



Communication

Chat

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Send

Add

loading

comment

Share

WHAT IS COMMUNICATION?

Communication is the process of sending and receiving messages through verbal or nonverbal means.





Types of Communication

Communication is the act of transmitting information, ideas and Attitudes from one person to another. Thus the communication takes place among individuals, belonging to various categories and backgrounds, they put into operation various types of communication.



**Verbal
Communication**



**Written
Communication**



**Non-Verbal
Communication**



**Mass
Communication**



**Visual
Communication**



**Group
Communication**



**Feedback
Communication**



Signing



Gestures

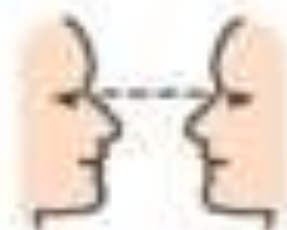


AAC



Body language

All communication
styles are
welcome here



Eye contact



Typing/Writing



Facial expressions



Speech



Communication Skills



Modes of Communication

InterPersonal:

Person to person; spontaneous communication (two-way exchange).

speaking / writing



InterPretive:

One-way receptive communication (interpretation of a message).

listening/reading/viewing



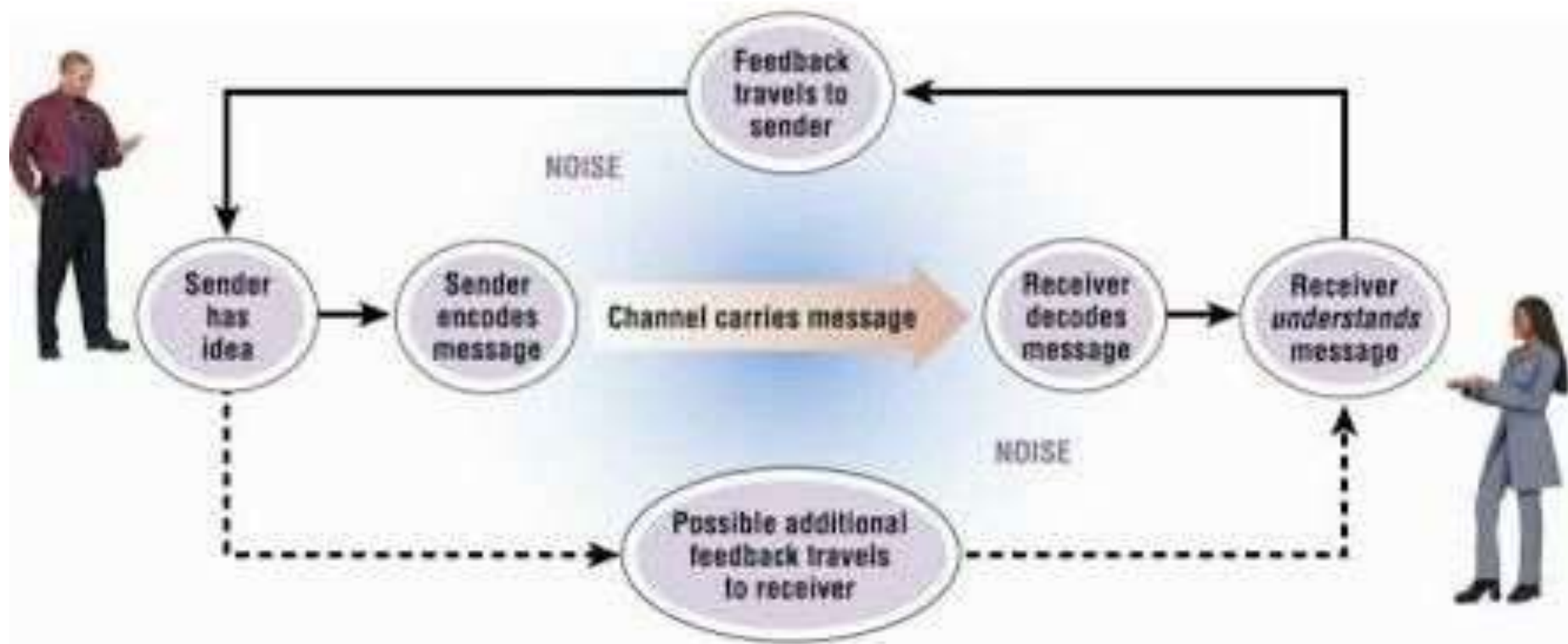
Presentational:

One-way communication; presentation of ideas/information for an audience.

speaking / writing



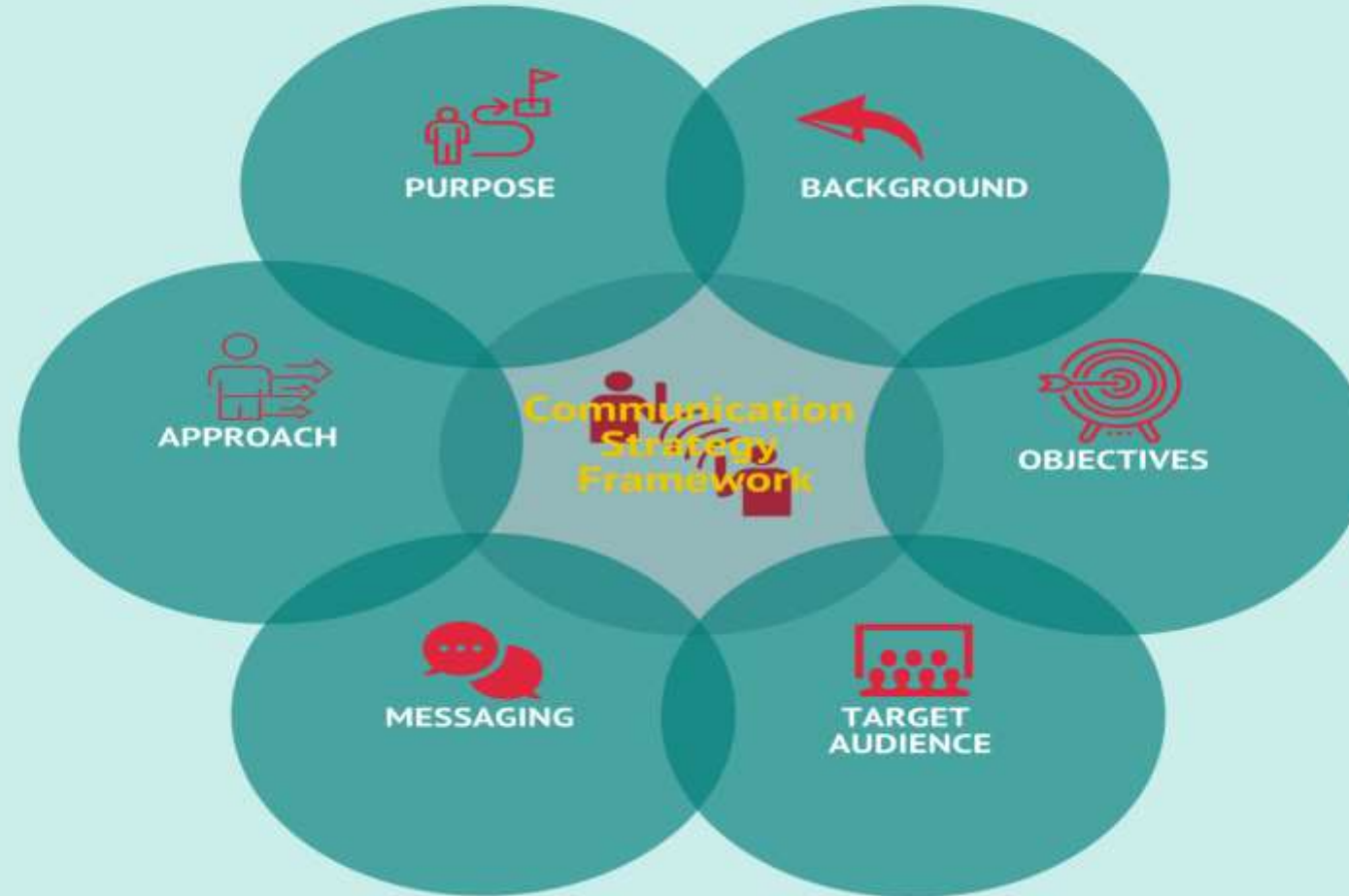
The Process of Communication



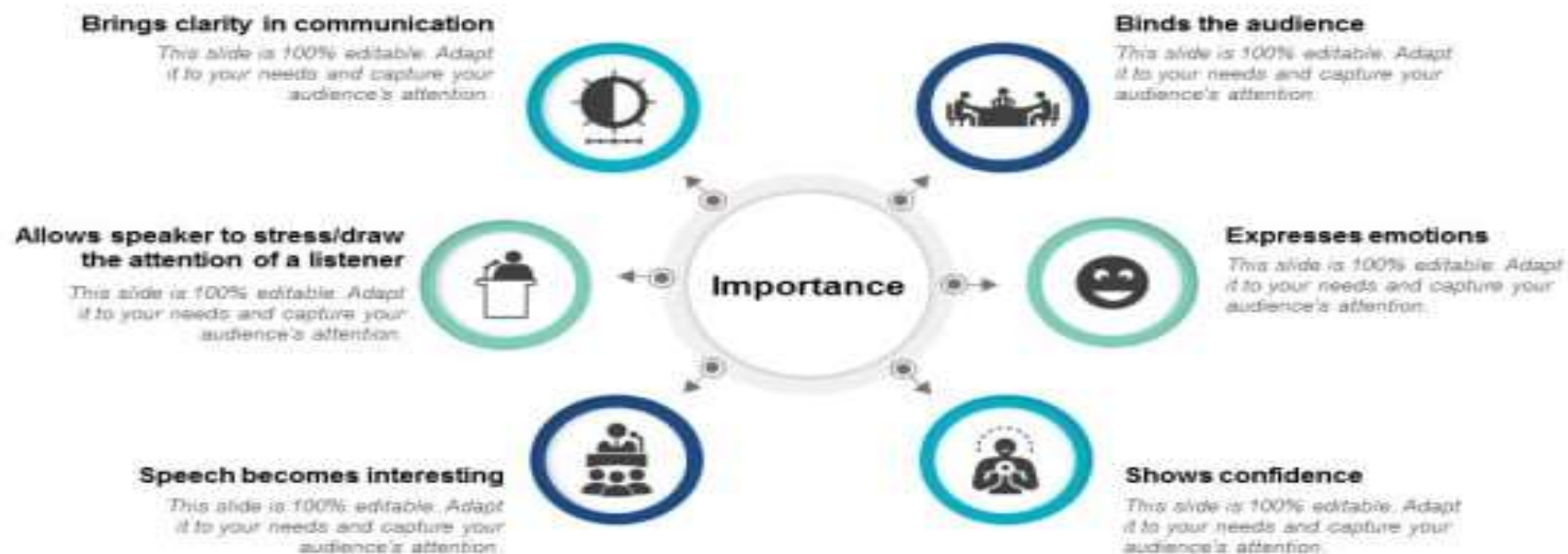
Communication barriers and noise may cause the communication process to break down.

Communication Strategy Framework

A communication strategy framework clarifies how businesses should communicate with their employees, investors, customers, and suppliers. Some of the key elements of an effective communication strategy move around purpose, background, objectives, target audience, messaging, and approach.



Benefits of Effective Communication



DOMINANCE

- Direct
- Results-oriented
- Firm
- Strong-willed
- Forceful

D

INFLUENCE

- Outgoing
- Enthusiastic
- Optimistic
- High-spirited
- Lively

i

CONSCIENTIOUSNESS

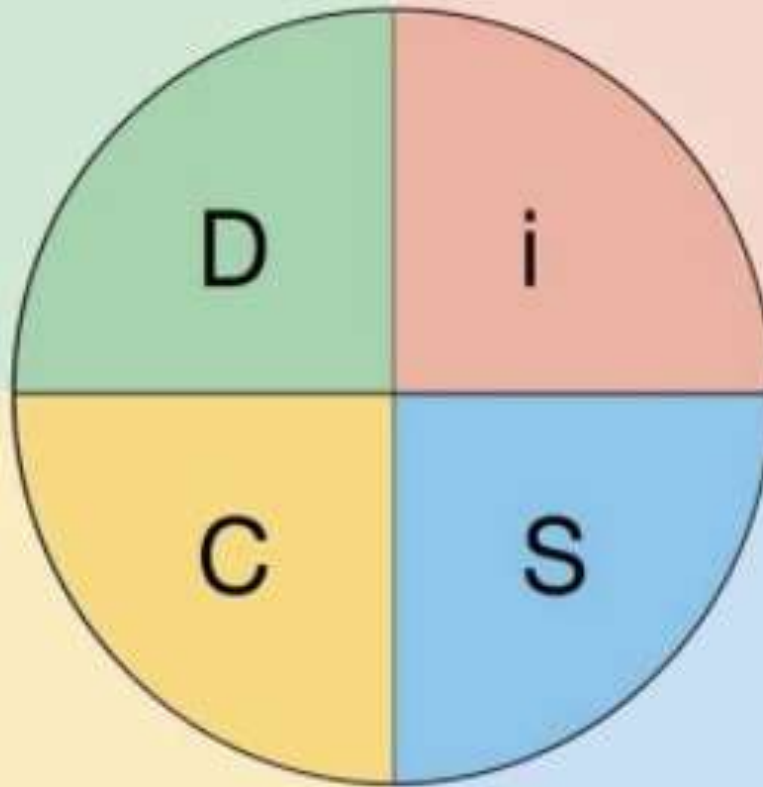
- Analytical
- Reserved
- Precise
- Private
- Systematic

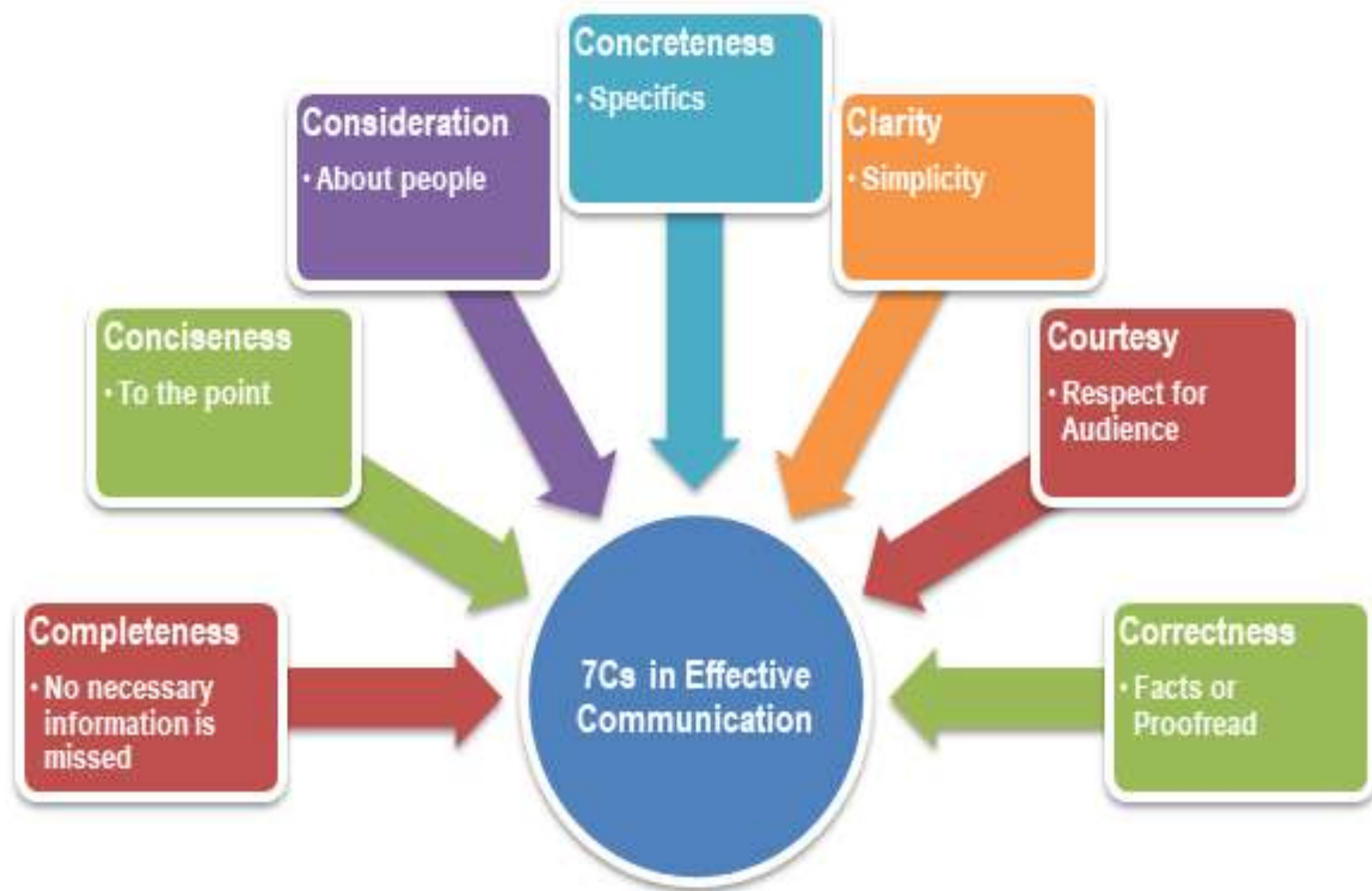
C

STEADINESS

- Even-tempered
- Accommodating
- Patient
- Humble
- Tactful

S







*Thank
you!*

THE TENSES

DEFINITION OF TENSE

- The word 'tense comes from the Latin word "tempus" which means time. So tense denotes the time of action of verb.





Tenses

Past

Present

Future



Before

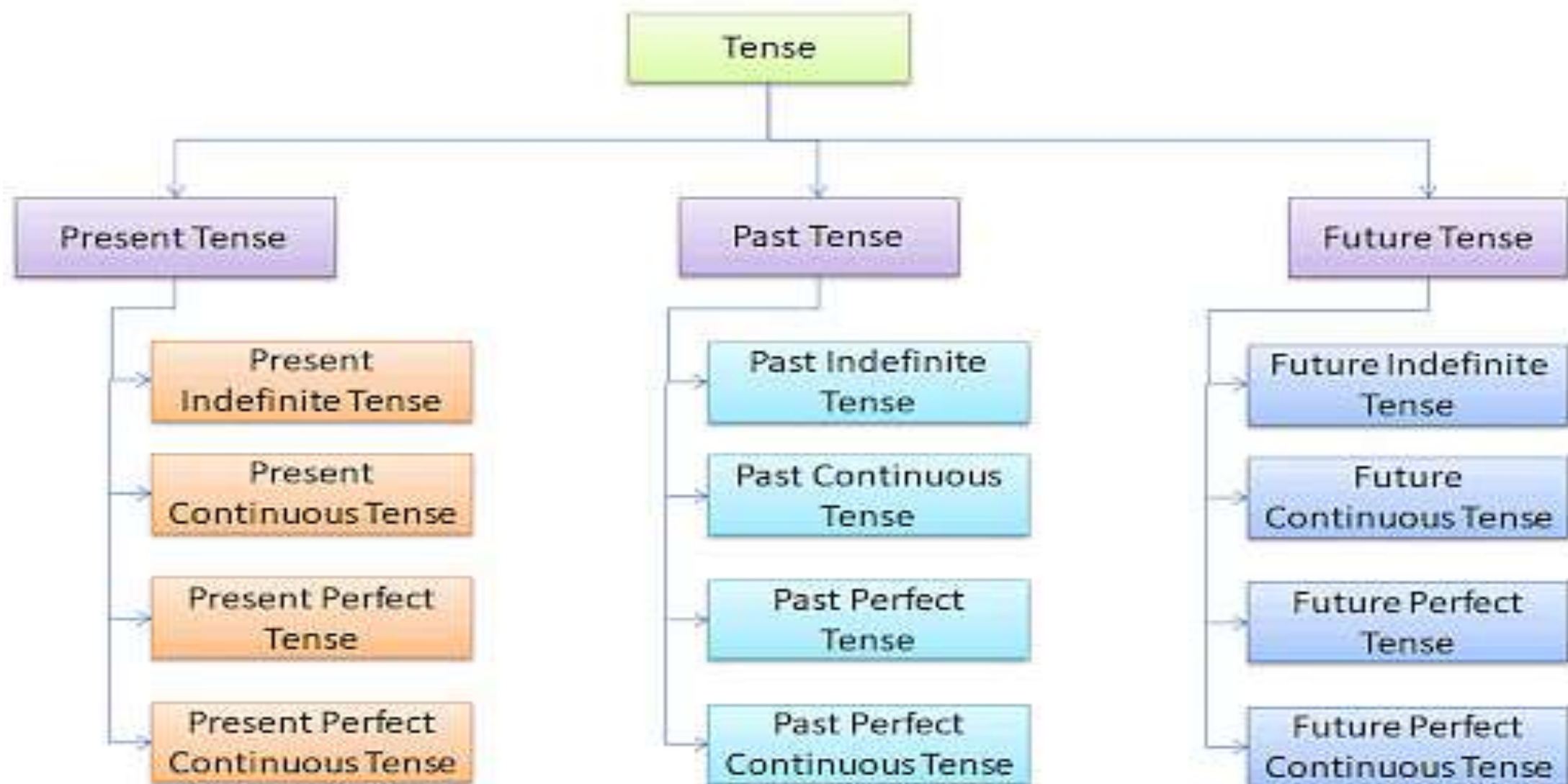
Now

After

___**ed**

I/you ___
we/they ___
he/she ___**s**

will ___



Here is a list or rules of these tenses

	Simple Forms	Progressive Forms	Perfect Forms	Perfect Progressive Forms
Present	Ist form + s / es	am / is / are + Ist form + ing	have / has + IIIrd form	have / has been + Ist form + ing
Past	IIInd form	was / were + Ist form + ing	had + IIIrd form	had been + Ist form + ing
Future	will / shall + Ist form	will be + Ist form + ing	will have + IIIrd form	will have been + Ist form + ing

Past Simple Tense

We use **past simple tense** to talk about situations or events that happened in the past.

Yesterday
y Past



Today
Present



Tomorrow
w Future

Past Simple



- Regular verbs

play → played

walk → walked

ACTIVITIES

- Irregular verbs

break → broke

run → ran

GAMES

Negative Sentences

DID NOT + VERB (base form)

Example: I did not work yesterday

or

I didn't work yesterday

INCORRECT: I didn't worked



Yes /No Questions

DID + subject + main verb + rest of sentence + ?

Example:

Did you work yesterday?

- Yes, I did.
- No, I didn't.



Verb TO BE

I
he
she
it

was

you
we
they

were



Past Continuous Tense

As the name suggests, Past continuous tense describes an action which shows continuation, an action that happened in the past and continued to happen over a period of time.

For example, The dog was barking at the moon.

To make an **affirmative**, we use the following formula,
Subject + was/were + present participle + object

To make a **negative** sentence, we use the following formula,
Subject + was/were not + present participle + object

In order to ask **questions**, we use the following formula,
Wh- + Were/was + subject + present participle + object



40 Examples of Past Continuous Tense

1. The cows were eating grass.
2. We were eating lunch together.
3. I was walking to the station then.
4. A driver was sleeping in the car.
5. My sister was washing clothes.
6. Rohan was sitting on the sofa.
7. The hen was sitting on the eggs.
8. He was digging in his garden.
9. She was reading a romantic novel.
10. Cars were coming from all directions.
11. The rain was driving in our faces.
12. I was waiting for her in the library.
13. He was playing a video game.
14. At 8 o'clock, I was eating dinner.
15. The train was running very fast.
16. Children were playing in the park.
17. She was buying a new typewriter.
18. I was driving when you called.
19. He was learning to drive a car.
20. We were thinking of going abroad.



Past Perfect Tense

The past perfect tense is used to describe an action that was completed before another past action or a specific point in the past. It is formed by using the auxiliary verb "had" followed by the past participle form of the main verb. Following is a structure of PPT (Past Perfect Tense).

Subject + had + past participle

Example

She had already eaten dinner when I arrived

Event 1 (Past Perfect)	Event 2 (Past Simple)
My daughter had finished her homework	before I got home
We'd already started ordering	when they arrived
Because he hadn't studied hard	he failed the test
She'd fallen asleep	by the time I went up to bed

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Event 2 (Past Simple)	Event 1 (Past Perfect)
We were very relieved	that the builder had used the right materials.
When they turned up	I'd already drunk too much
I asked her not to buy me the book	as I'd already read it
She finally told me the truth	because she'd felt guilty for years

10 Examples of Past Perfect Tense Sentences

- 1 She had gone to cinema before she came home.
- 2 The train had left before I reached the station.
- 3 My father had not ever gone to Italy.
- 4 My father had never gone to the UAE either.
- 5 I had gone to the library before I came to the class.
- 6 My father had left by the time I reached home.
- 7 By the time the police arrived, the thief had fled.
- 8 Darkness had fallen by the time we reached home.
- 9 By the time I got there she had already gone.
- 10 I had not seen the Taj Mahal before today.



PAST PERFECT CONTINUOUS



The past perfect continuous tense is used to describe the action that was not completed by a certain date or time in the past. We can say that we add the idea of the past continuous tense to the idea of the past perfect tense.





Past Perfect Continuous Tense

The plumber had
been fixing the water
tap for two hours.



Present Tense

```
graph TD; A[Present Tense] --> B[Simple Present Tense]; A --> C[Present Perfect Tense]; A --> D[Present Continuous Tense]; A --> E[Present Perfect Continuous Tense];
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**Simple Present
Tense**

**Present Perfect
Tense**

**Present Continuous
Tense**

**Present Perfect
Continuous
Tense**

Simple Present Tense

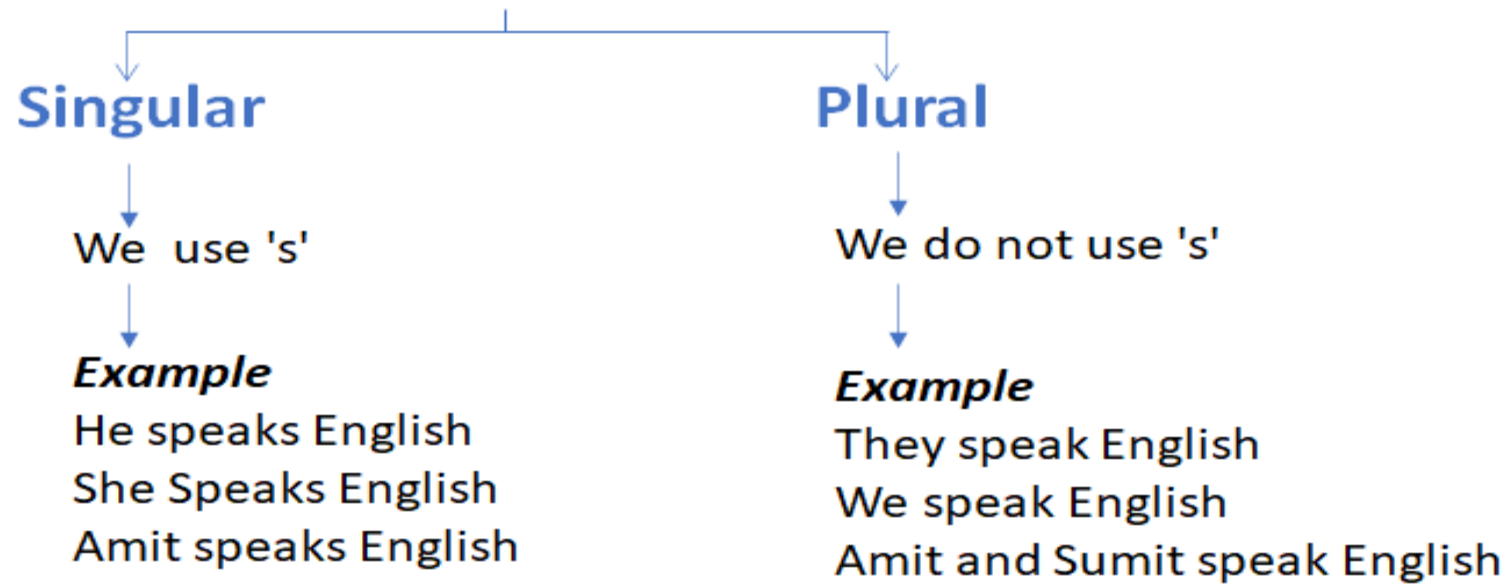
This tense is used to describe general truths, customs & habits, unchanging situations, and fixed arrangements.



Structure & Examples

- +** **Subject + 1st Form of Verb + s/es + Object.**
Rohan plays tennis.
- **Subject + do/does + not + V1 + object.**
Rohan does not play tennis.
- ?** **Do/Does + subject + 1st form of verb + object?**
Does Rohan play tennis?

When to use S



Exception

We do not use 's' with I and You

Example

I speak English
You Speak English

Simple Present Tense

The present indefinite tense, also known as the simple present tense, is used to describe actions that happen regularly, facts, general truths, and habitual actions.

Positive Sub+ verb (es/s)+ obj	Negative Sub+ do/dose + verb + obj	Affirmative Do/ Dose+ Sub + verb + obj
• He loves playing football.	• He dose not love playing football.	• Dose he love playing football?
• She dances beautifully.	• She dose not dance beautifully.	• Dose she dance beautifully?
• Dogs bark loudly.	• Dogs dose not bark loudly.	• Dose dog bark loudly?
• The train departs at 9 a.m.	• The train do not depart at 9 a.m.	• Do the train departs at 9 a.m.?
• They always arrive on time.	• They always do not arrive on time.	• Do they always arrive on time?
• She sings a song.	• She dose not sing a song.	• Dose she sing a song?
• They run fast.	• They do not run fast.	• Do they run fast?
• He writes a letter.	• He dose not write a letter.	• Dose he write a letter?
• They eat meat.	• They do not eat meat.	• Do they eat meat?
• She usually walks to work.	• She usually dose not walk to work.	• Dose she usually walk to work?

Present Continuous Tense or Present Progressive Tense

am/is/are + verb(ing)
e.g. I **am** **eating** my lunch.

When do we use Present Continuous Tense?

Actions that are happening now

e.g. She **is cooking** in the kitchen.

Actions that are temporary

e.g. They **are staying** in London for a few days.

Definite Future Plans

e.g. I **am going** hiking tomorrow.

Present Continuous Tense Examples



What is he doing?
He is swimming.
He is not sleeping.



What is she doing?
She is dancing.
She is not reading.



What are they doing?
They are running.
They are not eating.



Present Continuous Tense

Affirmative Examples

- You are learning English.
- Birds are chirping in the air.
- Children are playing in the garden.
- Jan is swimming.

Negative Examples

- I am not standing.
- Jan is not reading a book.
- Jan is not doing the homework.
- Tailor is not sewing the clothes.

Interrogative Examples

- Are you going to school regularly?
- Are the children playing football?
- Is he taking a bath?
- Are hens laying egg?

Present Perfect Tense

Present perfect tense is used to describe an action that has taken place in the past but has a connection with the present. We do not specify the exact time that the action had taken place in when using this tense.

To make an **affirmative**, we use the following formula,
Subject + has/have + Past Participle + Object (if any)

To make a **negative** sentence, we use the following formula,
Subject + has/have + not + Past Participle + Object (if any)

In order to ask **questions**, we use the following formula,
Has/have + Subject + Past Participle + Object (if any)

Present Perfect Tense

Affirmative Examples

- He has done his homework.
- She has washed the clothes.
- The rain has stopped.
- You have helped us.

Negative Examples

- He has not taken breakfast.
- She has not combed her hair.
- You have not taken breakfast.
- They have not taken breakfast.

Interrogative Examples

- Has he won the match?
- Has he washed the clothes?
- Have they read the story?
- Have they changed the clothes?

Present Perfect Continuous in English

What is the Present Perfect Continuous?

The Present Perfect Continuous is a tense that helps describe actions that started in the past and are still ongoing. We form it by using the auxiliary verb **"have"** with the main verb in the present participle (ending in **-ing**) and the subject. The Present Perfect Continuous is handy for actions when they started in the past and are still ongoing.

How to form

The Present Perfect Continuous is formed with the helping verb **"have"** and the main verb in its present participle form (ending in **-ing**).

The formula

Subject + have/has + been + ^{verb}(present participle) + time frame

Examples

- I have been working on this team for the past two months.
- She has been playing for the past three hours.
- He has been running for an hour.
- They have been cooking for the past two hours.
- We have been writing this article for the past week.

Present Perfect Continuous Tense

Examples

Affirmative

She **has been working** on her novel for months.
They **have been studying** French for a long time.
We **have been waiting** for the bus for hours.
He **has been learning** to play the piano for years.
We **have been planning** the party for weeks.

Negative

I **haven't been working** out regularly lately.
They **haven't been practicing** their lines for the play.
He **hasn't been exercising** regularly lately.

Interrogative

Have you **been taking** care of yourself?
Has she **been working** on that report for a while?
Have they **been traveling** around Europe?
Have we **been following** the instructions correctly?

FUTURE TENSE

1. Simple Future Tense

Definition:

The Simple Future Tense is used for indicating those actions that we think will happen in the future. In other words, we predict the future.

Future tense

Examples:

Don't change the verb after **will**.

(1) Ann **will** visit me tomorrow.

(2) He **will** do his homework soon.

(3) They **will** play football next week.

Future Tense: Will → Form

Affirmative: I **will** travel to Madrid in October.

Interrogative : **Will** you travel by bus?

Negative : I **will** not travel - **won't**

Will you travel by train or by bus?

I **won't** travel by bus I **will** probably travel by train



FUTURE PROGRESSIVE

also known as future continuous



Action in Progress at a Time in the Future

She will be taking an exam at 2 p.m. tomorrow, so don't call her then.

Interrupted Action in the Future

I will be waiting for you when you arrive tonight.

Atmosphere in the Future

When I arrive to class, the teacher will be talking, some students will be taking notes, and my best friend will be trying to stay awake.

will be + verb-ing

Remember: usually STATIVE VERBS are NOT used in the progressive (-ing) form.

Parallel Actions in the Future

She will be watching TV, and he will be cooking dinner.

* While he is cooking dinner, she will be watching TV.

Emphasis of Future Plans and Intentions

They'll be coming to visit us next week.

Future Perfect

- The future perfect expresses the idea that an activity will occur **before** some future time.
- Example: *She will have finished dinner before the game starts.*
- Form: *will + have + past participle*

Future Perfect Tense

The Future Perfect Tense is used to express an action that is expected to be completed by a certain time in the future. It expresses a sense of completion of an action that will occur in the future.



AFFIRMATIVE

- I will have eaten my food.
- She will have gone to school.
- He will have played football.
- We will have fallen asleep.
- They will have left the office.

NEGATIVE

- I will not have eaten my food.
- She will not have gone to school.
- He will not have played football.
- We will not have fallen asleep.
- They will not have left the office.

INTERROGATIVE

- Will I have eaten my food?
- Will she have gone to school?
- Will he have played football?
- Will we have fallen asleep?
- Will they have left the office?

Future Perfect Continuous Tense

Future continuous tense describes an action that began either in the past or present and will continue to happen up until a point in the future.

For example,

-Elizabeth will not have been shopping for six hours.

To make an **affirmative**, we use the following formula,

Subject + will + have + been + Present Participle of verb + Object

For example, After an hour, John will have been reading for six hours.

To make a **negative** sentence, we use the following formula,

Sub + will not + have + been + Present Participle of verb + Object

For example, Elizabeth will not have been shopping for six hours.

In order to ask questions, we use the following formula,

Will + subject + have + been + present participle of verb + object (if any)

For example, Will you have been riding the horse every day since last week?

THANK YOU

