

Introduction

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Classroom Rules

1. Be punctual
2. Ensure that you respect each other inside and outside the classroom
3. Complete all the given tasks in time and on time
4. Learn to use the college Portal
5. Ask for help when you need it
6. Learn to follow instructions carefully

Lesson 1

- ▶ This is a Module designed to enhance your understanding of the English Language in order to ensure you are able to effectively communicate in any working environment confidently and accurately.
- ▶ This Module will test to see if you are able to use the four Language Skills
- ▶ Therefore, this module aims to develop the skill of reading, writing, listening and speaking

Language Skills

Language Skill is the ability to use language properly.

Speaking Skill

According to (Chaney: 1998), Speaking is the process of building and sharing meaning through the use of verbal and non-verbal symbols, in a variety of contexts.

Speaking is also an art because it has a creative aspect in it. When you speak you need to learn to pronounce words in an acceptable fashion and make sure that sounds and words are properly put together to fit a particular setting.

Listening Skill

- ▶ Listening is a psychological process which enables one to hear, analyze and comprehend words in order to make sure that what is said is properly interpreted.
- ▶ Listening is an underestimated skill in the language which deserves to be taken seriously.

Listening is important for the following reasons:

1. It enhances your ability to understand better
2. It enables you to become a better communicator
3. You will build better relationships with people around you
4. You can be able to develop new skills
5. Students and professionals with good listening skills excel in their studies and professional working environment

Writing Skill

- ▶ Skills like research, planning, editing, revising, spelling and grammar and organization are a critical components of the writing process.
- ▶ Thoughts and ideas are expressed through writing
- ▶ In the world of business, documents are written, and therefore this skill plays a vital role in exchanging thoughts in organisations

Reading Skill

- ▶ In order to be able to answer Comprehension Questions, improve your vocabulary and enhance your language skills, you need to be able to read a variety of texts
- ▶ Reading involves four techniques:
 1. **Skimming**- reading to find to understand a text and grasp the main idea
 2. **Scanning** - reading to find specific information, such as dates, places, names, etc.
 3. **Reading intensively**- intensive reading is far more time-consuming than skimming and scanning as it needs the reader to pay attention to detail. It involves close reading that aims at the accuracy of comprehension. Here, the reader has to understand the meaning of each and every word
 4. **Extensive Reading** - it usually involves reading for pleasure and is more of an out-of-classroom activity

Why learn the Language Skills?

- Learning the Language skills enables you to develop critical thinking and problem solving skills
- Enables children to analyze information and solve arising issues in their day-to-day lives
- It enables individual to pick relevant information
- People become more rational and productive in their professional working environment



Questions and Answers Session!

Lesson 2

English 1

Punctuation Marks

These are written symbols that are used to make our written work easier to read and understand. They simply make writing meaningful. When a punctuation is used incorrectly, it can change the meaning of a text.

Examples

1. A woman, without her man, is nothing.
2. A woman, without her, man is nothing.

Capital Letters

- ▶ A sentence always start with capital letters
- ▶ Proper Nouns and Proper adjectives need capital letters
- ▶ The main words in titles of books, films or plays are written in capital letters
- ▶ The first letter in Direct Speech is capitalized.

Examples

1. **Lingua is one of the best colleges in the country.**
2. **Anna, Michelle and I are leaving to Namibia to meet Namibians.**
3. **Things Fall Apart is an interesting book to read.**
4. **They said, “ We have left the court swimming in a pool of confusion.”**

Full Stop (.)

- ▶ Indicates the end of a sentence
- ▶ The can be found after certain abbreviated word

Examples

1. My classmate is chronologically challenged as he always come in late for his lessons.
2. Prof. Roberto has changed the mindset of many scholars with his outstanding academic performance.

Commas (,)

- ▶ We use commas to separate words or a phrase in a list
- ▶ They indicate where one clause begins and where the other one ends
- ▶ They can be used to indicate that some additional information has been added
- ▶ we place commas before or after words such as however or unless
- ▶ Introductory words are separated from the rest of the sentence using commas

Example

1. I bought a pen, ruler and pencil.
2. The heroes fought a good fight, but they are no longer willing to make a second sacrifice.
3. Mr Louw, the Managing Director, established a reputable institution.
4. The lives of the investigative officers are at risk, however, the government is determined to make things better.

Semi-colon (;)

- ▶ This a long pause that balances two equal parallel ideas
- ▶ It serves as an indication for antithesis
- ▶ It joins two main clauses where there is no conjunction
- ▶ A semi-colon may be replaced by a full stop or by the conjunctions such as and, but ,so, for and although.

Examples

1. She travelled by train; she would rather have travelled.
2. In summer she swims; in winter she skates.
3. Harry and Mary worked hard for their final exams; they have nothing to fear.
4. Harry and Mary worked hard for their final examination, so they have nothing to fear.

Colon (:)

- ❖ A colon indicates that a list, an idea or explanation is following
- ❖ It introduces a quotation
- ❖ They are also used in script writing (dialogue)

Examples

- 1. I need to buy the following items: lettuce, cucumber, tomatoes and carrots.**
- 2. Harry said, “There are eight planets in the solar system.”**
- 3. Mrs Brown: Good morning Jade!**
Fade: Good morning sir.

Hyphen (-)

- ❖ Links prefixes to words or words together to form compound words
- ❖ Words that are not completed in one line are connected to one another using hyphens

Examples

1. de-lightful
2. well-deserved
3. Pre-school
4. Life-threatening

Dash (—)

- ▶ A dash line is slightly longer than the hyphen line
- ▶ It serves a similar purpose to a comma, semi-colon or colon. It separates parts of a sentence and forces us to pause
- ▶ It can be used to give additional information
- ▶ It separates comments and afterthoughts from the rest of the sentence

Examples

1. Molly is travelling to Port Elizabeth— the Windy City.
2. There is more to a school syllabus— life skills, friendship and sportsmanship are gained along the way

Exclamation Marks (!)

- ▶ They follow interjections or exclamations
- ▶ They are used to accentuate or strengthen the tone of a sentence
- ▶ They are used after sentences or phrases containing emotions of anger, surprise, fear, misery, anxiety, happiness or shock.

Examples

1. Wow!
2. I am so scared!
3. The commander yelled, “Attention!”

Quotation Marks (“ ”)

- ▶ They are used to indicate Direct Speech
- ▶ They are used to quote (repeat) the words of another person

Examples

1. Mr De Klerk said, “ There will be no homework this afternoon.”
2. Martin Luther King said, “ I have a dream!”

Parenthesis (Brackets) ()

- ▶ When something is written in brackets , it is usually an explanation, an aside or some additional information
- ▶ It is often possible to use commas or dashes in places of brackets

Example

1. The Chihuahua (the smallest dog in the world) can fit into a tea cup.
2. The Chihuahua , the smallest dog in the world, can fit into a tea cup.
3. The Chihuahua— the smallest dog in the world —can fit into a tea cup.

Question Marks(?)

- ▶ They occur at the end of questions
- ▶ Rhetorical Questions end in question marks

Examples

1. What is your name?
2. Why do we need education?

Apostrophe (‘)

- ▶ They indicate Contractions or show possession

Contractions

- We often join two words for informality and in the process, one or more letters are omitted.
- The apostrophe shows where the letters have been omitted

e.G 1. **We've** been here. = **We have** been here.

2. He **didn't** know. = He **did not** know.

Apostrophe

Cont...

Possession and Ownership

- ▶ If the owner is singular, the apostrophe comes immediately after the singular form of the noun
 1. The car of the family.= The family's car.
 2. The cake of the birthday boy. = The birthday boy's birthday cake.

- ▶ If a name or word ends in an **s**, we add an **'s**.
- ▶ Hercules' strength was legendary.

Ownership and Possession

Cont...

- ▶ If the word is already in a plural form , we add an ' after the **s** while the plural words that do not end with an **s**, we still add 's

Examples

1. The school of the boys.= The **boys'** closed yesterday.
2. The conference of women. = The **women's** conference will be held June.

Apostrophes

Cont...

▶ The following cases DO NOT take apostrophes:

1. Possessive pronouns, e.g ours, yours, theirs
2. Abbreviations, e.g CEOs, VIPs, MDs
3. Plural dates

The produced some of the best music 1960s.

Class Activity

Punctuate the following Sentences.

1. Sam Nujoma primary school received an award.
2. The students came in early they have an improved approach to punctuality.
3. Simon the Development Studies teacher is in the building.
4. i hate my personalty at time.
5. The parlimentarians motion was adequate.

Answers

1. Sam Nujoma Primary School received an award.
2. The students came in early; they have an improved approach to punctuality.
3. Simon, the Development Studies teacher, is in the building.
4. I hate my personality at times.
5. The parliamentarians' motion was adequate.

Reading Comprehension

Is the ability to process texts, understand their meaning and integrate the meaning with what you already know (making inferences based on prior knowledge)

Things that can Impact Comprehension

- ▶ Cognitive Skills
- ▶ Processing Skills
- ▶ Visual Processing
- ▶ Logic and reasoning

Reading Techniques

The slide features a white background with the title 'Reading Techniques' in a large, bold, black sans-serif font. On the right side, there is a decorative graphic consisting of several overlapping, semi-transparent green triangles and polygons in various shades of green, creating a modern, abstract design.

Scanning

This requires one to read to understand the theme of a text

Skimming

This technique is applied when you are reading to find specific information like dates, names of places, people, animals, etc.

Intensive Reading

This is reading to understand the whole text in order to answer certain questions such as the questions of why and how something happened.

Extensive Reading

is reading for pleasure

Answering Comprehension Questions

- ▶ Have an understanding of what the Comprehensions Questions require and decide which technique to use
- ▶ Take note of the Question and Task Words
- ▶ Look at the number of marks allocated to the questions that you are dealing with to decide how long your answer is going to be

Comprehension

Cont...

- ▶ Answer the question and the question only
- ▶ Quote when asked to give evidence or proof from the passage that you have read
- ▶ As you read, summarise and take note of the main points
- ▶ Infer when required