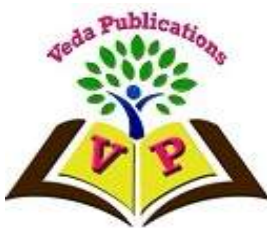


# *Building confidence in English for everyday conversations*

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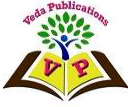
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# *Dedication*

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To my parents:

Late Mr. Neerukonda Kamalaiah & Mrs. Kotilingamma

# PREFACE



In the present era of competition and today's increasingly globalized world, the ability to communicate effectively in English has become an essential skill for success in all effects of life. Unfortunately for UG students English language is not prescribed from the second year onwards. They have to need to learn communication and soft skills for their survival in the future. To avoid such kind of calamity and weather you are a student or professional, this book gives you a confidence, unlocking new opportunities and connecting with the people from diverse backgrounds. While there are many English language learning resources available, many focus on traditional grammar but without the practical everyday conversations. This book aims to fill the gap by providing learners with the full of regular conversations which build confidence in English and communicate effectively in real life situations. **"Building confidence in English for everyday conversations"** is designed to help learners, developed the practical English language skills needed to succeed in everyday conversations. It includes real life conversations of Introducing themselves ,Asking information and seeking permission, Making request and offering help, Making suggestions and giving directions, Describing the people, Interview skills, Presentation skills,

Telephone skills, How to strengthen memory power, Group discussions and many types of Soft skills. This book is designed for learners of English at all levels from beginners to advance. Whether you are looking to improve your language skills for personal or professional reasons, this book provides the practical tools and strategies needed to succeed in everyday conversation. Lastly I feel this book is more than just a language learning, it is a tool for unlocking new opportunities, connecting people from diverse backgrounds and increasingly globalized world. I hope that this book will serve as a valuable resource for learners of English and helps to achieve their goals at everywhere.

**Dr. N.Viswasa Rao, M.A, M.Phil, PhD.**



## अंग्रेजी एवं विदेशी भाषा विश्वविद्यालय

(केन्द्रीय विश्वविद्यालय)

(जुन २००० में गैर आरक्षणित विश्वविद्यालयों की संस्थापना करने वाले २०१६ में 'अ' श्रेणी में पुनर्गठित)

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## The English and Foreign Languages University

(A Central University)

(Accredited with 5 Stars in 2010 & Re-accredited with 'A' Grade in 2016 by NAAC)

Hyderabad - 500 007, India

Regional Campuses: Shillong and Lucknow

### FOREWORD

This book amply provides a succinct learner friendly approach for different kind of learners to acquire effective communication skills at ease. English language became a lingua franca in the context of global market. Definitely one needs to acquire effective communication skills by enhancing his/her learning activities and exercises. This book "Building confidence in English for everyday conversations" is a practical guide lucidly designed along with some supportive learning inputs and activities deriving from day to day experiences in our cultural context.

The writer's intention is obviously, like sharpening the pencil, to hone the formal and informal learner's communication skills effectively. For this very purpose the book is designed to offer a structural approach for learners along with day to day experiences that we usually interact in our social milieu such as, greetings, traditions and customs in order to support their innate confidence for flawless and fluent conversation.

This book also offers a practical solution for all kinds of difficulties that beset encounters and hesitates for free conversation in English through various creative tools, discourses and learning exercise such as: introducing oneself, asking information and seeking permission, making request and offering help, giving directions, describing people, interview skills, presentation skills, telephone techniques and how to strengthen memory power, group discussions and many types of soft skill. It provides practical guidance, situational conversations and the necessary support to help learners to gain confidence in the language skills. The book can play a vital role in learning communication skills and introducing the topics in a planned manner. This book is certainly resourceful for all kinds of learners who wish to build their career in English teaching and for professional who desire to communicate effectively in English and also for travelers who enjoy in traversing across the world.

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*“Conversation is the electricity of  
intimacy and social survival”*

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I offer my deep sense of gratitude to Prof Boddu Venkata Rao, EFL University, Hyderabad, for all the necessary help and intellectual guidelines that he rendered to me during this period and enabled me to complete this work.

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Dr. N.Viswasa Rao, M.A, M.Phil, PhD

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# *Get Better at Talking To People*



# INTRODUCTION

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In today's interconnected world the ability to communicate effectively in English has become an essential skill for success in all aspects of life. Communication is the foundation upon which relationships, careers and community are built. It has the power to break down barriers foster understanding, and drive progress. Culture of any society is identified with a language. Language and communication skills are vital for the growth of any individual or student. In the same manner one can develop human relations with the help of better communication skills. Thus there is need for students to develop their communication skills in English in the present today competitive world. According to Aristotle “man is a social animal and he can't live alone”. That means every human being should have a peculiar relationship with another. For survival of the relationship, we need some communication. In the beginning communication starts with gestures. Gradually it grows into various levels. In the present scenario no man gets success without communication skills. Today these communication skills are not only useful but also very need and necessary to the present youth who are hunting for the jobs. These following topics are very useful and great benefit to the survival of their rich and sophisticated life. Communication skills are very important for students because they help them connect with others, express themselves, and solve problems. These skills

can help students succeed academically, socially, and professionally.

For undergraduate (UG) students, strong communication skills are crucial for academic success, career readiness, and building relationships, as they enable clear expression, effective collaboration, and confident participation in discussions and presentations. Students who are confident in their communication skills are more likely to participate in class discussions, seek help when needed, and take on leadership roles. Good communication involves not only speaking clearly but also actively listening to others, which is essential for understanding different perspectives and building strong relationships. Communication skills are crucial for college students in articulating ideas, collaborating effectively, and engaging in discussions. These skills help in building relationships that are essential for academic success and personal growth.

# GREETINGS

Generally in our daily routine if we meet any other person whether he is familiar or unfamiliar we have to say some greetings. In Telugu we greet 'Namaste'. In Hindi we greet 'Assalamualaikum'. These expressions are used in entire day. But English greetings are different from others. It has its own style. English greetings are used in this following way.

From early morning to 12 noon bellow	Good morning Sir, Good morning Dad, Good morning uncle.
From 12 p.m. to 5 p.m.	Good afternoon mam, Good afternoon Sister, Good afternoon Brother.
From 5 p.m. to Before going to bed	Good evening aunty, Good evening Sir,
At night time	Good night Have nice dreams

