ans - Elegy.
8. Large scale defection of people -  
Ans - Exodus.
9. Gift left by will -  
Ans - Legacy.
10. One who always runs away from danger -  
Ans - Timid.

- 14. Wean
- 15. Illegible
- 16. Robust
- 17. Carnal
- 18. Flexible

25. ~~Vivacious~~

- 20. Relinquish
- 21. Conspicuous
- 22. Levity
- 23. Clever
- 24. Aromatic

Give Synonyms of the following words

- 1. Combat
- 2. Subside
- 3. Abscond
- 4. Crimsey
- 5. Prodigious
- 6. Solipsistic
- 7. Anneal
- 8. Abomination
- 9. Burlesque
- 10. Fostered
- 11. Enigma
- 12. Filthy

- 13. Nostalgic
- 14. Oversee
- 15. Deceive
- 16. Confunction
- 17. Renegade
- 18. Abomination
- 19. Solicit
- 20. Radiant
- 21. Prune
- 22. Dilettante
- 23. Flak
- 24. Hooligan
- 25. Spasmodic

- 1. Acumen
- 2. Explicit
- 3. Visceral
- 4. Deficit
- 5. Frantic
- 6. Redolent
- 7. Strenuous
- 8. Wean
- 9. Illegible
- 10. Robust
- 11. Carnal
- 12. Flexible

25. ~~Vivacious~~

Give antonyms of the following words

- 1. Turbulent
- 2. Adversity
- 3. Mirth
- 4. Propel
- 5. Patchy
- 6. Vanity
- 7. Devout
- 8. Relinquish
- 9. Conspicuous
- 10. Levity
- 11. Clever
- 12. Aromatic

~~(11) Age~~

### Antonyms

- (1) Acumen - Ignorance
- (2) Explicit - ambiguous
- (3) virulent - sympathetic
- (4) Deficit - Plenty
- (5) frantic - Collected
- (6) Recalcitrant - Strong
- (7) Turbulent - bright
- (8) Adversity - fortune
- (9) Musty - fresh
- (10) Proper - control
- (11) patchy - ~~wetted~~ unused
- (12) vanity - humility
- (13) Strenuous - nonassertive
- (14) Wane - build
- (15) Illegible - Clean
- (16) Robust - weak
- (17) carnal - unworldly
- (18) flexible - inelastic
- (19) Devout - disloyal
- (20) Relinquish - claim
- (21) conspicuous - unshowy
- (22) Levity - gravity
- (23) Glut - ~~at~~ diet
- (24) Aromatic - foul
- (25) vivacious - dead

## Synonyms -

- (1) combat - battle
- (2) subside - abate
- (3) Abscond - breakout
- (4) Gain say - deny
- (5) Profound - recondite
- (6) Soporific - drowsy
- (7) Anneal - temper
- (8) Abomination - execration
- (9) Burlesque - send-up
- (10) foster - advance
- (11) Enigma - closed book
- (12) filthy - blurr
- (13) Nostalgic - wistful
- (14) overseas - distant
- (15) Deceive - been
- (16) compunction - misgiving
- (17) Prenegative - reight
- (18) Aficionado - bug
- (19) solicit - poll
- (20) Radiant - aglow
- (21) Prune - clip
- (22) Dilettante - unskilled
- (23) flake - chip
- (24) Hooligan - bully
- (25) Spasmodic - aperiodic

## Use of Verbs

1. An infinitive should be in the Present tense unless it represents an action prior to that of the governing verb.

ex - I should have liked to go there

It would be better to work on it .

2. Gerund if preceded by a Pronoun, that Pronoun must be in Possessive case .

ex - He emphasised my going there

3. A verb when preceded by a Preposition must be the Gerund .

ex - They were punished for coming late .

4. The Present Perfect tense is not used with the adverbs of Past time like yesterday, in 1990s etc. Here Past indefinite tense is used.

ex - I bought a cycle yesterday .

5. The Past Perfect tense is used to represent the earlier of the two Past actions .

ex - When I reached the station, the train had already left .

### Use of Preposition

1. on, in, at are not used before today, tomorrow, yesterday etc.

Ex - He will go there tomorrow.

2. No preposition is used before the word 'home'.

Ex - Bring a T.V set home.

3. After transitive verb like discuss, reach, order, tell, demand etc. we directly used the object and no preposition is used after verb.

Ex - The Poet describes the beauty of nature in this Poem.

4. Say / Suggest / Speak / reply / talk / listen is followed by preposition 'to' if there is a person in the form of object.

Ex - He didn't reply to me.

If a principal verb is used after about, after, at, before, for, from, in, on, to that verb must be in ing (V) form.

Ex - You prevented me from doing it.

## Communicative English

### Difference between General and Technical Communication

#### General Communication

1. General Content
2. General Vocabulary
3. No formal element
4. May not be factual
5. Both Subjective and objective
6. Not always structured
7. No specific audience
8. May or may not involve graphics

#### Technical Communication

1. Technical Content
2. Technical vocabulary
3. Formal element
4. Always factual.
5. Objective
6. Always structured.
7. Specific audience.
8. Usually involves graphics.

## 2. Define Posture in Comm'

Posture is a form of non-verbal Comm'. Four one Postures the body when seated, one standing constitute a set of Potential signals that may communicate how the legs often said to be defensive. It is sometimes observed that a person under severe psychological threat will assume the body position of defeat. The seductive person opens his body to other people and postures himself so that his exotic body is exposed to the other person.

## External communication

External comm' flows outward. It addresses people outside the organisation like the customers, competitors, public, press media all are included in this. It takes place in various ways and through different channels; letters, notices, brochures, telephone calls etc. come under this communication.

## Q. What is code and how it is important in the process of communication?

Code is the symbolic form of any message or information. In comm' system Sender sends the message, receiver receives it and also gives the feedback to the sender. Here Coding is necessary.. For coding the Sender and the receiver can understand the sent text of each other. It is of two types. It is encoding mentioned by the Sender and decoding done by the receiver.

Answers

1. Have you ever read war and peace?
2. I was watching television, when you come in.
3. Has already come
4. Go, shall go.
5. went
6. at
7. for
8. set of
9. off
10. from
11. are
12. was
13. was
14. am
15. is
16. am
17. Handsome.  
Sita is a fair girl.
18. Prominent  
He is an eminent scholar.
19. does not.
20. travelled.
21. meet
22. a 23. a 24. an, a
25. a
26. process
27. sends
28. receives 29. channel
30. Sender
31. Receiver 32. two way.
33. lower to higher
34. higher to lower.
35. Both
36. Elizabeth finland.
37. Abbott of Aberbrothok
38. Spring.
39. Sir Ralph the Rover
40. Sixteen years.
41. geologist.
42. Russia 43. Afghanistan
44. street.
45. Robert Southey.
46. True
47. True
48. False
49. False
50. True.

35	at	heat
36	in	a honey
37	in	general
38	at	mark
39	at	last
40	at	the case
41	at	also with
42	at	dinner
43	by	make
44	by	name
45	in	need
46	in	debt
47	in	fact
48	in	particular
49	in	due course
50	on	average
51	on	second thoughts
52	on	picnic
53	within	reach

### USE OF SOME PREPOSITIONS:

Inquire about: He inquired about the advertisement in the news paper.

Inquire after: He called me aside to inquire after my daughter.

Warn against: He warned me against swimming in the sea.

Warn of: He warned me of danger.

Die of: He died of cholera/his illness/old age / hunger.

Die from: He died from overeating/malaria.

T.W.  
21-01-1920      The lost child

### B Difficult words.

Sunging - crooked -  
trampled - under foot -

### PREPOSITIONS.

- 1) at length.      19) out of general.
- 1) at hand.      20) out of use
- 1) at random.      21) on leave
- 1) at rest.      22) on a visit.
- 1) on the whole.      23) in brief
- 1) at once (immediately).      24) in a word.
- 1) on the contrary.      25) in the end
- 1) on the other hand.      26) on fine
- 1) on foot.      27) out of reach
- 1) on horse back.      28) out of practice
- 1) on sale.      29) out of sight
- 1) on purpose.      30) out of date
- 1) on/ off duty.
- 1) under control
- 1) by all means.      31) out of work
- 1) in all
- 1) in use.
- 1) out of place.      32) out of danger
- 1) out of place.      33) out of guest
- 1) at play

7. Complain of: He complained of a pain in his chest / toothache.
8. Complain to: He complained to the headmaster about lack of good drinking water.
9. Complain about: He complained to the headmaster about the theft in his house.
10. Agree to: They agreed to my proposal.
11. Agree with: Harri agreed with me on this point.
12. Agree on: They all agreed on the date of examination.
13. Remind about: He reminded me about the meeting at 6 o'clock.
14. Remind of: The bicycle reminded him of his young days.
15. Made of: The ring is made of gold.
16. Made from: Butter is made from milk.
17. Compare with: He compared Shakespeare with Raudas.
18. Compare to: The poet compared her face to the moon. (between two dissimilar things)

TYPE - II

Jumbled Sentences.

- 2. A study of man's anthropology (सुन्दर शब्दों)
- 3. A word opposite in meaning to another - Antonym.
- 4. State of being unmarried - Bachelorhood.
- 5. one who can't pay the debts - Bankrupt.
- 6. A life history written by some one else - biography.
- 7. A Government by the officials  $\rightarrow$  Bureaucracy.
- 8. A person who is above hundred years  $\rightarrow$  Centenarian.
- 9. belonging to the same period of time  
 $\rightarrow$  Contemporary.
- 10. one who cannot speak  $\rightarrow$  Dumb.
- 11. Study of Environment  $\rightarrow$  Ecology.
- 12. A person who believes in fate  $\rightarrow$  fatalist (ग्राहक).
- 13. one who eats too much  $\rightarrow$  Glutton (तंग)
- 14. A position for which no salary is paid  
 $\rightarrow$  Honorary (सम्मानित)
- 15. Study of Earth  $\rightarrow$  Geology - (गणितीय)
- 16. The point where the earth and sky meet  
 $\rightarrow$  Horizon.

That which is against law  $\rightarrow$  illegal.

A person who cannot read and write  
Illiterate

Something that cannot be heard  $\rightarrow$

- 21. A child whose parents are dead → Orphan.
- 22. A hundred years → century
- 23. One who is present every where → Omnipresent.
- 24. One who looks at the brighter side of things → optimist → (optimistic)
- 25. Belonging to the middle ages → medieval
- 26. Subject to death → mortal.
- 27. One who loves own country → a Patriot
- 28. Study of art of teaching → pedagogy
- 29. one who looks on the darker side of things → pessimist → (pessimistic)
- 30. Study of stamp collection → philately
- 31. One who knows many languages → polyglot

## SYNONYMS

1. write the meaning of the following words.
1. endeavour - venture / attempt / try.
2. Devoting - fate.
3. Communism - Dedication.
4. Significant - Decision.
5. commitment - Devotion
6. Dedication - Sacrifices / sacrifices.
7. Supreme - chief.
8. poverty - need.
9. Intendant - encasing.
10. APPLaud - Plap.
11. exhausted - empty.
12. Adelicate - sufficient.
13. persuade - followed.
14. climax - circumstances.
15. contradiction - opposition.
16. porous - absorbive.
17. ingredient - component.
18. Irritate - make angry.
19. Tragie - danger.
20. Disperse - scatter.
21. menace - risk.
22. consumption - the action of using up.
23. Victim - casualty.
4. Dwarfed - equal.

- 26. obvious - clear, plain.
- 27. starry - wonderfull.
- 28. vision - eyesight.
- 29. faithful - loyal
- 30. slumber - sleep.
- 31. redam - spine
- 32. cling - clutched.
- 33. disaster - a sudden accident.
- 34. solemn - formal and dignified.
- 35. arrasp - clutch.
- 36. nevertheless - in spite of that.
- 37. beckon - gesture.
- 38. tempest - storm.
- 39. rejoice - happiness.
- 40. mention - touch on.
- 41. argument - piece.
- 42. dusk - twilight.
- 43. conservative - traditionalist.
- 44. sovereign - ruler.
- 45. magnificence - splendour / magnificence
- 46. arrant - concited.
- 47. indiscreet - person disposed

#### 4. Language of science and technology:-

- English is an international language, any scientific inventions, discoveries, technology and advancement we can find in this language itself. Any global information about science and technology you can get by going through the international journals and books.

#### 5. Language of higher education

In spite of all regional languages, for higher studies you have to come across only one language i.e. English. Anyone wants to go abroad to pursue his/her he/she has to face this language as a barrier if the person doesn't have much knowledge on that and can't continue higher studies.

(2) Definition (expr.) defend yourself,  
be strong when facing a conflict, fight  
for yourself defend your opinion or point  
of view protect yourself from danger,  
support yourself in a difficult situation.

ANS  $\uparrow$  2

## Questions with Answers

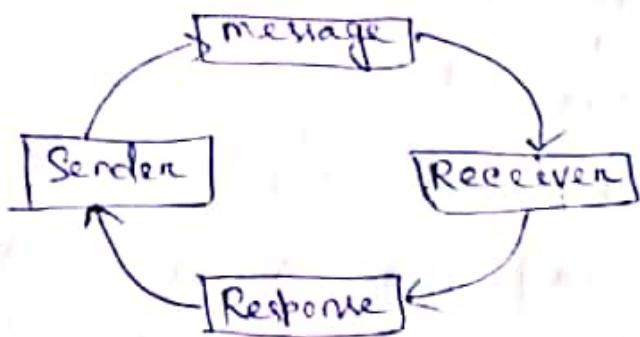
(Have, Has)

1. You ever (Read) newspaper and peace . (read, read)
2. I am (watch) television , when you come in . (watch, watch)
3. He already (come) here thrice . (come, has come)
4. If the weather (be) fine, I (go) out . (is, will go)
5. It is time you (go) home . (go, went)
6. He is good — English (at, in, on)
7. We are sorry — you . (on, for, about)
8. Don't boast — your wealth . (on, at, about)
9. Wipe the dust — the table . (from, on, in)
10. Flour is made — wheat . (at, of, from, up)
11. Hari and Ram — here . (is, are)
12. Every boy and girl — ready . (is, are)
13. Neither he nor I — there . (am, is, are)
14. Either he or I — mistaken . (is, am, are)
15. Mathematics — a branch of study in every school . (is, are)
16. I, who — your friend will guard your interests . (is, am, are)
17. Write the synonym of Fair and make a sentence .
18. Write the synonym of Eminent and make a sentence .
19. The Sun — not set in the East . (do, does)
20. Last year , we — to Singapore . (go, went, had gone)
21. I will — her tomorrow . (meet, met)
22. I had — very bad night . (a, an, the)
23. He is — vegetarian (a, an)
24. I have — hour and — half for lunch . (a, an, the)
25. I have — headache . (a, an, the)

when here day and night are two different things and the word that compares them is 'as'.

• Merits of diagonal comm:

## 10. Two way Communication



In this case the sender sends the message to the receiver . Receiver receives it and sends back a response acknowledging the message received as the model looks like . The response may be positive and negative . It is essential for a successful communication .

### 3. Explain Gossiping Communication

In organisations, internal comm' meets the personal and professional employees. This internal flow of comm' is called gossiping comm'. Reasons about company's expansion, promotion of the employees, relation between the colleagues are some of the examples of gossiping comm'. It flows in all directions. It may create both negative and positive impact in the environment within an organisation.

### 4. How symbol plays a vital role in Communication

In digital comm' symbol plays a vital role. It changes from situation to situation and goes across the transmission medium. Person writes using a digitally modulated signal or a pin code. Symbols are being used in everyday life in all departments for making communication easy and better comprehending.

### 5. One-way Communication

In one way comm' information is transferred from the sender to the receiver without any opportunity for the receiver to give feedback to the sender. It is most often used to give factual information or to persuade and manipulate the receiver to act in a certain way.

... "the author decided to take part in it. Red got the book its title is such as a week's rather card. After three weeks of heavy practice he confronted Red with a great confidence. He kicked and scattered the circle while Red was absorbed with the game. Before he attack, with the knuckle duster the author seized his wrist and made a blow as learnt from the book, and made Red rolling with fun on ground at the same time defending himself.

5. The basic principles of a team are - unity, co-operation, tolerance to each other, respect as well as acceptance to each other, ready to accept criticism and self lessness.

7. In one way Comm' Comm' takes place from sender to receiver having no response from other side. On the other hand in two way Comm' Comm' takes place in both sides (as there is feedback and the receiver is an active participant). It makes the Comm' effective and successful.

6. Figure of speech used in the poem "To my true friend" is - Simile.

While two dissimilar things are compared to each other with the words - like, as, as well as, as like as, the figure of speech is called 'Simile'.

Ex. "Athen day was as black as night".

## 1. Language of science and technology:

- As English is an international language, any scientific inventions, discoveries, technological advancement we can find in this language itself. Any global information about science and technology you can get by going through the international journals and books.

## 2. Language of higher education

Despite of all regional languages, for higher studies you have to come across only one language i.e. English. Anyone wants to go abroad to pursue his carrier he/she has to face this language as a barrier if the person doesn't have much knowledge on that and can't continue his studies.

action here day and night are due different things and the word that conveys them is 'as'.

#### 8. Merit of diagonal Comm'

1. It is less time consuming
2. It involves large no. of people
3. It flows from all directions to all directions
4. It works effectively in business organisations
5. It works in two way Comm'

#### 1. Importance of communication English

1. International language
2. Universal language
3. Language of trade and commerce

- q1. Communication is a \_\_\_\_\_. (choose, Performance)
- q2. Sender \_\_\_\_\_ the message. (send, receiver)
- q3. Receiver \_\_\_\_\_ the message. (Send, receiver)
- q4. Message Passes through \_\_\_\_\_. (sender, feedback, channel)
- q5. \_\_\_\_\_ does the encoding. (sender, receive)
- q6. \_\_\_\_\_ does the decoding. (sender, receiver)
- q7. Feedback is in \_\_\_\_ comm". (one way, two way)
- q8. In upward comm" message Passes from \_\_\_\_ to \_\_\_\_  
(higher, lower)
- q9. In downward comm" message Passes from \_\_\_\_ to \_\_\_\_  
(higher, lower)
- q10. Feedback is \_\_\_\_\_. (positive, negative, both)
- q11. Who is the author in "To My True Friend"?
- q12. Who placed the ~~Inchcape Rock~~ bell?
- q13. What was the season when Sir Ralph was sailing across the sea?
- q14. Who cut the inchape bell?
- q15. What was the age of 'Red'?
- q16. The author's mother gave up her job as a \_\_\_\_?
- q17. The author was living in \_\_\_\_.
- q18. The writer's father was living in \_\_\_\_.
- q19. The author's education was left to the \_\_\_\_.
- q20. Who is the poet in 'the inchape Rock'?
- q21. The Rock was Perilous. (True / False)
- q22. Abbott was a virtuous man. (True / False)
- q23. There was goodness in Ralph's mind. (True / False)
- q24. Red was a gentle boy. (True / False)
- q25. Finally the writer won over Red. (True / False)

③ Circumstances have pulled them apart. But the poet cherishes the memories of her friend tenderly. She remembers the time when there were conflicts between them and they did not see or talk to each other for days together. But such differences have no adverse effect on their friendship.

(1) Red's physical appearance was contrary frightening. He was a ~~bad~~ boy of tender feelings and mild malice. He had a pock marked face, green eyes, a forehead hanging from the forehead and a pointed cap on his head front to the back. so these physical structures and broad shoulder made him look older than he really was.

Answer the following questions

1. why Red Rock is wolder than he really is ?
  2. Explain the line "standing up for yourself".
  3. How does the poet cherish the memory of his friendship ?
  4. How did the author defend himself and won over Red ?
  5. what are the basic principles of a 'team' ?
  6. what figure of speech has been used in the poem "To my true friend" ?
  7. How can you differentiate two way Comm' from one way Comm' ?  
Explain the merits of diagonal Comm' .
  - Just give the points why ~~English~~ is communicative English is important for us .
  - what is feedback ?
- If any doubt , I will clarify .

### Use of Articles

1. Before words beginning with vowel sounds  
— An

2. Before words beginning with consonant sounds  
— A

3. Words with vowel letters having consonant value.  
— A University, A unique, A unit etc.

4. Words with consonant letters having vowel sounds  
— An honour, An hair, An honest etc.

5. On exclamatory expressions before singular  
countable nouns. A

— what a sunny day !  
— with a pretty girl !

6. Before newspapers, religious groups, clubs,  
foundations, rivers, mountains etc — Definite  
article "The".

— The Ganga, The Yamuna, The Hindu, The  
Times of India, The Sikhs, The Lions' club etc

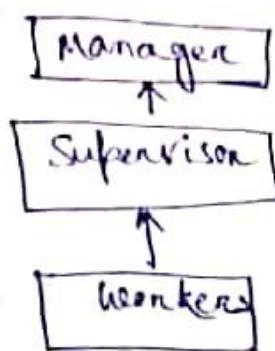
7. Before certain books and musical instruments.

— The Vedas, The Puranas, The Bible etc.

— The Violin, The flute etc.

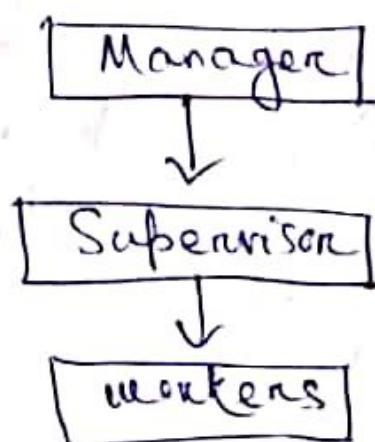
### 8. Upward Communication

It is the process of info/information flowing from the lower level to upper level. This type of comm<sup>n</sup> is very popular in organisations as traditional forms of comm<sup>n</sup> are becoming less popular.



### 9. Downward Communication

It is the flow of information from higher level to lower level inside an organisation. It is important for an organisation's success.



4. After a long struggle to get recovery from his illness, the author decided to take revenge on Red. He got the book Ju Jitsu in exchange of a week's ration card. After three weeks of heavy practice he contested Red with a great confidence. He kicked and scattered the cards while Red was absorbed with the game. Before the attack, with the knuckle duster, the author squinted his wrist and made a blow as learnt from the book and made Red rolling with pain on ground at the same time defending himself.

5. The basic principles of a team are—unity, co-operation, tolerance to each other, respect as well as acceptance to each other, ready to accept and—

action. Here day and night are two different things and the word that conveys them is 'as'.

#### 8. Merits of diagonal comm'

1. It is less time consuming.
2. It involves large no. of people.
3. It flows from all directions to all directions.
4. It works effectively in business organisation.
5. It works as two way comm'.

#### 9. Importance of communicative English

1. International language.
2. Universal language.
3. Language of trade and commerce.
4. Language of science and technology.
5. Language for higher education.
6. Language of research.
7. Feedback is the reply given by the receiver to the sender after getting informations from the latter. It may be positive or negative. It is the response of the receiver when he is active and understands the message properly. Sometimes it comes through criticism. However, feedback enhances the communication process.

4. After a long struggle to get recovery from his illness, the author decided to take revenge on Red. He got the book Ju Jitsu in exchange of a week's ration card. After three weeks of heavy practice he confronted Red with a great confidence. He kicked and scattered the cards while Red was absorbed with the game. Before he attack with the knuckle cluster, the author seized his wrist and made a blow as learnt from the book, and made Red rolling with pain on ground at the same time defending himself.

5. The basic principles of a team are - unity, cooperation, tolerance to each other, respect as well as acceptance to each other, ready to accept criticism and self lessness.

7. In one way Comm<sup>1</sup>, Comm<sup>2</sup> takes place from sender to receiver having no response from other side. On the other hand in two way Comm<sup>1</sup>, Comm<sup>2</sup> takes place on both sides (as there is feedback) and the receiver is an active participant, it makes the Comm<sup>2</sup> effective and successful.

6. Figures of speech used in the poem "To My