

# How to improve English Communication

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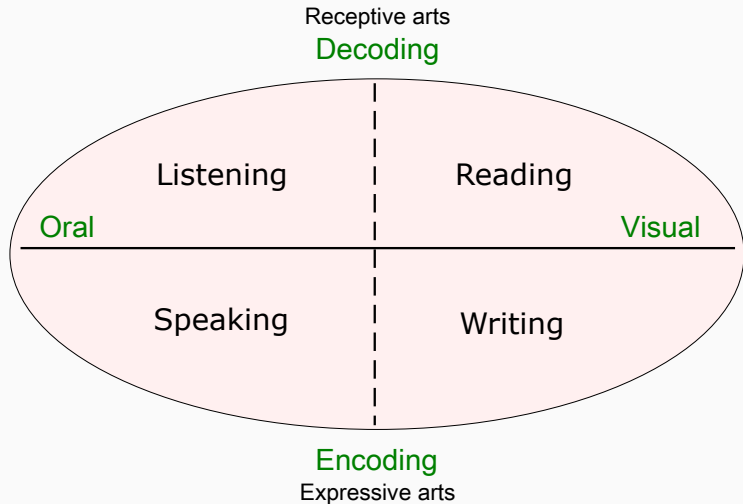
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# Communication Art



# Grammar

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# Parts of a sentence

- Nouns and noun phrases
- Verbs
- Pronouns
- Adjectives
- Adverbs
- Prepositions
- Particles
- Coordinating conjunctions

## Verbs and verb phrases

- Lina feels inspired
- Hamid expects a package in the mail
- He is tired
- He needs to see a doctor
- Moh studies statistics
- Bahia would hide in the garden
- They should arrive soon

# Verb tense

## Activity

Group the following  
verb phrases by pairs

He drives

He was driving

He has driven

He drove

He had driven

He will drive

He would drive

He is driving

He would have driven

He has been driving

He will be driving

He will have been driving

He would have been driving

He had been driving

He will have driven

He would be driving

## Solution

He drives

He is driving

He has driven

He will drive

He will be driving

He has been driving

He will have driven

He will have been driving

He drove

He was driving

He had driven

He would drive

He would be driving

He had been driving

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# Nouns and noun phrases

## Definition

A **noun** name a person, place, thing, idea. They are marked for number and possession.

- John
- The tomato
- His jacket
- The mechanic's advice
- The very important package
- The two children
- Half that pie

## Definition

A **pronoun** takes the place of a noun phrase.

- I, you, he, she, it, we, they
- me, mine, yours, his, him, hers, its, ours, us, their, theirs
- myself, yourself, ourselves
- This, that, these, those
- one, someone, anyone, no one, everyone, each, somebody, anybody, nobody, everybody, (n)either, something, anything, nothing, everything
- Both, few, several
- Some, any, none, all, most
- who, whose, which, whom, what

# Adjectives and Adverbs

## Definition

An **adjective** modifies a noun.

- The **tall** man left.
- They have **talented** relatives.

## Definition

An **adverb** modifies a verb.

- She **graciously** accepted the invitation.
- The dog ate quite **greedily**

# Prepositions and particles

- **Definition:** a **preposition** is a word that indicates the relationship of a noun phrase to the rest of a sentence.
- at, by, for, from, in, of, on, to, with (most common)
- about, above, across, after, against, along, among, around, because of, before, behind, below, beneath, beside, between, close to, down, during, except, inside, instead of, into, like, near, off, on top of, onto, out of, outside, over, past, since, through, toward, under, until, up, upon, within, without
- **Definition:** a **particle** is the second element of a two-word verb.

## Prepositions examples

- They met **during** the concert.
- Let's have dinner **at** my place.
- They visited the house **of** their friends.
- He passed the exam **by** cheating.
- The house was built **by** my father.
- It flies **like** an arrow.

# Prepositions versus particles

Compare

- Nassima **turned down** the invitation
- Nassim turned **down** the brick road

and ask the question:

- What did Nassima **turn down**? the invitation!
- Where did Nassim turn? **down** the brick road!

**Caution:** What is the meaning of the following sentence?

He slipped in the alcohol

# Makin complex sentences

- Coordinative conjunction (equal parts)
  1. Kamel lost his wallet, **but** he had some spare change in his pocket.
  2. We missed the train, **so** we booked a hotel.
  3. Every day he **either** burns the toast **or** overcooks the eggs.
  4. Khaled sleeps all day **and** is awake all night.
- subordination (unequal parts)
  1. **when** the clown arrived, the children squealed with joy.
  2. Hassen finished the novel **although** he was exhausted.
  3. I understand **that** you can't come to class.
  4. **That** coffee contains caffeine is no secret

## Coordinating conjunctions

- and, but, or, nor, yet , so, for (simple)
- both . . . and, not only . . . but, either . . . or, neither . . . nor.



# Punctuation

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What is punctuation?

What is punctuation?

- Period

What is punctuation?

- Period .

What is punctuation?

- Period .
- Question mark

What is punctuation?

- Period .
- Question mark ?

What is punctuation?

- Period .
- Question mark ?
- Exclamation point

What is punctuation?

- Period .
- Question mark ?
- Exclamation point !



What is punctuation?

- Period .
- Question mark ?
- Exclamation point !
- Comma

What is punctuation?

- Period .
- Question mark ?
- Exclamation point !
- Comma ,

What is punctuation?

- Period .
- Question mark ?
- Exclamation point !
- Comma ,
- Semicolon

What is punctuation?

- Period .
- Question mark ?
- Exclamation point !
- Comma ,
- Semicolon ;

What is punctuation?

- Period .
- Question mark ?
- Exclamation point !
- Comma ,
- Semicolon ;
- Colon

What is punctuation?

- Period .
- Question mark ?
- Exclamation point !
- Comma ,
- Semicolon ;
- Colon :

What is punctuation?

- Period .
- Question mark ?
- Exclamation point !
- Comma ,
- Semicolon ;
- Colon :
- Dash

What is punctuation?

- Period .
- Question mark ?
- Exclamation point !
- Comma ,
- Semicolon ;
- Colon :
- Dash — or —



What is punctuation?

- Period .
- Question mark ?
- Exclamation point !
- Comma ,
- Semicolon ;
- Colon :
- Dash — or —
- Hyphen

What is punctuation?

- Period .
- Question mark ?
- Exclamation point !
- Comma ,
- Semicolon ;
- Colon :
- Dash — or —
- Hyphen -

What is punctuation?

- Period .
- Question mark ?
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- Comma ,
- Semicolon ;
- Colon :
- Dash — or —
- Hyphen -
- Slash

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- Slash /

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- Colon :
- Dash — or —
- Hyphen -
- Slash /
- Apostrophe

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- Slash /
- Apostrophe '
- Quotation marks

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- Quotation marks “ ”



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- Dash — or —
- Hyphen -
- Slash /
- Apostrophe ’
- Quotation marks “ ”
- Ellipses

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- Ellipses ...

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- Hyphen -
- Slash /
- Apostrophe ’
- Quotation marks “ ”
- Ellipses ...
- Parentheses

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- Parentheses ( )

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- Apostrophe ’
- Quotation marks “ ”
- Ellipses ...
- Parentheses ( )
- Brackets

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- Ellipses ...
- Parentheses ( )
- Brackets [ ]

## Definition

Punctuation is the use of standard marks, such as commas and periods, to separate sentences, change tone, or indicate pauses. The purpose of punctuation is to increase clarity and readability of text.

Is punctuation important?



## Practice problem

### Activity

Punctuate the following letter

Dear John:

I want a man who knows what love is all about you are generous kind thoughtful people who are not like you admit to being useless and inferior you have ruined me for other men I yearn for you I have not feelings whatsoever when we're apart I can be happy forever will you let me be yours

Gloria

### Solution 1

Dear John:

I want a man who knows what love is all about. you are generous, kind, thoughtful. People who are not like you admit to being useless and inferior. You have ruined me for other men. I yearn for you. I have not feelings whatsoever when we're apart. I can be happy forever. Will you let me be yours?

Gloria

### Solution 2

Dear John:

I want a man who knows what love is. All about you are generous, kind, thoughtful people who are not like you. Admit to being useless and inferior. You have ruined me. For other men, I yearn. For you, I have not feelings whatsoever. When we're apart, I can be happy forever. Will you let me be?

Yours,

Gloria

## Examples

1. She ate an apple, an orange and a banana.
2. A mouse, while not a necessity, is certainly a convenience.
3. We visited Ain El Hammam, Thizi-ouzou; Beni Saf, Oran; and Bou Saada, M'Sila.
4. There were two speakers: Ait Haddadene and Berbar.
5. Each guest must present his/her ticket prior to entry.
6. Ali said, "The tech support guys told me, 'Give it a kick!'"
7. In her paper, Djamila writes, "When designing GIF images ... avoid using subtle gradations of color."
8. The class meets 8-9:10am.
9. His system is up-to-dat.

## Examples

1. Hamid's book was on the table.
2. Distinguish between:
  - 2.1 it's and its
  - 2.2 there's and theirs
  - 2.3 they're and their
  - 2.4 who's and whose
  - 2.5 you're and your
3. Before inserting a diskette into the A drive, verify that it is not write-protected (see Figure 2).
4. To reboot the system, (1) remove any diskette from the A drive; (2) press and hold the ALT and CTRL keys; (3) press the DEL key; (4) release all keys.

## Style manuals

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## Academic papers

1. The Chicago Manual of Style
2. The MLA (Modern Language Association) Style Manual
3. Publication Manual of the APA (American Psychological Association)
4. ACS (American Chemical Society) Style Guide
5. The CSE (Council of Science Editors) Manual for authors (Biology).

## Punctuation according to the APA Manual of style

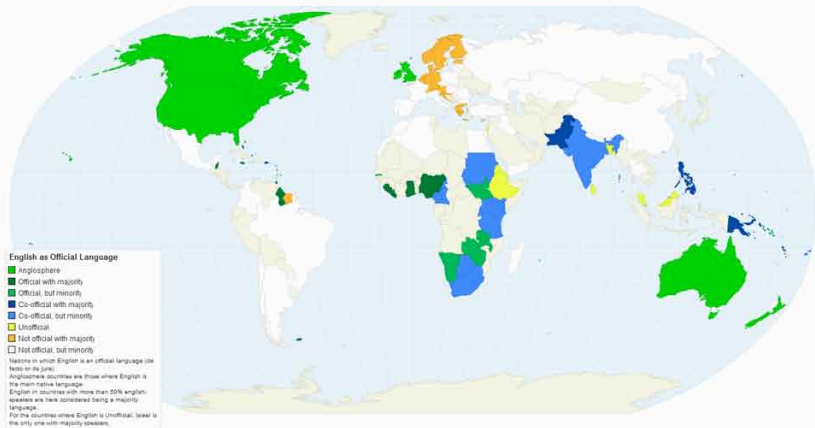
- Place periods and commas within closing single or double quotation marks. Place other punctuation marks inside quotation marks only when they are part of the quoted material.
  1. Many dream images were characterized as “raw” and “evocative.”
  2. The Dream Questionnaire items included “How often do you remember your dreams?” and . . .
- Use parentheses to introduce an abbreviation.
  1. effect on the galvanic skin response (GSR)
- Capitalize nouns followed by numerals or letters that denote a specific place in a numbered series.
  1. On Day 2 of Experiment 4
  2. as shown in Table 2, Figure 38, and Chapter 4



# American versus British English

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# Pays Anglophones



# Spelling

## Examples

American	British
color	colour
behavior	behaviour
program	programme
travelling	traveling
signaling	signalling
labeled	labelled
analog	analogue
dialog	dialogue
defense	defence
to practice	to practise

American	British
parameter	parametre
center	centre
meter	metre
specialize	specialise
analyze	analyse
exercise	exercice
aluminum	aluminium
airplane	aeroplane
gray	grey
check	cheque

# Vocabulary

## Examples

American	British
vacation	holiday
fries	chips
movie	film
pants	trousers
Fall	Autumn
soccer	football
can	tin
corn	maize
cookie	biscuit
eggplant	aubergine

American	British
Zucchini	courgette
schedule	timetable
mail	post
cell phone	mobile phone
tv	telly
draft	draught
queue	line
store	shop
elevator	lift
apartment	flat

## Examples

### American

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The team **is** playing

The government **has** decided

They drove the car **real** fast

Drive **slow**

You did **good**

It's **real** important

I haven't seen him **in** years

He found it **among** the flowers

He was gone April **to** June

**Under** these circumstances

### British

---

The team **are** playing

The government **have** decided

They drove the car **really** fast

Drive **slowly**

You did **well**

It's **really** important

I haven't seen him **for** years

He found it **amongst** the flowers

He was gone **from** April **to** June

**In** these circumstances

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## Examples

### American

Do you want me to speak up?

I don't have a car

Does he have any money?

How are you doing?

burn, burned, burned

fit, fit, fit

learn, learned, learned

Maybe

He stayed while I worked

I live on Didouche Mourad street

### British

Shall I speak up?

I haven't a car

Has he any money?

How are you?

burnt, burnt, burnt

fit, fitted, fitted

learn, learnt, learnt

Perhaps

He stayed whilst I worked

I live in Didouche Mourad street

# Vocabulary

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# Two-particle verbs

## Examples

1. He picked me up at the hotel.
2. We stopped by his office.
3. They get along well.
4. I almost finished him off.



## Two-particle verbs

### Activity

1. One young robber was not caught. He got \_\_\_\_\_ .
2. Many students go \_\_\_\_\_ to their home town when they graduate.
3. The teacher told the students to line \_\_\_\_\_ in a straight row.
4. Hind Lost her ring. She looked \_\_\_\_\_ it in every room.
5. It is natural for a young man and a young woman to fall \_\_\_\_\_ each other.
6. A good friend will stand \_\_\_\_\_ you when you are in trouble.
7. She seemed more and more sleepy. Soon she would drift \_\_\_\_\_.

## Two-particle verbs

### Activity

1. Here are two apples. Pick \_\_\_\_\_ the two that are largest.
2. Many students work \_\_\_\_\_ frequently in the gymnasium.
3. Almost all singers warm \_\_\_\_\_ before a performance.
4. Salah pointed \_\_\_\_\_ a shorter way home.
5. The girl asked \_\_\_\_\_ candy.
6. The factory has laid \_\_\_\_\_ a hundred workers.
7. If you fail at the exam don't give \_\_\_\_\_. There is a rattrapage.
8. One should not sign \_\_\_\_\_ without thinking carefully about it.
9. You must fill \_\_\_\_\_ the blanks in the present exercise.
10. Prices for meat have gone \_\_\_\_\_ again.

## Two-particle verbs

### answer key

1. One young robber was not caught. He got away.
2. Many students go back to their home town when they graduate.
3. The teacher told the students to line up in a straight row.
4. Hind Lost her ring. She looked for it in every room.
5. It is natural for a young man and a young woman to fall for each other.
6. A good friend will stand by you when you are in trouble.
7. She seemed more and more sleepy. Soon she would drift away.

## Two-particle verbs

### answer key

1. Here are two apples. Pick up the two that are largest.
2. Many students work out frequently in the gymnasium.
3. Almost all singers warm up before a performance.
4. Salah pointed out a shorter way home.
5. The girl asked for candy.
6. The factory has laid off a hundred workers.
7. If you fail at the exam don't give up. There is a rattrapage.
8. One should not sign up without thinking carefully about it.
9. You must fill in the blanks in the present exercise.
10. Prices for meat have gone up again.

# Three-word verbs

## Examples

1. The girl wanted to **get out of** the bus.
2. It is wise to **drop out of** class.
3. We **ran out of** gas.
4. I **tried it on** at the store.
5. He walked so fast the others could hardly **keep up with** him.
6. Students who arrive late in a class have to **catch up with** course content.

## Examples

1. **Actually** versus **actuellement**
2. **Journey** versus **journée**
3. **Library** versus **libraire**
4. **Location** versus **location**
5. **Coin** versus **coin**
6. **Pass** and exam versus **passer un test**
7. **Chair** versus **chaire**
8. **Bless** versus **blesse**
9. **Pill** versus **pile**

# Pronunciation

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# Pronunciation symbols

IPA	Merriam-Webster	ASCII Phonetics	Examples
<b>VOWELS</b>			
[ɑ:]	\ ä \	/ä/	father, calf, calm
[ʌ]	\ ə \	/ä/	cup, flood, son
[ɒ]   [ɑ:]	\ ä \	/o/   /ä/	cot, job, not
[æ]	\ a \	/a/	cat, fat, plaid
[e]	\ e \	/e/	bet, any, said
[ə]	\ ə \	/°/	abut, ago, famous, ocean
[ɜ:]	\ ər \	/3:/   /3r/	girl, fur, learn, word
[i:]	\ ē \	/ë/	be, see, tea
[ɪ]	\ i \	/i/	in, fit, busy, system
[ɔ:]	\ o \	/ó/	all, law, talk
[ʊ]	\ u \	/u/	pull, wolf, wood, could
[u:]	\ ū \	/ü/	do, move, pool, shoe




## simultaneous

*adjective* | si·mul·ta·neous | \,sɪ-məl-'tā-nē-əs, -nyəs  
also ,si-\

### Definition of SIMULTANEOUS

- 1 : existing or occurring at the same time : exactly coincident
- 2 : satisfied by the same values of the variables • *simultaneous* equations

—simultaneity \,sɪ-məl-tē-'nē-ə-tē, -'nā- also ,si-\ *noun*

—simultaneously  \,sɪ-məl-'tā-nē-əs-lē, -nyəs- also ,si-\ *adverb*

—simultaneousness *noun*

**Good writing**

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## Examples

1. Eliminate unnecessary words or parts of a sentence.
2. Avoid grammar mistakes.
3. Punctuate correctly (follow a style).
4. Use precise language.
5. Focus (Each sentence should convey one idea).
6. Be as simple as possible.
7. Ideas should be logically connected.

# Eliminating unnecessary words

## Activity

Although you may find it kind of hard to imagine today, education basically was a special privilege reserved just for children of wealthy families for thousands and thousands of years. Most families lived on farms and needed their children around to help with chores. Thus few children went to school. Besides, a family needed to make a whole lot of money before a child could go to school because the family had to pay for the child's education. But that traditional educational circumstance, that we find so peculiar, changed in America in the 1820s. About that time, Boston was a growing city, but it didn't have enough people who knew how to read and write or perform arithmetic.

# Eliminating unnecessary words

## Answer key

Although you may find it kind of hard to imagine today, education basically was a special privilege reserved just for children of wealthy families for thousands and thousands of years. Most families lived on farms and needed their children around to help with chores. Thus few children went to school. Besides, a family needed to make a whole lot of money before a child could go to school because the family had to pay for the child's education. But that traditional educational circumstance, that we find so peculiar, changed in America in the 1820s. About that time, Boston was a growing city, but it didn't have enough people who knew how to read and write or perform arithmetic.

# Atelier

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Discuss the pros and cons of using English as the teaching language at USTHB and in school.





# Où me trouver?

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**Thank you!**

# References I