



**INTERNATIONAL INSTITUTE & PROFESSIONAL STUDIES**

*Showing The Way To Accomplish Your Goal...*

# Spoken English

Notes

**VICE INTERNATIONAL INSTITUTE**

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**The person who doesn't make mistakes, is unlikely to make anything.**

# INTRODUCTION:

## 1. Name:

My name is .....

I am .....

this is .....

## 2. Residence Address:

I live at .....

I put up at .....

I dwell at .....

I am a resident of .....

My residential address is .....

## 3. Educational Qualification:

(Mention your 12<sup>th</sup> under your stream + mention the courses

For e.g. I completed my 12<sup>th</sup> under commerce stream. Recently I have completed my PG Diploma in Office Management.

Besides that/ Apart from that/ As well as/ Side by side/ In adding to it  
(Iske alawa bhi)

For e.g. Apart from that, I am also pursuing Spoken English Course from Vice International Institute.

## 4. Work Exp.:

(Mention your professions name with no. of months/years)

For e.g. I have 1 year of experience as an Accountant Manager.

My roles & responsibilities are to make proper balance sheets, connecting with key stakeholders and preparing sales reports, make salaries of all the employees.

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## 5. Family Background:

In my family, there are .....(no. of members) including me.

## 6. Strengths:

For e.g. My strengths are that I am very self-motivated, I have good communication skills, quick learner, and adjustable in every situation.

## 7. Hobbies:

My hobbies are .....

I am very fond of .....

I am an ardent fan of .....

For e.g. I am an ardent fan of reading story books, cooking new recipes and listening to music.

## 8. Aim:

My aim in life is to become a/an .....

I wish to become a .....

I plane to be a .....

My destination in life is to become a .....

My future programming in life is to become a .....

That's all / Its enough / Its ample / That's it.

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# GREETINGS & THEIR RESPONSES

## A. SALUTATION ON MEETING ACCORDING TO TIME

- (i) In the morning till 12 0' clock  
Good Morning, Sir .....Very good morning.
- (ii) After 12 0' clock till around 4:30 pm  
Good afternoon, Sir..... Very good afternoon.
- (iii) After 4:30 till night at any time.  
Good evening, Sir..... Very good evening.

## B. SALUTATION ON MEETING AT ANY TIME

Hi, Sir ..... Hello  
Hello Sir ..... Hi

## C. SALUTATION ON PARTING AT ANY TIME

Bye, Sir ..... OK Bye  
Good Bye, Sir ..... OK Good Bye  
At night:  
Good night, Sir ..... OK Good Night.

## D. Some Compliments On Meeting & Parting

### Compliments

Nice to meet you.  
Pleasure is mine.  
Glad to meet you.  
Happy to see you.

See you again.  
Keep in touch.  
See you soon.  
Keep meeting.

All the best  
Best of luck  
Good luck  
God bless you!

### Respond

Same here,  
OR  
Me too.

Yes, of course.  
Yes, by all means  
Yeah, Sure  
Yeah, why not

Thank you!  
OR  
Thanks!

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## SOME WORDS OF COURTESY:

### (A) For Request

Please ..... For Juniors & Younger

Kindly ..... For Seniors & Elders

### (B) For Obligation

Thanks ..... For Juniors & Younger

Thank you ..... For Seniors & Elders

### (C) For Little Mistakes

Sorry ..... For Juniors & Younger

I am sorry ..... For Seniors & Elders

### (D) For Big Mistakes

Excuse me, please ..... For Juniors & Younger

Forgive me, please ..... For Seniors & Elders

### (E) For Miss Concentration

Sorry ..... For Juniors & Younger

Pardon, please ..... For Seniors & Elders

### (F) For Disturbance

Hello, ..... For Juniors & Younger

Excuse me, Please ..... For Seniors & Elders

## Many Responses of Thank you & Sorry

### THANK YOU OR THANKS

- You're welcome!
- It's my pleasure!
- Pleasure is mine.
- So nice of you!

### SORRY OR I AM SORRY

- It's ok.
- It doesn't matter.
- Forget it.
- No mention, please
- Never mind.

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## SOME NECESSARY WORDS TO START ENGLISH

### Subjects:-

I – Main, Maine  
We- Hum, Humne  
You- Tum, Tumne  
They- Ve, Unhone  
He- Vaeh, Usne  
She- Vaeh, Usne  
It- Yaeh, Isne  
Name / Many names

### Objects:-

Me- Mujhe, Mujhko  
Us- Hume, Humko  
You- Tumhe, Tumko  
Them- Unhe, Unko  
Him- Use, Usko  
Her- Use, Usko  
It- Ise, Isko  
Name / Many names

### Possessions:-

My/ Mine- Mera  
Our/ Ours- Hamara  
Your/Yours- Tumhara  
Their/ Theirs- Unka  
His/ his- Uska  
Her/ hers- Uska  
It/ Its- Iska  
(Acc. To name)  
(Acc. To names)

### Subjects( For Non-Human)

This- Ya-eh  
That- Va-eh  
These- Ya-eh Sab  
Those- Va-eh Sab

### Question Words:-

What- Kya  
Why- Kyu  
When- Kab  
Where- Kahan  
Who- Kon, Kisne  
Which- Konsa, Konsi  
Whose- Kiska, Kiski  
Whom- Kise, Kisko  
How- Kese  
How many- Kitne  
How much- Kitna

How long- Kab Tak  
How far- Kitni door  
How often- Kitni baar

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Subjects:-

### Singular

He  
She  
It  
Any name

### Plural

I  
We  
You  
They/ many names

## VOCABULARY (Part-1)

- Arise- Uthna
- Awake- Jagna
- Bear- Sehen Karna
- Born- Janm dena
- Beat- Peetna
- Choose- Chunna
- Find- Paana
- Feed- Khilana
- Begin- Aarambh karna
- Blow- Hawa chalna
- Bid- Boli lagna/ Aagya dena
- Dig- Khodna
- Drink- Peena
- Find- Paana
- Forbid/ Deny- Mana karna
- Forget- Bolna
- Get- Paana
- Go- Jaana
- Grind- Peesna
- Hang- Latakna
- Know- Jaan-na
- Ride- Sawaar Hona
- Shake-Hilna
- Sink- Doobna
- Speak-Bolna
- Stand-Khada hona
- Swear/Pledge- Shapat lena
- Abuse- Gaali dena

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- Accuse- Doshi Thehraana
- Advise- Salah dena
- Benefit- Laab Pahuchana
- Borrow- Udhar lena
- Allow- Aagya Dena
- Appear- Dikhai dena
- Beg- Prarthana karna
- Believe- Vishvas karna
- Care- Dekhbhal karna
- Call- Bulaana
- Defeat- Haraana
- Defend- Raksha Karna
- Enter- Ghusna
- Fail- Asafal hona
- Fell- Giraana
- Finish- Samapth karna
- Float- Teraana
- Grant- Syikaar karna
- Hear- Sunna
- Help- Sahayata karna
- Jump- Koodna
- Look- Dekhna
- Love- Prem karna
- Move- Hilna

## PART-2

- Arrogant- Ghamandi
- Humble- Narm
- Detest/ Hate- Nafrat karna
- Appreciate- Tareef karna
- Escape- Bahar nikalna
- Eavesdropping- Jasosi karna
- Debris- Malba
- Vogue- Fashion
- Breath- Saans
- Breathe- Saans Lena
- Colonel- Rank of Officer in the army
- Pant- Haafna
- Hiccups- Hichki
- Yawn- Jamhai
- Burp- Dakaar
- Slurp- Kuch khana/peena

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- Sniff- Sooghna
- Cred- Believe karna
- Incredible- Extremely great
- Rip off- Lootna
- Eyewash- Dikhawa
- Bumpy- Ubad- Khabad
- Spoilsport- Kabab mein haddi
- Pry- Taak-jaakh
- Haste- Jaldbaazi
- Miser/Stingy- Kanjus
- Extravagant- Kharcheela
- Snore- Kharaante maarna
- Wink- Aankh maarna
- Beckon- Ishaare se paas bulaana
- Jinx- Panauti
- Spinster- Kuwaari
- Bachelor- Kuwaara
- Craven/Coward- Darpok
- Celibate- Brahmachari
- Monk- Sanyaasi
- Precarious/Scary/Dangerous- Khatarnaak
- Rumour- Afvaah
- Rumour-monger- Advaahbaaz
- Coerce- Dabaav daalna
- Courageous- Saahsi
- Swallow- Nigalna
- Chew- Chabana
- Sip- Chuski lena
- Puff- Kash lena
- Patroit- Deshbhakt
- Traitor- Gaddaar
- Endure- Sehna
- Firauti- Ransom
- Repent- Pachhtaana
- Repellent- Ghinauna
- Scandal- Ghaplaa
- Dumbo- Dhakkan
- Brown-noser- Chamcha
- Glutton- Petu
- Hypocrite- Dhongee
- Unworthy- Nalaayak
- Wimp- Fattu

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## TONGUE-TWISTERS

Tongue twisters are interesting and also comes handy when there are some games or even if even you are among your friends and see how they say these tongue twisters. Practicing tongue twisters helps in better pronunciation & also we can pronounce a different language better.

- ❖ Saw Susie sitting in a shoe shine shop.
- ❖ Where she shines, she sits, and where she sits, she shines.
  
- ❖ I thought a thought,  
But the thought I thought wasn't the thought I thought I thought.  
If the thought I thought I thought had been the thought I thought,  
I wouldn't have thought so much.
- ❖ Imagine an imaginary menagerie manager managing an imaginary menagerie.
- ❖ Never trouble trouble, Till trouble troubles you. It only doubles trouble, And troubles others too.
- ❖ Betty bought a bit of butter, but the butter Betty bought was bitter.  
Betty bought another bit of butter to make the bitter butter better But the butter Betty bought was also bitter!
- ❖ I wish to wish the wish you wish to wish, but if you wish the wish the witch wishes, I won't wish the wish you wish to wish.
  
- ❖ If you understand, say "understand". If you don't understand, say "don't understand". But if you understand and say "don't understand". How do I understand that you understand? Understand!

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# ADJECTIVES (TRAITS & BLEMISHES OF A PERSON)

## Traits of a person:

**Voracious-** having a huge appetite for something

**Cheerful-** Happy

**Reliable/Trustworthy-** whom one can trust

**Amiable-** Pleasing/Admirable

**Civilized-** reasonable/educated

**Submissive-** obedient

**Humorous-** Amusing/Entertaining

**Matchless in beauty-** having no match

**Theist-** believe in the existence of gods

**Invincible-** Unable to defeat someone

**Equalitarian-** one who believes in equality

**Industrious-** hardworking person

**Upbeat-** always happy and positive

**Magnanimous-** very kind/humble to everyone

**Scintalling-** Fascinating/attractive

**Resilient-** strong

**Diligent-** hardworking & focused

**Sagacious-** keen judgemental/shrewd/clever

**Prudent-** one who takes caution in situations

**Sensible-** intelligent/sharp-minded

## Blemishes of a person:

**Taciturn-** reserved/shy

**Hooligan-** trouble-maker

**Pessimistic-** Negative mind/person

**Head strong-** stubborn

**Lethargic/Idle-** lazy/inactive

**Peevish-** Irritable character

**Haughty-** Proud/ egotistical

**Boozer-** a person who drinks large quantities of alcohol

**Avaricious-** extremely greedy

**Hypocrite-** untrustworthy/decisive person

**Quarrelsome-** who fights a lot

**Lumpish/Nincompoop-** stupid & lazy person

**Miser-** one who always saves money

**Stone hearted-** harsh to others

**Glutton-** over-eater

**Rolling stone-** a person who moves around a lot & never settles down OR womanizer

**Vindictive-** revengeful

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Diffident- lacking self-confidence/timid  
Pauper- a very poor person  
Repulsive- opposing/ revolting person

## IDIOMS & PHRASES

- ✓ **Don't judge a book by its cover**  
Meaning: not to form an opinion about something/someone only from the appearance  
For e.g. Anil may look very small and insignificant, but he is very powerful and rich. We should never judge a book by their cover.
- ✓ **Cloud nine**  
Meaning: extremely happy  
For e.g. Today, I am on cloud nine as I got a promotion in my company.
- ✓ **Apple of One's Eye**  
Meaning: Very beloved  
For every daughter, her father is the apple of her eyes.
- ✓ **To blow one's own trumpet**  
Meaning: To praise oneself  
For e.g. I don't like to be with such people who always blows their own trumpet.
- ✓ **In someone's good books**  
Meaning: to be pleased with someone  
For e.g. Nidhi has always been in my good books.

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- ✓ **Pain in the neck**  
Meaning: an irritating & annoying person  
For e.g. Aman is a pain in the neck. He always troubles people.
- ✓ **Wall flower**  
Meaning: a shy person  
For e.g. Poonam is a wall flower. She hardly talks to others.
- ✓ **Bite one's tongue**  
Meaning: Stop yourself from saying something.  
For e.g. Raman had to bite his tongue and accept the situation.
- ✓ **Turn the tables**  
Meaning: to turn the dice(paasa palatna)  
For e.g. Antony turned the tables in the football match.
- ✓ **Leave no stone unturned**  
Meaning: to work very hard to attain something  
For e.g. Amrita will leave no stone unturned to get 1<sup>ST</sup> position in the semester exams.
- ✓ **Lighten up**  
Meaning: Calm down  
For e.g. Oh! Lighten up, Ram was just kidding.
- ✓ **Hard to swallow**  
Meaning: Difficult to believe  
For e.g. I found the story rather hard to swallow.
- ✓ **Too good to be true**  
Meaning: very impressive as to difficult to believe  
For e.g. Miara is too good to be true, that's why I don't trust her.

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- ✓ **Couch potato**  
Meaning: inactive person who always sits, eats junk food & watches tv.  
For e.g. Don't be a couch potato for god's sake. Go & do some exercise for a healthy lifestyle.
- ✓ **Baby steps**  
Meaning: to progress very slowly in achieving something  
For e.g. India has started taking baby steps in order to fight Covid-19.
- ✓ **Take it easy**  
Meaning: Rest/relax/be calm  
For e.g. You should better take it easy until you feel better.
- ✓ **Worlds away**  
Meaning: Very different from something else  
For e.g. This school is worlds away from my previous school, anyways I am liking this new atmosphere.
- ✓ **Take into account**  
Meaning: To keep in mind  
For e.g. I will take into account the years of loyal service your company has given us.
- ✓ **Let bygones be bygones**  
Meaning: to stop focusing on something happened in the past.  
(Jo ho gya so hogya)  
For e.g. Do not overthink. Let bygones be bygones.
- ✓ **A big fish**

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Meaning: An important/successful person

For e.g. Meeting a big fish, like the company's CEO, has been an amazing experience for me.

## DAILY ENGLISH SENTENCES

- ✓ Kapde teh karna – Fold the clothes.
- ✓ Kapde Nichod do- Wring the clothes.
- ✓ Dil kholkar baat karo- Speak your heart out.
- ✓ Main yaeh baat hajam nahi kar paa raha hoon- I am unable to come to terms with this thing.
- ✓ Vishvas rakhe- Rest assured.
- ✓ Bayein haath chale- Keep to the left.
- ✓ Khud ko sudhar lo- Mend your ways.
- ✓ Bethe Rahiye- Keep sitting.
- ✓ Apne samay ka poora fayda lo- Make the best use of your time.
- ✓ Acche din aayenge- Better days will come.
- ✓ Kharab Aadate chod do- Give up bad habits.
- ✓ Itna gussa mat karo- Don't loose your temper.
- ✓ Jesi aapki icchaa- As you please.
- ✓ Yeh dubaara nahi bolna- Don't utter it again.
- ✓ Mehmaano ki seva karo- Look after your guests.
- ✓ Baaki ke khule pese rakhlo- Keep the change
- ✓ Ghuma fira ke baate mat karo- Don't beat around the bush.
- ✓ Hum aapas mein nahi bolte hai- We are not on speaking terms.
- ✓ Hum ek dusre ke ghar aate jaate nahi hai- We are not on visiting terms
- ✓ Uska bukhaar utar gya hai- His fever is down.
- ✓ Smart phones dhada-dhad bikte hai- Smart phones sell like hot cakes.
- ✓ Main apni galti manta hoon- My apology
- ✓ Doosro ki burai mat karo- Don't speak ill of others.
- ✓ Apne matbhedo ko bhula do- Sink your differences.
- ✓ Cheeni khana kam kardo- Cut down on sugar.

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- ✓ Zara haath lagana- Lend me a hand.
- ✓ Mujhe ere-gairo se baat karna nahi pasand- I don't like to talk with any tom, dick and harry.
- ✓ Main yeh kaam poora man lagakar karunga- I will do this work with might & main.
- ✓ Vaeh apni aadato se majboor hai- He is a slave of his habits.
- ✓ Mujhse tameez se baat karo- Talk to me courteously.
- ✓ Apne aage tum kisi ki nahi sunte- You always overpower others.
- ✓ Ese logo ke muh mat lago- Don't interact with such people.
- ✓ Chal, chal bade dekhe tere jaise- To hell with you, I have seen so many of your kind.
- ✓ Choti baato ko bada-chadakar pesh mat karo- Don't make a mountain of moll hill.
- ✓ Roti jail hui hai- The chappati is overcooked.
- ✓ Roti kacchi hai- The chappati is undercooked.
- ✓ Sabzi hila do- Stir the vegetable
- ✓ Chalو, garma garam chai piye- Let's have piping hot tea.
- ✓ Main aata goonth rahi hu- I am kneading the dough.
- ✓ Per ghaseet ke mat chalo- Don't drag your feet.
- ✓ Usne mujhe sunaaya- He rebuked me.
- ✓ Mujhse galti hogyi- I was at mistake/I made a mistake.
- ✓ Tum bahot kharab ho- You are really bad/ You are just better than nothing.
- ✓ Ise patthar ki lakeer samjho- Take it as ineffaceable.
- ✓ Tumne mera saara kaam phela dia- You strewed my work.
- ✓ Yeh glass jhootha hai- This is a used glass.
- ✓ Light aagayi- Power is back.
- ✓ Light chali gayi- Power went off.
- ✓ Jagah khali karo- Vacate the place.
- ✓ Yaha aane ki kese takleef ki- What brings you here.

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## TALKING ABOUT YOUR PERSONALITY

**Extrovert : An outgoing/socially confident person**

**Other ways to say you're an extrovert:-**

- ✓ I am really outgoing.
- ✓ I am a gregarious person.
- ✓ I am a social butterfly.
- ✓ I am very friendly.

**Introvert : Not very friendly/Loves being alone.**

**Other ways to say you're an introvert:**

- ✓ I am kind of reserved.
- ✓ I like to spend time with close friends.
- ✓ I usually listen more than I speak up.

**Ambivert : Extrovert+ Introvert**

**Other ways to say you're an ambivert.**

- ✓ I alter my personality based on situation.
- ✓ When a topic of interest comes up, I am more than happy to talk about it.

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✓ Spending too much time with others can be exhausting.

## ENGLISH SLANGS

### Common English slangs

Want to – Wanna

For e.g. Main engineer banna chahta hoon- I wanna become an engineer.

Gonna – Going to

For e.g. Shreya yeh match jeetne vaali hai- Shreya is gonna win this match.

Give me- Gimmie

For e.g.- Mujhe is question ko solve karne ke liye thoda samay do- Gimmie some time to solve this question.

Let me- Lemme

For e.g. Mujhe yeh kaam karne do- Lemme do this work.

Have got to – Gotta

For e.g. Mujhe ab jaana hoga- I gotta go now.

What are you – Whatcha

For e.g. Tum itni raat ko kya kar rahe ho?- Whatcha doing at this time?

Should have – Shoulda

For e.g. Mujhe isse acchi job karni chahiye thi- I shoulda done a better job.

Would have – Woulda

For e.g. Ram ab tak ghar aa chukka hota- Ram woulda come home by now.

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**Could have – Coulda**

For e.g. yeh painting or bhi sundar ho sakti thi- This painting coulda been better.

**Ought to – Oughta**

For e.g. Tumhe bado ka sammaan karna chahiye- You oughta respect your elders.

## Widely Used Slangs

❖ **Kick-ass – to attack something with full force**

**OR**

**Used to describe something extremely good.**

For e.g. Don't be scared of him, go and kick his ass.

**Go & kick some ass, you will do great.**

**Have you heard the new song, its kickass.**

❖ **Faff – to waste time**

For e.g. We are late, stop faffing.

**We should not faff all life.**

❖ **Shit bricks – to be very scared of something**

For e.g. I am not prepared for the exams, I am shitting bricks right now.

**It was so dark in the home, I shat bricks.**

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- ❖ Epic – something that is very impressive.  
For e.g. Have you ever tried the double cheese burst pizza, it is epic.  
OR
- ❖ Epic fail – something that turned out to be bad.  
For e.g. That selfie was a epic fail.
  
- ❖ Sick – something that is awesome  
For e.g. The new model of iPhone is so sick.  
OR  
Something that is filthy or creepy  
For e.g. Yuck, the salad tastes sick.
  
- ❖ Screw up – a situation that is mishandled.  
For e.g. I booked wrong movie tickets. I screwed it up.  
I am so sorry, I screwed up.
- ❖ Rip off – Fraud or things which are over-priced.  
For e.g. I bought this new bag but later I got to know I was ripped off.  
I suggest you to not go to that shop, they will rip you off.
  
- ❖ For real – very true/genuine  
For e.g. I got the job for real.  
OR  
Sometimes you are so happy and cannot believe something, at that time you also use this.  
For e.g. have you gifted me a laptop, 'for real'?
  
- ❖ Damn – to express anger/frustration  
For e.g. Damn! I broke my charger again.  
Damn! The mosquito bite.
  
- ❖ Rolling – to start something  
For e.g. the plan is great, let us get rolling.  
Let us roll tonight.

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## ONE-WORD SUBSTITUTIONS

- ★ Aerophobia – Fear of air/wind
- ★ Acrophobia – Fear of height
- ★ Agoraphobia – Fear of public
- ★ Arithmophobia – Fear of mathematics
- ★ Anglophobia – Fear of English language
- ★ Bibliomania – lover of books
- ★ Bibliophobia – Fear of books
- ★ Cacophobia – Fear of ugliness
- ★ Acousticophobia – Fear of heavy voice
- ★ Cellophobia – Fear of extreme beauty
- ★ Cynophobia – Fear of dogs
- ★ Euphobia – Fear of good news
- ★ Xenophobia – Fear of strangers
- ★ Catrophia- Fear of doctors
- ★ Dromomania – Lover of journey
- ★ Logophobia – Fear of study
- ★ Thanetophobia – Fear of death
- ★ Peniophobia – Fear of poverty
- ★ Hydrophobia – Fear of water
- ★ Gamophobia – Fear of marriage
- ★ Plutocracy – a govt. run by rich people
- ★ Aristocracy – a govt. run by noble persons
- ★ Gynaecocracy – a govt. run by women
- ★ Gerentocracy – A govt. run by old age people
- ★ Kekistocracy – A govt. run by worst people
- ★ Anarchy – Absence of govt.
- ★ Monarchy – A govt. run by king/queen
- ★ Oligarchy – A govt. run by few people
- ★ Ochlocracy – A govt. run by crowd.

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★ Democracy – A govt run by people

## WAYS TO REPLY TO SENTENCES LIKE

- How is your life going on?(Life kaisi chal rahi hai)  
It's fabulous going on.(when you are so happy)  
I am killing it. ( when you are sad upset about something)  
I am just dragging it. ( when you are just existing and not living your life)
- How are you keeping?( Sab kaisa chal raha hai)  
I am over the moon.  
I am on top of the world.  
I am in a very good shape(used with seniors & with confidence)  
I am in the best of my spirit. (when you are feeling extremely good)
- I am glad to see you. (Aapse milkar khushi hui)  
Pleasure is mine.  
Glad to see you too..  
Same here.
- I am delighted to see you.(Aapse milkar bahot accha laga)  
I am delighted to see you too.  
Thank you!  
Same here!

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- **How are you doing? (Aap kaise ho)**  
I am on cloud nine. (Feeling good)  
I am in high spirit. (Your soul is feeling good)  
I am picture of health. (Used after recovering of illness)  
I am pink. (used when you are fine)
- **Whats going on? (Sab kaisa chal raha hai)**  
Nothing special.  
I am right as rain. (feeling good)  
I am getting alone. (feeling sad)

#### WHEN YOU WANT TO :

- **Appreciate someone:**  
I really admire your singing/dancing/etc...  
I appreciate your hard work.  
You are a very fellow friend.
- **To be grateful:**  
Thanks a bunch!  
That's a very kind gesture.  
I cant thank you enough for this.  
My heart is filled with joy, thank you very much!
- **To apologize someone:**  
I owe you an apology.(formal way)

**The person who doesn't make mistakes, is unlikely to make anything.**



My apology/I am so sorry for this.(informal way)  
I was wrong about that, my apologies!  
I won't let it happen again.  
I am as sorry as I could be.  
I was highly mistaken, my apologies!

- When you are agree/disagree with someone:

### **AGREE**

You're absolutely right.  
I would like to side with him on this.  
It's surprising how you are right all the time.  
Exactly!  
Our thoughts are parallel.  
I could not have said it better.  
We are in accord.  
I feel that way too.

### **DISAGREE**

I beg to differ.  
I respect your opinion, but according to me .....  
That's not how I see it.  
That's not always the case.  
I doubt if I can agree with you on this matter.  
I totally disagree.

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I don't think the same way.

## **SOME IMPORTANT QUESTIONS FOR IMPROVING SPEAKING SKILLS**

- Have You ever got shocked in your life?
- Can you do anything at the risk of your life?
- Do you like religious life? 
- Did you ever travel without ticket?
- Have you ever been deceived by someone?
- How is electricity important in your life?
- What are the benefits of newspaper?
- What do you think about dowry system?
- Whats the difference between confidence & over-confidence?
- Whats the difference between hard work & smart work?
- What are the advantages of science?
- What is the role of books in the life of a student?
- Is English essential in your life?
- What's the use of internet in our life?
- What is the role of mobile phones in our life?
- Do you like jobs? If yes, which one do you like the most- govt. or private?
- What is your future destination?
- Whom do you admire the most in your life?
- How do you control your Anger in situations?
- Is education important in life? What do you think?
- What are your views about Indian govt?
- Do you think that we should help the poors?
- What do you prefer a rich life or a happy life?
- How do you feel when you help a needy person?

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# ELEVATOR PITCH

An elevator pitch is a 40-60 sec speech where you briefly describe yourself

## FORMAT:

Name

Qualification(Current one)

What do you do?

Work area

What you wanna do in your life?

Who are you as a person?(Qualities, journey of life)

## For e.g.

This is Ananya Malik.

If I talk about my education, I am pursuing M.com from Delhi University.

Right now, I am working as a Senior Consultant in XYZ Company. I aspire to be a Senior Manager in the near future where I will be collatively working with my team, managing and supervising them time to time.

Well, I would also love to run my own business.

As a person, I feel I am very approachable, self-motivated, upbeat and a optimistic person.

The journey of life has been very exciting as I have learnt a lot of things that if one doesn't struggle, he/she won't ever be able to appreciate happiness and good times.

Thank you!

“HOPE THIS LESSON WILL HELP YOU IN THE LONG RUN.”

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