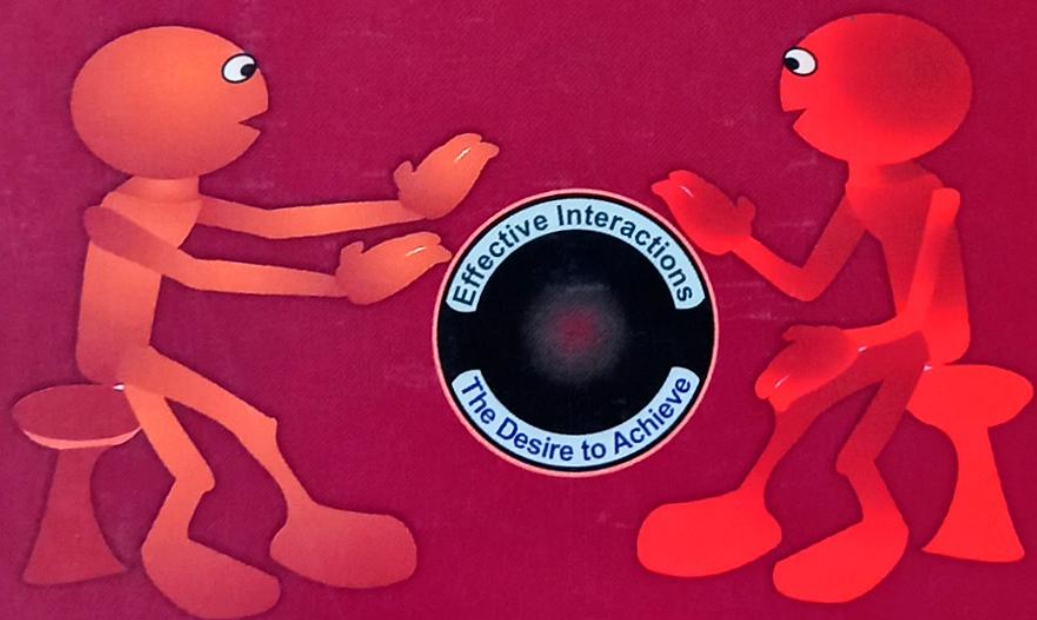


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*A Practical Course in*  
**Effective English  
Speaking Skills**



**J.K. Gangal**

# *A Practical Course in* **Effective English Speaking Skills**

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and

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Delhi

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**A PRACTICAL COURSE IN EFFECTIVE ENGLISH SPEAKING SKILLS**  
J.K. Gangal

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## Preface

The twentieth century can be called the age of quality and excellence. Anything that is average, is even the smallest one doesn't satisfy people in whatever they do or think of. Though there is a talk about attaining perfection, we know that only God is perfect. But we can and we should achieve excellence in whatever we do. The desire for excellence is not confined to any particular area of human activity. It covers each and every aspect of human life—right from an ordinary daily activity like making a cup of tea or coffee, or making recipes, to the most sophisticated activity like playing an orchestra, or giving a brilliant discourse on the Resurrection of our Prophet Mohammed or on Jesus Christ.

Think of any area of human interest and you will find that people in that area are striving to achieve the ever ascending goal of excellence. There are great names in the field of medicine, even a physician with a mere MBBS degree would attract a large clientele. All patients would reverently regard him as a father and his ability to cure them of their ailments. But today, people call specialists and doctors with appropriately degrees—MD, MS, MCh, PhD, and so on—orthopaedic, neurologist, dentist and urologist, eye specialist, otolaryngologist, ENT specialists, and so on.

The situation is identical in the area of education. There was a time when even a postgraduate was greatly respected by the parents as he/she studied in England. But now, there is a postgraduate degree in a certain subject from our prominent institutes. For instance, in a certain Secondary School, not to say a higher college. Somewhere, even a Post holder does not get a job in a school. Thus, we see that there is hardly any area of human interest wherein excellence of the highest order is not sought for. The aim of this book is to help you to attain excellence in English.

# A Practical Course in Effective English Speaking Skills

**J.K. Gangal**

A sequel to the author's well received book *A Practical Course in Spoken English*, this comprehensive yet compact book provides a practical course for enhancing one's English speaking skills. Divided into six parts and 44 chapters, the book in Part I—The Knowledge Paradigm: The What and Why of Effective Speaking—discusses, among others, about phonetics and phonology, the phonemes, and stress and intonation. Part II—The Skill Paradigm A—Public Speaking Skills—covers such areas as using the 4Rs for effective speaking, combating stage fear, using audio-visual aids, and non-verbal communication. Part III—The Skill Paradigm B—Communicating with People—deals with such topics as making effective telephone calls, celebrating teacher's day, expressing gratitude, participating in group discussions, and participating in TV/radio debate. Part IV—Further Strengthening Your Communication Skills—is devoted to a study of reinforcing the reader's vocabulary through such means as using phrasal verbs, linking words, consulting the Ready Reference Wordbook, and frequently used foreign words and phrases.

The final two parts—Part V, The Desire to Achieve: Getting Motivated, and Part VI, Effective English Speaking Skills in Action—provide the meaning and techniques of self-motivation, evaluating daily progress, besides giving some memorable speeches delivered by great speakers like Pandit Jawaharlal Nehru, US Presidents Kennedy and Lincoln, and the civil rights activist, Martin Luther King.

The book, written in an accessible and student-friendly manner, is meant for anyone who possesses a fair amount of English speaking skills but wishes to further enhance those skills. Undergraduate students of different disciplines and even plus two students should find the book quite useful and interesting. As acquiring communication skills is a *must* in today's extremely competitive world, this book would do wonders to the student as well as the lay reader.

## THE AUTHOR

**J.K. GANGAL**, Director of the Centre for Creativity and Human Resource Development (CCHRD), Delhi, is a well-known ELT expert. He has specialized in Teaching of English as a second language from University of Exeter, UK. The founder-Principal of Kendriya Vidyalaya, Moscow, Mr. Gangal has more than 50 years of experience of teaching English at the secondary and senior secondary levels. He is closely associated with English Language Teaching (ELT) programmes conducted by National Council of Education Research and Training (NCERT), State Council of Education Research and Training (SCERT), District Institute of Education and Training (DIETs), Kendriya Vidyalaya Sangathan (KVS), and the Central Board of Secondary Education (CBSE). He has authored 87 books and published many articles on ELT in reputed journals and periodicals.

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