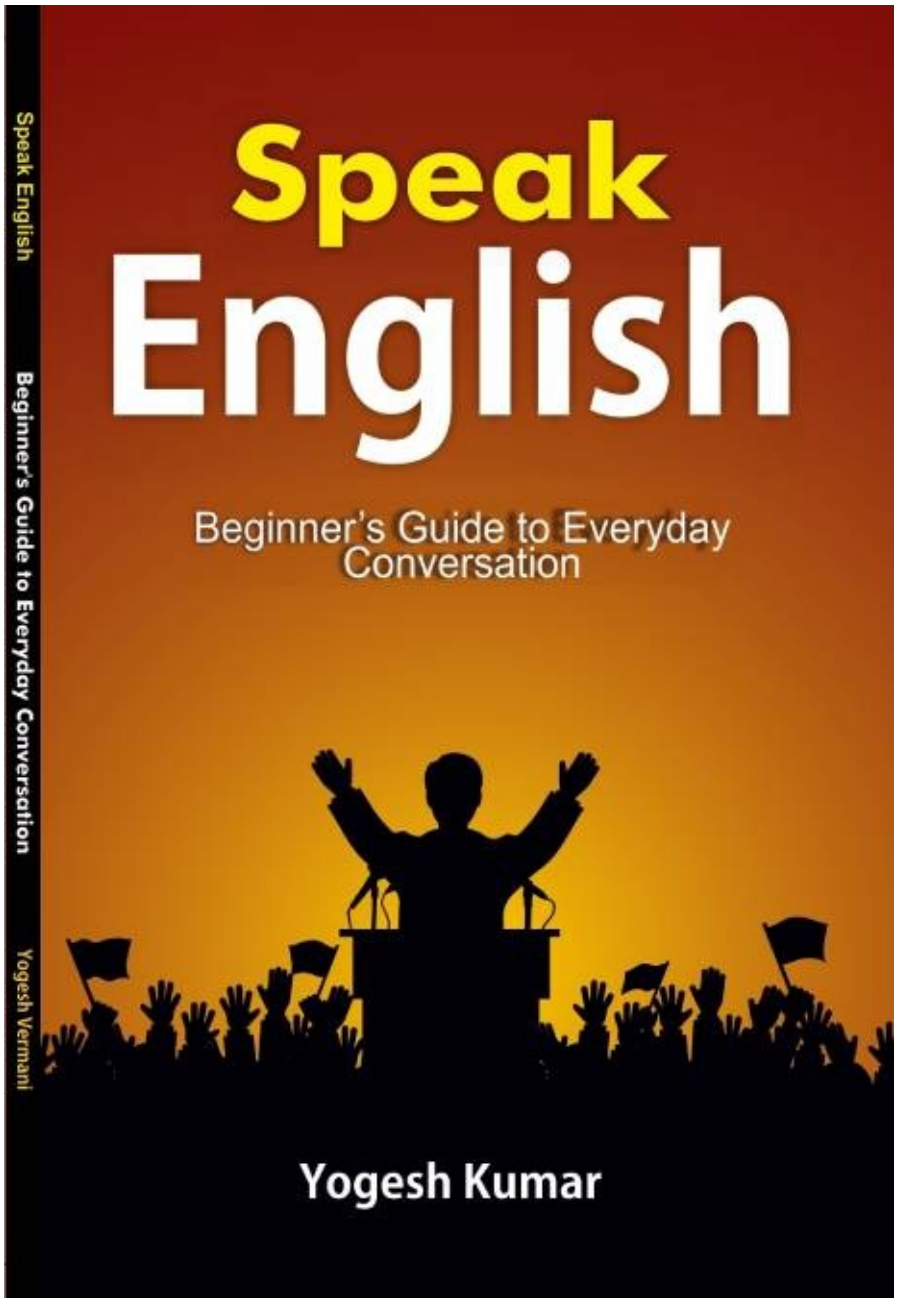
Speak English

Beginner's Guide to Everyday Conversation



Yogesh Kumar

Speak English
Beginner s Guide to Everyday Conversation
Yogesh Vermani


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Readers' speak:

This book is really good for Beginners and professionals

Deepak Goyal

The learning concept shared through this book is phenomenal and quick to understand. Looking forward to see more innovations from the author's house.

Saurabh Upadhyay, Corporate Trainer

Complexity of English language demystified in simple language. It has amazing stuff for beginners. It is not like a monotonous grammar book. It explains things to keep up the interest factor. Highly recommended

Aarti Verma

This book is full of realistic English that one needs to learn. Thank you Amazon!

Arun Singla

I really appreciate the quality and depth this book has. This book covers wide range of day to day conversation. It is very useful for everyone who has fear of speaking in English language. I have never seen such a great value at a highly reasonable price.

Strongly recommend for people those are interested in speaking English in a short span of time.

CA Shiv Singhal, Director, Devalya Education Private Limited

This book is a game changer, and a useful tool for everyone. It is a smart, insightful and engrossing read. This book brought clarification to many effects of communication. Readable, compelling, far-sighted, and humane, Yogesh Kumar's book is a must-read. You'll breeze right through it, and probably want to take a second pass at it. The book really can change your day-to-day life–for the better.

Narender Verma

I was searching for a book to help me to explain a topic confidently. I often mumble while speaking due to lack of clarity. I just bought this and flipped through few pages.

I can say that I got a handy resource to overcome my problem.

Rahul Agrawal

Really awesome! This book is of its kind, beautifully presented with practical examples. People, who want to speak English in public or at their workplace or want to stop hesitation, must read it. This book is very helpful if practice regularly. Many thanks to Author & associated people, for writing this self help book.

Raushan Kumar Singh

Learn English: Your Guide to Everyday Conversation

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Disclaimer: Although due care has been taken to ensure correct spelling and grammar, in case you find any error in this book, you are requested to bring the same to the notice of author by writing a mail at urcareer.gurgaon@gmail.com

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Prologue

Before you jump in to read this book, let me explain how this book will help you.

When you learn a new language, you are always in a hurry to speak it, and you want to impress your teacher, parents, and people around you. You feel disappointed despite your sincere effort to speak the language.

You may have good command of language. Your grammar and sentence structure may be good; but sometimes, you may not have the clarity of mind to present a topic. This book will be a helpful resource to develop coherence.

Sometimes, even you have clarity of the subject, you jumble past, present, and future tenses while using the English language. This book will help you to make a clear distinction of the uses of the past, present, and future tenses.

While presenting a topic, you may feel a lack of vocabulary or may hesitate to express yourself. To overcome this challenge, the most common topics of day-to-day life have been covered in this book, which will help you to find specific vocabulary to present a topic.

You can develop your vocabulary by listening to talk shows, interviews, news etc.; you can also polish your language further by following the same techniques.

ACTION POINTS FOR YOU : Read the first chapter three to four times. Once you memorize it, either speak it before mirror, or video record yourself two to three times; keep repeating the same process with every chapter. Very soon you will become a good communicator, and you will express yourself with total clarity of mind and without any grammatical mistakes.

Happy learning,

Yogesh Kumar

How to Use This Book

If you ever think that you need to cram this little book, you are mistaken. The result you will get reading this book depends on how you use this book.

There are seven segments in this book. I have converted every segment into a set of questions which you need to practice. You have your every day interaction in the forms of question-answer only, such as, interaction with parents, teachers, friends, boss, senior, interviewer, shopkeeper etc. If you are comfortable answering different set of questions using English language, you feel confident and comfortable.

Every segment has a different theme of grammar, such as, present, past, conversation, imagination etc. Practicing this book, you learn everyday English conversation; on the other hand, this pattern helps you to polish your English grammar.

Let me take you through step by step guidance to use this book:

Step 1: Read the first chapter twice and underline the difficult words.

Step 2: Understand the meanings of underlined words and read the chapter again.

Step 3: Video record yourself reciting the chapter

Step 4: Read the chapter again and video record yourself twice.

Speak or recite whatever you can recall and don't cram any line or paragraph. You can also take note or keywords. You just need to understand the ideas and sentence structures presented in a chapter.

Repeat these four steps for every chapter and your confidence level will accelerate every day.

Segment 1: How to Describe Your Present

- My Daily Routine
- How I Spend My Sunday
- Giving Your Introduction
- My Family
- What Your Boss Wants
- Ten Things I Want to Do Before I Die
- How a Good Marketing Manager Works

~~My Daily Routine~~

Q: How do you spend your day?

Morning

1. I wake up around six o’ clock every day.
2. I dress up for office after taking shower.
3. I usually have breakfast with my family.
4. Normally I have parathas and curd for breakfast; however, during winters, I prefer butter instead of curd.
5. After breakfast, I leave for office around eight o’ clock.
6. I get into my car and drive towards office.

Office

1. I reach office around nine o’ clock.
2. Before I begin my work, I plan my day in advance.
3. I turn on my computer and check e-mails.
4. After replying to important e-mails, I start my scheduled work.
5. I complete all my important work during the first half because I feel a little sluggish after lunch.
6. I have lunch around 1:30 P.M.
7. After lunch, I stroll outside for ten minutes.

Afternoon

1. I resume my work around two o’ clock.
2. I make most of my calls and write e-mails after lunch only.
3. I have tea around 4 P.M.
4. I complete my pending work by six o’ clock and leave office.

Late evening/night

1. It takes about one hour to reach home.
2. After reaching home, I freshen up, rest, and take some snacks.

3. After dinner, I go for a walk.
4. Before sleeping, I do important tasks like learning vocabulary or writing an article.
5. I go to bed around ten o’ clock.

Vocabulary:

paratha: Indian stuffed bread

get Into: to enter

scheduled: planned

sluggish: slow moving, lazy

stroll: to wander, to walk leisurely

resume: to start again

freshen up: to Clean up

~~How I Spend My Sunday~~

Q: How do you spend your Sunday?

Morning

1. I usually get up around eight o’clock on Sunday.
2. I freshen up and leave for a long morning walk.
3. I hardly shave on Sunday.
4. I generally work out in the park for about half an hour.
5. I eat heavy breakfast after morning walk because I have freedom to sleep on Sunday.

Afternoon

1. I enjoy watching TV for two to three hours on Sunday.
2. After lunch, I either watch movies or hang out with my friends.
3. We chat and play pranks on one another.

Evening

1. I love trying out new recipes, so I occasionally prepare dinner on Sunday.
2. Sometimes, I play with my nephew and niece.
3. I spend some time for singing & drawing, which are my favorite hobbies.
4. I attend meditation camp on Sunday on and off.
5. After dinner, I read some good books or go to bed.

Vocabulary:

usually: generally, typically

shave: to cut hair of face with razor

hang out: to spend time, to interact

prank: a practical joke or mischievous act

gossip: to chat or to talk

on and off: sometimes, now and then

~~Giving Your Introduction~~

Q: Tell you about yourself!

My background

1. I am from Gurugram.
2. I did my schooling from ABC school, and I graduated from the University of Delhi.
3. I started my career with Wipro technologies.
4. I worked there for two years.
5. After that, I moved to Orient Craft Limited.
6. I have been working there for the last three years.
7. I work there as the marketing head.
8. I reach office at nine o’ clock in the morning, have lunch around half past one & leave office at six o’ clock.

Atmosphere of my company

1. I enjoy working with my organization.
2. Every day, I face new challenges and learn something new.
3. My colleagues are very friendly. We have become very good friends.

My hobbies and my strengths

1. My hobbies are playing football, singing, and surfing.
2. I am focused, result-oriented, and I contribute my best.

~~My Family~~

Q: Tell me about your family!

Background

My ancestors belonged to Pakistan (undivided India).

My home town is Sohna.

My family has been living in Sohna for seventy years.

My parents and siblings

My family consists of five members.

My mother is a homemaker.

My father has been running his own business for thirty-five years.

He is a wholesale trader of fruit and vegetables.

My elder brother works with my father.

My sister and her family reside in Gurugram.

My brother-in-law and his brothers also run a business.

Our life style

My sister used to teach in a school before her marriage.

We are a nuclear family.

I usually spend Sundays with my family.

We occasionally visit new restaurants in Gurugram to have dinner.

We often go for long evening walks together, every weekend.

Vocabulary:

ancestors - forefathers

~~What Your Boss Wants~~

Q: What does your boss expect from you?

Being a tyro, you may not understand what your boss expects from you. Having spent more than six years in the industry, I can share what your boss expects from you:

Your boss wants you to listen to him attentively and deliver work according to his expectations.

Your boss wants you to complete your work on time.

Your boss wants you to deliver the paramount quality of work.

Your boss wants you to become proactive i.e. neither does he want to instruct you every day nor does he want to remind you about your work deadline.

Your boss wants you to have expert domain knowledge.

Your boss wants you to be a word-class executor.

Your boss wants you to be tech savvy because you need cutting-edge technology to deliver world-class results and grow in your career.

Your boss wants you to maintain healthy relationship with patrons, so that you can fetch more business for him.

Your boss wants you to be a good team player and communicator.

If you are not sure about what your boss wants, asking him will clear your doubts.

Vocabulary:

tyro –trainee, beginner

paramount – the best

savvy – having good knowledge of something

cutting- edge –modern, advanced

patrons – customers, clients

fetch – to bring, to get, to attract

~~Ten Things I Want to Do Before I Die~~

Q: What do you want to do before you die?

Here are ten prominent things I want to do before I die:

I want to spend about one year in different Osho camps across the world.

I want to experience luxuries of the best hotels and resorts across the world.

I want to write at least twenty books on English, communication skills, and career development.

I want to live the last ten years of my life doing meditation and teaching English.

I want to learn music and to play drums.

I want to run a multibillion dollar education company, where I can hire the best talent in the industry.

I want to hire a fitness coach and makeover coach to improve my overall presentation and appearance.

I want to attend seminars and training programs of the best leaders including that of Darren Hardy, from around the world.

I want to cook a thousand dishes.

I want to take a Jacuzzi bath every single day before I die.

Vocabulary

prominent – major, important, leading

makeover: revolution, alteration, conversion

~~How a Good Marketing Manager Works~~

Q: How does a good marketing manager work?

The following are the secrets of a good marketing manager's working style:

He plans his day a night before to produce the best result.

In the morning, he reads a good book on marketing to be inspired with ideas.

He always reaches office in time and reviews his plan for the day.

He shares his best ideas with the team and trains them every day.

He helps his team members to understand the psychology of customers in order to raise sales.

He organizes training programs for his team members at regular intervals to give them the latest techniques of selling and marketing.

He motivates his team members to take risks and explore new market.

He listens to his team members carefully to understand market risk, rewards, and opportunities.

He reads blogs and online articles on marketing, and attends online training programs by international experts.

He sits with the top brass of the company to receive their valuable advice and works out ways to benefit the company.

Segment 2: How to Describe a Person or a Place

- About My Teacher
- About My Father
- My Hometown
- About My School
- About My Company
- About Gurugram
- About India
- About Our Prime Minister

~~About My Teacher~~

Q: Can you tell me about your favorite teacher?

Brief introduction

Mrs. Chopra is my school teacher.

She teaches mathematics.

She has a sound knowledge of mathematics.

She has been teaching mathematics for ten years.

She reads a lot of books.

Strengths

She is punctual, optimistic and energetic.

Weaknesses

She gets easily irritated.

She often argues with staff members.

Sometimes she attends calls during her lecture.

Why I like her

Her method of teaching is effective.

She always tries to give the best explanation. She expresses everything clearly and easily.

She is a good communicator.

She is an expert in explaining concepts in a manner that is memorable.

~~My Father~~

Q: Can you tell me something about your father?

Brief introduction

My father lives in my home town Sohna.

Before completing his graduation, he joined his father's business. After ten years, he separated from his father's business and started his own venture.

He struggled to establish his business because there was a tough competition in the market.

He has been running his business for forty years. He is a wholesale trader of fruit and vegetables.

Nature and personality

He loves to travel and explore new places.

He loves to interact and socialize. During college days, he used to have many friends.

He is a good host, and takes care of his guests well.

He is fond of sweets and good food, but never cooks himself.

He is short-tempered by nature.

Routine

He wakes up around five o' clock.

After freshening up, he offers his prayers and follows it with a morning walk.

After returning home, he usually has his breakfast around seven o' clock.

After that, he spends five to six hours at the shop and returns home for lunch.

He rests for two hours after lunch.

In the evening, he goes for a long walks, accompanied by my mother.

He normally has dinner around nine o' clock. After watching TV, he goes to bed.

Other

He can speak and read Hindi, English, and Punjabi.

He could speak fluent English earlier. Now he is not a habitual speaker of English.

Vocabulary:

Venture: enterprise, undertaking

Short-tempered: impatient, quick to get angry

~~My Hometown~~

Q: Can you tell me about your hometown?

My hometown, Sohna, is located close to Cyber City Gurugram. It takes thirty to forty minutes to reach Sohna from Gurugram.

One can reach Sohna either through public transport or by one's own vehicle. Sohna is not connected with train network.

Sohna is famous for the Shiv Kund, Damdama Lake and a tourist complex. The Shiv Kund is well known for healing properties; people take bath in hot water and are healed of their skin disease.

There are many sweet shops near the Shiv Kund, where breakfast dishes like jalebi, samosa and kachori are sold.

When I was a kid, I used to visit the Shiv Kund with my parents and friends. During graduation days, I occasionally went there to take bath due to shortage of water.

Sohna is surrounded by dense green fields and the Aravali Ranges.

Every year a car rally is organized in Sohna. One can see many vintage cars there. People from different parts of India and abroad come here to participate in the car rally.

Rozka Mev is the only industrial area in Sohna where around fifty factories are located.

Jobs and business opportunities in Sohna are meager. After completing graduation, students move to different cities either for higher education or for a good job.

Vocabulary:

dense: thick, intense, dark

vintage: classic, traditional

meager: limited, restricted

~~About My School~~

Q: How did you find your school?

Location and infrastructure

I studied in a Government school in Sohna.

It is located near the bus stand.

It has twenty spacious rooms, two big playgrounds, one drawing room, one science lab, one staff room, one library, and a principal’s office.

About my teachers

Most of my teachers were sincere, intelligent, and hardworking.

My English and science teacher always appreciated me, while my mathematics teacher used to discourage me.

I used to perform badly during my school days.

I loved English and drawing the most, while I hated mathematics.

About our principal

Our principal was very strict; all the students were afraid of him.

Whenever he took rounds, students used to maintain silence.

Atmosphere

Seating arrangement and learning atmosphere were good; however, we hardly had any period of games and sports.

Guest faculty used to visit our school now and then.

Our school never encouraged any debate competition.

Students used to play football and cricket in the playground.

~~About My Company~~

Q: How do you find your company?

Brief introduction

My company, ABC Ltd., is located in Sector 5, IMT Manesar, Guru-gram.

It deals in telecommunication products and services.

It operates in India, China, and Europe.

My role and reporting

I work as the senior manager of finance section.

I report to our chief financial officer, Mr. Sharma.

My job responsibilities include finalizing books, preparing MIS, budget, and taking care of statutory compliances.

I have been working here for five years.

I come across a new challenge every week, and face it fiercely.

Quality, training and corporate social responsibility (CSR)

My company is an employee-friendly company. It provides many amenities to employees like food, insurance, pick and drop, gym, and sports club.

It organizes many personal and technical development training programs at regular intervals.

All employees can meet the top brass of the company to discuss any significant concern.

Everybody maintains a good work-life balance in the company. Company also provides flexible working hours

We impart education to poor people as a part of CSR.

ABC Ltd. is committed to maintaining excellence in its services and products.

Vocabulary:

fiercely – powerfully, aggressively

amenities –facilities

organize – arrange

significant – important

concern – worry, fear, apprehension

impart –give, pass on

committed – dedicated

excellence – superiority

CSR – corporate social responsibility

~~About Gurugram~~

Q: What do you know about Gurugram?

Brief description of Gurugram

Gurugram is also known as Cyber City.

Gurugram is connected with Delhi by train, metro, and road.

Gurugram is famous for its malls, Sheetla Mata temple, and skyscrapers.

Why I like Gurugram

Many Indian and multinational companies operate from Gurugram.

Good educational, medical facilities, and restaurants are easily accessible in Gurugram.

Many people from different parts of India come here to seek out jobs and business opportunities.

Challenges

There is dearth of water and electricity throughout the year.

Due to poor condition of roads, water logging and traffic jams are widespread.

Cost of living in Gurugram is very high.

Cost of residential and commercial properties is mounting here bit by bit.

Public transport is not available for major parts of Gurugram, so commuting becomes tricky and costly.

Vocabulary:

cyber – related to computer,

skyscraper –tall building

dearth – shortage

widespread –common, general

mounting - increasing

bit by bit – slowly, little

tricky – difficult, risky

costly - expensive

~~About India~~

Q: Can you tell me something about your country?

Brief about India

India is a democratic country.

India is second the largest populous country after China.

More than 70% of people in India are dependent on agriculture.

India is the world's seventh largest country.

There are twenty-nine states in India, and Delhi is the capital of India.

In terms of many food grains, fruits, and vegetables, it ranks first in the world.

Hindi is one of the official languages in India.

Places to visit in India

The Taj Mahal, the Qutab Minar and the Red Fort are some of the main tourist attractions.

Kashmir is known as a paradise on earth.

There are historical buildings, tombs, churches, temples, places of art, and architecture.

History of India

The British ruled over India for many years, and India attained freedom in 1947.

India was called "the golden sparrow" before the British intruded India.

It is also said that India used to be a prosperous country in ancient times.

Vocabulary

democratic – self-ruled, independent

Paradise – Heaven

Prosperous – Wealthy, Rich

Intrude: Enter by force, invade, encroach

~~Our Prime Minister~~

Q: Can you tell me something about your prime minister?

Brief introduction

Narendera Modi belongs to Vadnagar, Gujarat, and he was born on September 17, 1950.

He takes his mother’s blessing on his birthday every year.

He gets up about five o’ clock every morning and starts his day with yoga and meditation.

His lifestyle and personality

He normally wears kurta pajama; however, he wears suits on some special occasions.

He loves vegetarian Gujarati food, and he loves cooking. He loves spending time with children.

He is very particular about keeping his surrounding clean. He recently launched Clean India Mission. His team is working relentlessly to clean up the Ganga.

He is Internet savvy. He interacts with people through e-mail and Face book. He is very active on social media.

He is an exemplary orator. Large crowds gather wherever he speaks.

His work style

He is a good decision-maker and workaholic. He does not even take a day off on Sundays.

He wants to maintain cordial relationships with neighboring countries and political parties within India. He believes in teamwork and building a good team.

He listens to his team carefully to understand market risks and opportunities.

It is said that Modi is dominant, but everybody loves him for his action-oriented approach.

Vocabulary

relentlessly – continuously

exemplary - perfect, excellent

internet savvy – having good knowledge of computer

orator – speaker

cordial – friendly, jovial

Segment 3: How to Describe Past

- How I Spent My Yesterday
- My Struggle to Learn English
- My First Interview
- How I Spent My Summer Vacation
- My Previous Company
- My Experience with a Proofreader
- A Trip to Goa
- Uncle’s Invitation for Dinner
- My College Days
- An Incident in Classroom
- My Childhood

~~How I Spent My Yesterday~~

Q: How did you spend your yesterday?

In the morning

I woke up around five o’ clock.

I saw that it was very dark outside, so I slept again.

I woke up around six o’ clock again.

I freshened up, and went for a morning walk.

After returning, I completed my household chores, prepared breakfast, and dressed my children.

After breakfast, I dressed up and left for office.

About office

I walked to office and reached there around 9 A.M. At the outset, I planned my work and started working according to priority.

I had lunch around 1:30 P.M. After lunch, I resumed my work, and by the time I completed it, it was six o’clock.

After leaving office

I reached home around 7 P.M. Then, I rested for a while and had some snacks.

After having snacks, I went to the market to buy some grocery items.

I bought the grocery items and reached home.

After that, I called my friends and we chatted together for thirty minutes.

After chatting, I started preparing dinner.

I had dinner with my family. I studied for thirty minutes and went to bed.

Vocabulary

freshen up – to clean up

chore – task, job, duty

dress up – to wear dress or cloth

at the outset – at first, initially

resume – to restart, to start again

~~My Struggle to Learn English~~

Q: Did you face any struggle in learning English?

I wanted to learn English while pursuing CA.

I joined an institute in Patel Nagar to accomplish this goal; my English teacher was strict, but she did not possess subject knowledge.

She used to scare us by saying, “If I use advance English, you will not be able to understand me.”

One day I dared to say, “You can use your advance English; we are not afraid of advance English.”

After that incident, I came to know that she did not have impressive vocabulary.

She did not cover anything beyond the tenses. She used to teach from a book, which she bought from a footpath vendor.

She never talked about the importance of good communication skills, and she always focused on the tenses.

After spending fifteen days and having learnt nothing, my friend and I decided to leave that institute.

After that, we joined a famous institute; we left this institute within two days. This institute also had the same style of teaching.

We went to another institute and one lady assessed us. She said,” More than teaching, you need listening and speaking practice.”

After this incident, I started listening to English conversations very carefully, and improved my understanding of the language.

My next focus was speaking. I used to practice speaking almost three to four hours a day, and started speaking good English within two months.

Vocabulary:

accomplish - to achieve, to complete

possess – to have or to own something

assess - to judge or decide the quality of importance of something

~~My First Interview~~

Q: Can you describe your fist interview?

I cannot forget my first ever interview which was in Rajender Nagar, Delhi.

After completing my CA, I was thrilled to get my first interview call.

I was neither serious about my interview, nor had I tried to research anything, such as, how to dress, how to answer a question, how to write a resume, etc.

I did not prepare anything assuming that nobody expected much from a fresher.

I neither prepared for any technical answer nor personality assessment.

For the first time in my life, I appeared before a team of interviewers, shivering and unprepared.

One of the interviewers asked me, “Why do you want to join us?”

I didn’t have an answer. I couldn’t say a single sentence in response to his question.

Then he asked me, “Can you tell me about yourself?”

I was mum because I did not have any answer.

Eventually, my interviewer signaled me to go outside, by saying, “You do not have good communication skills, and you are not expressive.”

This incident jolted me, and I didn’t face any interview for couple of months.

Instead, I prepared systematically for next two months. After that, I faced three interviews back to back in three different companies, and surprisingly, these three companies selected me.

I was pleased with my achievement.

Vocabulary:

shiver: to shake, to tremble

mum: silent, quiet, tight lipped

eventually: finally, ultimately

jolt: to shake, to push

back to back: nonstop, one after the other

pleased: satisfied, content

~~How I Spent My Summer Vacation~~

Q: How did you spend your summer Vacation?

Every child waits for the summer vacation, so did I.

My summer vacation was announced on 1st May and started from 22nd May.

I was quite delighted to plan for the vacation. I started making many plans in my mind, such as, visiting a hill station, visiting my uncle's place, spending time with my friends, and sleeping all day, and so on.

I just forgot my homework, which I had to complete. My parents used to remind me about my homework until I completed it.

I wanted to visit my uncle's place as soon as my vacation started, but my father said, "You cannot even sleep, unless you complete your work."

During the first ten days, I completed my homework, and I discussed my wish list with my parents.

After completing my homework, my family and I went to my maternal uncle's place.

I enjoyed my stay there. I used to do things I had always craved for, like, sleeping the whole day, watching movies, playing carom for two to four hours, sitting idle in the park, sleeping late at night, etc.

I also visited Chandigarh during my summer vacation. Chandigarh is one of the most beautiful cities in Haryana. I stayed in Chandigarh for ten days.

After that, we returned to our hometown, and I spent the last ten days of my summer vacation with my friends.

My summer vacation ended on 30th June and my school opened.

~~My Previous Company~~

Q: How did you find your previous company?

My previous company was ABC India Private Limited.

I worked there for about two and a half years. I didn't want to leave the company, but I had to start my business.

The company asked me to take flexi working hours, and I really felt at liberty in doing my job.

I reported to the managing director and director of finance.

I was taking care of the complete gamut of finance and account department. I had five associates in the company.

I had a wonderful experience there because I faced many challenges.

Before joining this company, I had neither interacted with government department nor top brass of any company. This company offered me many opportunities for personal and professional growth.

My boss was a supportive person, and he guided me along the way.

I was given stiff deadlines many times, which I accomplished easily.

I made a lot of research on Excel, Income Tax, Sales Tax, and other professional areas.

For the first time in my life, I had a chance to make cash flow statement and MIS. The top brass of the company appreciated my MIS format, which I devised independently.

I had many arguments with different department heads, which I dealt with successfully.

Today, I can say this company made me a better professional and human being.

Vocabulary:

gamut: range, scope, array

top brass: top management

along the way: while something is happening

stiff: difficult, hard, rigid

devise: to plan, to invent

~~My Experience with a Proofreader~~

Q: How was your first experience with the proofreader?

Upon completing my first book, "*Speak English Like a Star* ", I searched for a proofreader to detect spelling mistakes, grammatical mistakes, page setting, etc.

I had approached some renowned proofreaders through the Internet, but could not afford their price.

My partner, Shiv, introduced me to a proofreader. I was a little skeptical about him during our first meeting, but he bragged about his skills fiercely to impress me.

After thirty-minute discussion, I gave him this proofreading project. Considering my budget, I did not have many options.

Two days later, I handed over my book to him. He started proofreading same, and I also gave him fifty percent advance.

One month passed. I asked him to show me some proofreading sample. He was reluctant. On continuous request, he invited me to his place and showed me a few pages. I noticed that he had found some glaring mistakes in the book.

I made the balance payment to him. After two months, he handed over the complete book to me. I was pleased to receive an expert's feedback on my book.

I asked my assistant to make changes in the original work as per the proofread copy.

My assistant found many unnoticed mistakes in the proofread copy, and he asked me to review the same.

When I went through the proofread work, I found that about eighty percent of the mistakes were unnoticed. I felt cheated.

I called the proofreader to discuss the same. He said, "I am going to the US for two weeks, and I cannot meet you."

He never attended my call after that, and I was back to square one.

My assistant and I started proofreading again to correct unnoticed mistakes. We did four rounds of proofreading and completed the same in three months.

Vocabulary:

skeptical: doubtful, cynical, dubious

brag: to talk big, to sing your own praises, to show off

fiercely: Powerfully, forcefully, intensely

reluctant: hesitant, unwilling

glaring: obvious, noticeable

bac to Square one: be at the same point where you started a task without any progress,

~~A Trip to Goa~~

Q: Tell me about something about your first trip to Goa!

Goa used to excite me a lot in my childhood because I experienced Goa either in my dreams or in movies.

I always had a desire to visit Goa, but could not afford the air-fare and other expenses. I was also excited about travelling by Kingfisher airlines.

Once I got my second job, I planned to visit Goa. I took a ten-day break before joining my second job.

My friend Neeraj and I went to Goa by train. It took us thirty-six hours to reach Goa, and it was my first long journey by train.

Neeraj is amiable, and he gets along with people easily, so he interacted with many people during our train journey.

We stayed in a small hotel, and we had booked north Goa and south Goa tours. We visited many beautiful beaches and took lots of snaps.

On the third day, Neeraj got a call from his company, and he had to return to Gurugram. Once Neeraj left, I used to spend six to eight hours at the seashore.

I enjoyed the serenity of magical sound of sea waves, and enjoyed spending time alone.

On the seventh day, I booked the Kingfisher airline to reach Delhi. I was really thrilled to fly by Kingfisher, and my experience with Kingfisher was up to my expectation.

I had a wonderful experience in Goa.

Vocabulary:

amiable: friendly, cordial

serenity: calmness, peacefulness, stillness

~~Uncle’s Invitation to Dinner~~

Q: Can you tell me about an incident that you cannot forget?

When I was pursuing CA, my landlord invited us for dinner.

We were supposed to have dinner at 8:30, so we did not have evening snacks.

It happened to be Diwali eve, so all shops were closed by 8:30.

Around nine o’clock, we came down stairs; uncle and aunty were chatting with each other.

Considering that it was Diwali eve, we assumed dinner would be a little late.

We came down stairs around ten o’clock and found them still busy in chatting.

We got the message, and we went to market to have dinner, but all the shops were closed by that time.

Around eleven o’clock, we reached home and found aunty shouting at uncle saying, “Why didn’t you ask me before inviting them?”

We slept around twelve o’clock with an empty stomach.

My friend and I were cursing uncle and our misfortune because we had our CA final exam the next day.

Around two o’clock, uncle knocked at our door and called us downstairs for dinner.

Uncle prepared the dinner himself. He prepared puri, matar paneer, mix vegetable, and raita. Everything was so delicious that I can’t describe it in words.

This is one incident that I cannot forget in my life.

Vocabulary:

happen to be: to be by chance

eve: evening

curse: condemn, slam, criticize

misfortune: bad luck, hard luck

delicious: tasty, yummy, mouth watering

~~My College Days~~

Q: How did you find your college life?

I joined my father's business after matriculation, and I never dreamt of studying further.

My friend Neeraj induced me to join college by saying, "We never had a chance to study in coed; moreover, you can easily manage your shop while pursuing graduation."

He finally convinced me to join college. He filled my forms to complete intermediate from Bhopal Board. Somehow, I completed my intermediate and joined college.

I struggled with my business and studies. I felt I would never score good marks because everybody had enough time to study, while I had to devote most of my time in the shop.

After primary school, I never got first division throughout my school tenure. I had no hope of scoring good marks.

Despite the shortage of time, I used to study late hours. I was so scared that I started studying on the very first day of college.

I had to struggle during this time because in the morning, I had to rush from the shop to college; and in the afternoon from college to shop. I was always in a hurry and used to be late for college.

The first year of college got over. When the result was declared, I had, surprisingly, topped my college. My dream was getting first division and I could never believe this achievement.

I was fed up of the hectic routine. Finally, I decided to leave college. My friend Neeraj tried to convince me, but all in vain.

I stopped going to college and joined my father's business full time. My lecturers came to meet my father, and they convinced him to let me study further.

They even allowed me to skip one or two lectures, in case I could not reach college on time.

After this incident, I never reached college on time, but I started managing business and study simultaneously.

I topped my college once again in the final year, and I decided to join CA.

Vocabulary:

induce: to produce, to encourage

coed: related to an education system where man and women study together in an institution or school

convince: to influence, to satisfy

tenure: term, period

fed up: unhappy, sad, depressed

hectic: very busy, full of activity

vain: without success or fruitlessly

skip: to leave out, to miss

~~An Incident in the Classroom~~

Q: Can you recall an interesting incident?

This incident happened when I was pursuing CA. Once I was attending the income tax session.

There used to be a big crowd of about five hundred students. I was so timid that I hardly asked any question.

Once, I dared to ask a question. As soon as I completed my question, my teacher appreciated me by saying, “It is a very smart question. This question has appeared thrice in exams, and you have a good presence of mind.”

I was smiling at my fate. Even my friend, who was sitting beside me, was encouraged after listening to the teacher’s praise.

Hardly ten minutes passed, and he also asked one question. My teacher started scolding him by saying, “You don’t have patience to ask question. This question is not relevant at all, and you are just wasting my time. You should think before asking a question.”

My teacher’s words scared my friend and me. Even I was reckless while asking my question; the teacher liked my question by chance, and he appreciated me.

After this incident, I was very cautious about asking any question.

Vocabulary:

dare: to challenge, to risk

timid: shy, nervous, fearful

scare: to shock, to jolt

reckless: careless, irresponsible

Cautious: very careful, alert

~~My Childhood~~

Q: Tell me something about your childhood!

I started my schooling from D.A.V School, Sohna.

Like any child, I was not curios about studying. Despite that, I used to score good marks in primary school.

After my primary education, I got stipend for three years continuously.

I used to spend most of my time playing marble, hide and seek, cricket ,and other street games.

I used to be audacious during my school days, and could beat most of my classmates. Only two of them could defeat me.

I never scored well in mathematics, and my math teacher used to beat me every alternate day.

My English teacher used to appreciate me; although, I always scored average marks in English.

I was good in Sanskrit and drawing. Now I have zero command of Sanskrit and drawing because I never practiced these after school.

I neither thought about my future nor about earning money and maintaining a good standard of living.

I used to sleep for twelve to fourteen hours a day. I have always loved sleeping.

When I was in 7^{th} standard, I visited Delhi with my cousin. My father scolded me and beat me upon returning home.

I started helping my father at his shop in my early childhood, and I became mature before my age.

I used to spend my spare time with my friend Satish. He was among my best friends.

Vocabulary:

curious: interested, eager to know, inquisitive

inception: beginning, starting

audacious: daring, bold, brave

Segment 4: How to Describe a Conversation

- Conversation with My Friend
- Conversation with a Client
- Conversation with a New Colleague
- Conversation in a Hotel

~~Conversation with My Friend~~

Q: Tell me about a conversation you had with your friend!

My friend asked/enquired, “What have you been doing since we met last time?”

I said/replied, “I have been running my business since we met last time.”

He asked/enquired, “Do you enjoy your work?”

I said/replied, “I love my work.”

He asked/enquired, “Who suggested you that you start this business?”

I said/replied, “Nobody suggested that I start this business; I have had a keen interest in this line, so I started this business.”

He asked/offered, “Would you like to have some snacks and tea?”

I said/replied, “Tea will do.”

He asked/enquired, “Can we enjoy summer vacation together?”

I said/replied, “Sure, why not?”

He said, “I will see you soon.”

I replied, “I will wait for you.”

~~Conversation with a Client~~

Q: Tell me about a conversation you had with your client!

The client asked, “How long have you been running this institute?”

I said, “I have been running this institute for the last four years.”

He asked, “How many participants do you take in a batch?”

I said, “We take eight to ten participants in a batch.”

He asked, “How many students do you have in your institute?”

I said, “We enroll around twenty students every month.”

He asked, “Do you also cater to working professionals?”

I said, “Most of our participants are either working professionals or job seekers.”

He asked, “Do you provide any guarantee?”

I said, “If you feel confident from day one, continue with us or you can leave us.”

He asked, “Do you provide study material?”

I said, “Yes, we provide study material.”

He asked, “How long will I take to learn English?”

I said, “It normally takes two to three months to learn English.”

He asked, “When can I join your institute?”

I said, “You can join from 1st of June.”

Vocabulary:

enroll: to register, to join

~~Conversation with a New Colleague~~

Q: Tell me about a conversation you had with your colleague!

Yesterday, I met a new colleague in my company and I conversed with him for fifteen minutes. We had the following discussion:

He asked, “How are you doing?”

I said, “I am doing great, and how about you?”

He said, “I am also doing well.”

He further enquired, “How long have you been working with this company?”

I replied, “I have been working with this company for ten years.”

He said, “Tell me about the work culture of the company.”

I said, “The company gives many opportunities to prove one’s talent; moreover, I get world class trainers and bosses to guide me.”

He asked, “Do you really enjoy working with the company?”

I said, “I am fortunate to get a job opportunity in the company, and am still proud of my decision.”

He asked, “Do you think it is an employee-friendly company?’

I said, “The Company is employee-friendly all in all. It provides many facilities: meals, pick and drop facility, medical insurance cover for family, gym, flexi working hours, monthly picnic, and much more to boost the morale of all the employees.”

He asked, “Can I take your guidance when I come across a challenge?”

I said, “I am here to support you, and our boss is proactive and solution oriented.”

He said, “It would be great fun to work with such a vibrant company.”

I assured him saying, “Sure, you would definitely enjoy your tenure with the company.”

Vocabulary:

converse: to speak, to chat, to communicate

fortunate: lucky, auspicious

all in all: in general, generally speaking

boost: to increase, to improve

morale: confidence, self-esteem

come across: to face, to encounter

vibrant: fnergetic, Lively

tenure: term, period, time

~~Conversation in a Hotel~~

Q: Tell me about a conversation you had with a customer care representative!

I called up Hotel Country Royal last week and had the following discussion:

I said/enquired, “I need one deluxe room in Goa. Is it available?”

He asked, “Could you confirm your check-in and check-out dates?”

I said, “Our check-in date will be 25th September, and check-out date will be 30th September.”

He said, “Just two rooms are available on these dates, so I would suggest that you confirm your booking as soon as possible.”

I asked, “What is the room tariff?”

He said, “The room tariff is Rs. 6000 per day, but it may increase tomorrow.”

I further asked, “Does it include transfer from airport to hotel and breakfast?”

He said, “It includes one way transfer and complementary breakfast.”

I asked, “Do you provide any other amenities in your hotel?”

He said, “You can use the swimming pool, gym, and sports centre, all free of cost.”

I said, “I can confirm it today if you give me the best possible tariff.”

He said, “The final price is Rs. 5500 per night, and due to peak tourist season, we can’t reduce it further.”

I asked, “How much am I supposed to pay in advance?”

He informed, “Pay fifty percent advance and fifty percent on checkout.”

I enquired, “What is the mode of payment?”

He said, “You can make the payment online either through credit card or debit card.”

Vocabulary

deluxe : of a higher quality, superior

confirm : to see if something is correct, to guarantee

tariff : price, rate, charge

amenities : facilities, services

mode : method, system

Segment 5: How to Describe Something Step by Step

- How to Make Tea
- How to Make Chapatti
- How to Make Semolina Halva
- How to Make Stuffed Lady’s Finger
- How to Make Vegetable Sandwich
- How to Make Vegetable Pulao
- How to Make Dates Burfi
- How to Make Chickpeas

~~How to Make Tea~~

Q: How do you prepare tea?

Ingredients: milk, water, tea powder, sugar, green cardamom, ginger, basil leaves.

Water is always optional to make tea. I prefer tea of a thicker consistency, so I never add water.

Preparation:

First take a pan and heat milk. When it stars boiling, add tea powder to it and let it boil for two minutes.

Add ginger, basil leaves, and green cardamom, and let the mixture boil for another two minutes.

Tea is almost ready; strain it into a cup with the help of a sieve.

Add sugar and stir it. Now enjoy your tea with snacks or biscuits.

Vocabulary:

thick: not flowing freely, semi-solid

pan: pot, saucepan, container

strain (verb): To filter

Sieve (noun): Strainer

~~How to Make Chapatti~~

Q: How do you prepare Chapattis?

Ingredients: wheat flour, water, ghee, milk, and salt.

Preparation:

In a large bowl stir together wheat flour, ghee, salt and milk.

Adding ghee and milk are optional, but both these ingredients make the chapatti soft.

Start kneading the floor pouring water according to requirement.

Once the dough is ready, leave it for twenty minutes.

Roll equal size balls from the dough; roughly about the size of table tennis balls.

Put one ball on the lightly floured rolling board and roll it with a rolling pin.

Turn on the gas and put a griddle on the stove on medium heat.

Put the flattened dough on the griddle once the heat is adequate.

Once you see brown spots on the rear side, flip it on the other side with a spatula.

You may press edges of the chapatti with the help of a cloth.

Once the chapatti is ready, you may apply ghee on it.

Now your chapatti is ready to serve.

Vocabulary:

rear: back,

spot: mark, stain

flip: to turn

spatula: turner

edge: corner, side, bank

~~How to Make Semolina Halva~~

Q: How do you prepare semolina halva?

Ingredients: semolina (200gms), water (800mg), ghee, sugar (150gms), pistachio, charoli, muskmelon seeds.

Preparation:

Take a bowl of semolina and clean it.

Take two ladles of ghee and put it into a wok.

Once the ghee is hot, add semolina to it and stir until the semolina turns brown.

Add water, the measurement being four times than that of semolina.

Stir the mixture until ghee and semolina soak water completely.

Once the mixture absorbs water, you can add sugar.

Add sugar and dry fruits according to taste, i.e., charoli, muskmelon seeds

Stir the mixture well.

Once the halva is ready, garnish it with pistachio.

You can serve the same in small plates.

Vocabulary:

ladle: serving spoon

~~How to Make Stuffed Lady’s Fingers~~

Q: How do you prepare stuffed lady fingers?

Ingredients: Lady’s Fingers, salt, red spices, hot spices according to taste, cumin powder, coriander powder, fenugreek, fennel seeds, sliced onion, ghee or refined oil.

Preparation:

Firstly, wash and dry lady’s fingers thoroughly.

Then cut its top and bottom, and slit it.

Spices to use: Mix red chili powder, salt, cumin powder, coriander powder, fenugreek, hot spices, and fennel seed. Add a little ghee or refined oil to blend the mixture properly.

Stuff each lady’s finger with the above mixture.

Once you fill all the lady’s fingers, put ghee in a wok

Once the ghee is warm, add cumin seeds, and sliced onion into it; sauté it for one minute

Add the lady’s fingers in the wok and stir it occasionally.

Cook it at a low flame for fifteen to twenty minutes. Turn off the gas, once it is cooked and tender. You may garnish it with cream.

~~How to Make Vegetable Sandwich~~

Q: How do you prepare a vegetable sandwich?

Ingredients: tomatoes, onions, cheese, cucumber, coriander leaves, black salt, butter, and bread.

Cut thin pieces of onion, tomatoes, and cucumber in circular shape; cut cheese in square shape.

Now take a slice of bread and spread butter on it.

After spreading butter, put chopped onion, tomatoes, cucumber, and cheese on the bread

Now sprinkle black salt on the bread.

Put the second slice of bread on the top of the onions, tomatoes, cucumber, and cheese.

Now heat the bread on griddle.

You may put a little ghee on griddle to heat the bread. Flip the bread to make both sides crisp.

Now vegetable sandwich is ready; you can serve it with tomato sauce or green chutney.

Vocabulary :

sprinkle: to spray, to add

~~How to Make Vegetable Pulao~~

Q: How do you prepare vegetable pulao?

Ingredients to make vegetable pulao: rice (300gms), onion (2nos), ginger, garlic, tomatoes(2nos), cauliflower (300gms) carrot (2nos), peas (250gms), potatoes (2nos), paneer (200gms) salt and spices

First, wash the rice and soak it for twenty minutes.

Peel onion and ginger, and cut them into long pieces; peel garlic (don't cut it). Also cut tomatoes into small pieces.

Cut cauliflower, potatoes, and carrots into small pieces. Also shell the peas.

Cut paneer into small pieces and leave them aside.

Turn on the gas, and place pressure cooker on the stove.

Pour ghee in the cooker, and add some cumin seeds in cooker once ghee is hot.

Add onion, garlic, and ginger in ghee and sauté it for two to three minutes.

Once ginger, onion, and garlic start changing color, add tomatoes in it and sauté it for three minutes.

Add salt and spices according to taste and stir it for two minutes.

Now add all the vegetables and soaked rice, but don't add paneer yet.

Add water in the mixture, and amount of water should be double that of rice

After adding water, stir it and leave it to boil.

Once it starts boiling, close the cooker with lid and wait until one whistle.

After one whistle, leave it and open it after twenty minutes

Garnish rice with paneer(Indian cheese) and coriander leaves.

You may serve it with curd or chutney.

Vocabulary:

knob: button, handle

pour: to transfer, to cause to flow

sauté: to fry

soaked: covered with water,

stir: mix, blend

lid: cap, cover

garnish: decorate, beautify

~~How to Make Dates Burfi~~

Q: How do you prepare dates burfi?

Ingredients: dates 400 (gms), sugar, almonds, pistachio, cashew nuts, and one small packet of biscuits.

Microwave pitted dates for two minutes in a glass bowl.

Cut almonds, pistachio, and cashew nut into small pieces and roast it.

Crush the small packet of biscuits to make it powdery.

Mix dates, biscuit powder, and dry fruits thoroughly, and make stiff dough.

Make cylinder-shaped balls from the dough.

Pour sugar into one plate, and roll the balls into sugar thoroughly.

Wrap sugar-coated ball into silver foil and refrigerate it for two hours.

Take it out and cut it into small pieces.

Now it is ready to serve or consume.

Vocabulary:

roast: cook, heat

refrigerate: keep cold, to store at low temperature

wrap: to cover, to drape

Sugar -coated: covered with sugar

~~How to Make Chickpeas~~

Q: How do you prepare chickpeas?

Ingredients: chickpeas (500gms), salt, black pepper, red chili powder, tea bags (2nos), sliced onion, small pieces of ginger, garlic, tomatoes (6nos), ghee, asafetida, fenugreek seeds, dry ginger, coriander powder, cream, Indian cheese

Soak 500gms of chickpeas overnight.

Now add salt, water, two tea bags, and leave it to boil in a pressure cooker.

Take two sliced onions, small pieces of ginger and deep fry. Keep it aside.

Take two more onions, some more ginger, and garlic, and cut all these into small pieces.

Make a paste of three tomatoes, and cut three more tomatoes into small pieces.

Take a wok, put ghee into it, and add cumin seeds, asafetida, chopped ginger, garlic, and onion, and sauté it until it turns brown.

Once it turns brown, add the tomato paste and chopped tomatoes into this.

Add salt, black pepper, fenugreek seed, dry ginger, coriander powder, and a little red chili.

Once ghee is absorbed, add chickpeas. Once this mixture boils, add fried onion, ginger, and stir it for two minutes.

Garnish it with coriander leaves and cream.

You may also add either raw Indian cheese or deep-fried potatoes to make it tastier.

Note: Don’t add turmeric powder

Segment 6: How to Describe a Social Topic

- The Ramayana
- Importance of English
- Flaws in Indian Education system
- Scarcity of Jobs
- Why we Need Talented Leadership in India
- Population in India
- Diwali
- Life in a Village
- Indian Movies and Bollywood Actors
- Importance of Money

~~The Ramayana~~

Q: Can you brief the Ramayana's story?

The Ramayana is a story of wives.

Dasharatha's wife Kaikeyi compelled him to make Bharat his successor and send Ram to forest for fourteen years.

Ram obliged his father. Ram's wife Sita and his brother Laxman also accompanied him.

They started dwelling in a small hut. One day Sita asked Ram and Laxman to capture a golden deer. They chased the golden deer and both of them disappeared after a while.

Ravana stole Ram's wife from the forest in the meantime. Ravana wanted to leave his own wife Mandodari.

Hea took Sita to his kingdom Lanka.

Ram helped Sugriva to release Sugriva's wife from the custody of Bali.

Ram took help of Maharaja Sugriva to release Sita from the custody of Ravana.

Ram attacked Lanka and defeated Ravana.

Sita returned to Ram, but a few citizens of Ayodhya demanded Sita to go through a fire test to prove her chastity.

On request of Sita, the earth cracked, and she was swallowed into the-ground.

At last, Kaikeyi lost Dasharatha, Mandodari lost Ravana, and Ram lost Sita.

Sugriva was the only who got his wife back.

Vocabulary

accompanied: to go with

chastity: purity

~~Importance of English~~

Q: What is the importance of English communication?

In the current scenario, the importance of English can’t be ignored. You need to use English with proficiency everywhere. Let me take you through a few examples:

To score good marks in exams, you need good command of English to explain subject knowledge.

To join a good college or institute, you need to face an interview board, and they might test your command of the English language.

After college, to obtain a job in a good company, the management also requires you to have good command of English.

You may want to read a good motivational book, you need to have good comprehension of English to understand the book.

You also need good command of English to improve your domain knowledge through seminars or industry magazines.

If your company wants to send you to foreign country, your boss expects you to have good command of English.

To lead a big team or deal with big clients; management will expect you to communicate well in English.

To learn from the industry experts, all good books and interviews are available in English.

To represent your company in an international conference or meeting, a good command of English is optimal.

English has become global language. In order to survive in a competitive job environment, English has become integral.

Despite the above, if you can contribute your best through your domain of knowledge, expertise, and experience, nobody cares whether you have good command of English or not.

Vocabulary:

optimal: producing best result

integral: a very important part

~~Flaws in Indian Education System~~

Q: What do you think about the flaws in Indian education system?

It is said that eighty percent graduates in India are not employable, and fifty percent graduates don't have good communication skills. This clearly shows deficiency of the Indian education system.

Before getting into the shortcomings of Indian education system, let us analyze the efficacy of Indian education system:

Indian professionals, from different streams work across the world, and they are hold junior to top positions in various MNCs and are employed as doctors, software professionals, scientists, engineers, accountant and other profession.

IITs and IIMs in India are recognized across the world for their premium education standard.

Let's discuss the shortcomings of Indian education system:

There is a dearth of good educational facilities. Indian education system is going through a tough phase.

The education system focuses heavily on theory than pragmatic aspects of a subject.

The same content of education has been imparted for years, while it should have been changed according to industry's requirement.

We have a dearth of good teachers, as good remuneration is not offered to them. If a person has to choose a job between a corporate and an educational institute, he would choose the corporate sector because it pays a higher salary.

Colleges do not focus on teaching the trades of business or job skills; rather, they want students to just clear exams, and leave college.

Most of the colleges and institutes never focus on improving technical or communication skills.

Colleges and institutes don't invite professionals from industry to teach students or share their practical experience with students.

People don't understand what their bosses want from them until they acquire some experience in the Industry.

Students are not given practical exposure to business, profession, or industry.

Vocabulary:

shortcoming: weakness, inadequacy

efficacy: effectiveness, worth, usefulness

premium: top, first class

tough: hard, harsh

pragmatic: practical, sensible

dearth: shortage

~~Scarcity of Jobs~~

Q: Is there any real scarcity of jobs?

Every day we listen to people grumbling, saying:

It is not easy to get a good job.

There is scarcity of jobs in the market.

Companies are firing people

I don't have cordial relationship with my boss.

My company doesn't offer good salary.

I can't leave my current job because I may not get another job.

Some of these reasons might be valid, but most of these are just excuses. We need to understand the other side of the story also:

Many people are inept for their present job because they never update themselves.

Most of the people never work on their technical and communication skills.

People don't know how they can contribute to the company.

Many people don't pay attention to what their bosses want.

People don't adapt according to their job requirements.

People don't want to spend money on training programs; rather they spend money on entertainment and show-off.

Every organization has numerous openings. The real challenge is that companies don't get people with required skill sets. Companies generally offer the best salary to the deserving candidates.

Pragmatically, there is no scarcity of jobs; rather, there is scarcity of candidates with required set of skills.

Vocabulary

scarcity: shortage, dearth, insufficiency

fire: to sack, to dismiss, to kick out

inept: unskilled, Incompetent

adapt: to adjust, to change

numerous: plentiful, several

deserving: justified, admirable

pragmatically: practically, rationally

~~Why We Need Talented Leadership in India~~

Q: Why do we need talented leadership in India?

Fate of a company or a country is decided by the quality of its leadership. Developed countries have advanced through smart leadership.

Good leaders are pillars of growth, and they create momentum for growth. Let’s enumerate why we need smart leadership in India:

Many amendment bills have been pending for years due to disagreements between political parties. An intelligent leader can take prompt and proactive action to pass bills.

Corruption has become part of government offices. A good leader will never let this happen.

The quality of education is worsening day by day. A smart leader will implement policies to provide better training and educational programs.

Population of India has crossed 125 crores. An intelligent leader would take firm steps to control mounting population.

Ground water level is depleting everywhere in India. A smart leader would make water harvesting obligatory by law and take steps to recharge ground water level.

Many graduates in India are not employable in India. A good leader can arrange robust training facilities to enhance the skill sets of the students.

India also needs to focus on developing new technologies across industry. A good leader can provide resources and ambiance to develop new technologies.

India does not have waste management system in most of the states, which is detrimental to environment. A smart leader would take initiatives and replicate best policies to manage waste.

Most of our products and services are not popular around the world for their quality. A good leader would always accentuate on importance of quality.

Vocabulary

fate: luck, fortune, destiny

pillar: support, prop

momentum: energy, force, drive
enumerate: to detail, to spell out, to name
worsening: declining
depleting: to reduce, to drain
robust: healthy, Strong, vigorous
detrimental: harmful, injurious, negative
replicate: to repeat, to imitate
accentuate: to emphasize, to highlight

~~Population in India~~

Q: Can you speak something on mounting population of India?

Mounting population is one of the major challenges in India. During the last forty years, India's population rose to 125 crore from sixty crore, while a developed country like USA has been maintaining its population between twenty-five to thirty crore.

Let us understand why mounting population is a challenge for India:

There is shortage of drinking water in many parts of the country and across the world; even available drinking water is not pure. If population keeps increasing, people will fight and die for water.

Electricity is not available in many villages across India, and there are power cuts even in cities. This problem will soar further with increasing population.

There aren't enough businesses and factories to offer jobs to needy people.

A large chunk of population doesn't have access to advanced medical facilities. Government hospitals cannot be burdened further because doctors are already working there day in day out.

Forests need to be cut to provide shelter to the increasing population, which is harmful for humanity. We can't survive for long without forests and natural resources.

India doesn't have enough resources to provide quality education to a large population. In many government and private schools, teachers are not competent enough to impart education.

Mounting population also burdens Government, as it has to provide many grants and subsidies for poor people.

Suggestions to control population:

No family should have more than one child.

Government should provide tax relief and cash incentives to families with one child.

Many families in India desire a male child when the first child is a girl. If second child is also a girl, they go for third child and so on. This practice must stop.

Vocabulary

soar: to rise, to increase, to mount

chunk: mass, A large piece

day in day out: day after day, continuously

~~Diwali~~

Q: How do you celebrate Diwali?

There are many festivals in India, like, Diwali, Holi, Teej, Raksha-bandhan etc.

Diwali is celebrated all over India.

This carnival is known for the victory of light over darkness, good over evil.

Why Diwali is celebrated

Lord Ram returned to Ayodhya after defeating Ravana.

People of Ayodhya celebrated the victory of Ram by decorating the city with lamps.

What we do on Diwali

Most of the people burst crackers on Diwali and worship Goddess Lakshmi.

People clean up their houses and also decorate it by lighting lamps.

People also confer gifts, sweets, and dry fruits to their relatives, friends and associates.

Some evils on Diwali

Some people drink and gamble during this carnival.

Firing crackers causes pollution.

Vocabulary :

victory: triumph, win, conquest

evil: sin, immorality, wickedness

burst: to explode, to crack

confer: to give, to grant

carnival: festival

~~Lifestyle in a Village~~

Q: What do you think about the lifestyle in village?

Life in a village is entirely different from life in a city.

In villages, people generally wake up early, and sleep early too, while in cities people wake up late or early, depending upon their office schedule.

People in villages wear traditional outfits, while in cities western and modern outfits are common.

Advantages of village life

People in villages get pure milk, ghee, and air, so they live a longer life.

In villages, people work in the field day in day out; therefore, they are physically fit, while in cities, people who work in offices have no physical activity.

Villagers don’t eat junk food or fast food; rather, they eat green and leafy vegetables.

Common challenges in villages

Electricity and water shortage are among most common problems in Indian villages.

Good medical and educational facilities are not available in villages, so people normally shift to nearby cities or metros.

People are dependent upon agriculture substantially for their livelihood. They neither work in companies nor run their businesses.

Modern transport facilities like metro, AC buses, and planes are not available in villages.

Vocabulary

entirely: completely, totally

traditional: usual, conventional, customary

outfits: clothes, garment

day in day out: day after day, continuously

substantially: significantly, largely

~~Indian Movies and Bollywood~~

Q: What do you know about Indian movies or Bollywood?

Hindi movies are also known as Bollywood movies.

Traditional Indian movies revolved around triangle love, family drama, and patriotism; but Bollywood is experimenting these days and touching new heights.

Rajesh Khanna was the first super star of Indian movies, and he had sixteen hit movies in a row. This has been an unbreakable record. He had a large fan following due to his popularity.

The Indian audience has always adored **Amitabh** , and he is revered by many. Amitabh was known as the Angry Young Man. He gave many solo and multi starrer hit movies.

Govinda is known as the comedy king of Indian cinema. He is a wonderful dancer and a multi-talented person. His performance has always been exceptional.

Shahrukh worked hard day in day out to become successful. He is truly devoted to his work and is one of finest actors and marketers of the country.

Among contemporary actors, **Arjun Kapoor, Varun Dhawan** , and **Ranbir Kapoor** are my favorites.

Hrithik is super star of this generation. His work is beyond imagination and comparison. He is adored by many and his dancing, and acting skills are exceptional.

Aamir Khan is a versatile actor. He experiments with his movies. He is known for his perfection. He adapts himself according to his movies. He has a large fan following.

Farhan akhtar is also among the best actors. I couldn't stop myself from appreciating his work when I saw his movie, "*Bhaag Milkha Bhaag* ". He worked relentlessly for this movie without charging a single penny, and India got a new super star.

Bollywood is never complete without **Salman Khan** . Salman has been famous for his action and comedy movies. His comedic timing and action are superb. Indian moviegoers love him deeply.

Bollywood is full of talented people and this chapter is never-ending.

Vocabulary:

revolve: to turn around, to move, to rotate

adore: to love someone very much, to respect, to worship

talented: able, capable, gifted

devoted: committed, faithful

contemporary: current, modern, existing

versatile: flexible, multitalented, all rounder

adapt: to adjust, to settle

superb: wonderful, splendid

~~Importance of Money~~

Q: What is the importance of money in life?

It is rightly said that one cannot buy happiness with money, but one can buy many things, which bring happiness in life.

Just imagine your life without money by pondering the following points:

Can you ever fulfill your basic necessities like food, cloth, shelter, and water?

Can you ever pay your water and electricity bills without money? It is said that all natural resources like water are free, but you still need to pay your water bills.

Can you commute from one place to another? You need an auto, shared auto, bus, taxi or your personal vehicle.

Can you ever get a rented accommodation? Buying a house is expensive.

Can you even get basic education? You need to pay nominal fee in government schools too.

Can you dream of pursuing higher education, whether distant or regular course?

Can you ever eat your favorite food without money?

Can you ever visit your favorite city without money?

Can you ever buy gifts for your loved ones?

Can you ever think of starting the smallest of businesses?

Can you have a good life style without money?

Can you ever entertain yourself without money? Movies, good books, live performances, all these require money.

You cannot ignore the importance of money in this world. You need money to live life.

Just to summarize:

You can make better choices with money i.e. buy your favorite house, visit your favorite place, and may be, marry partner of your choice etc.

You can help your friends, relatives, and people around you.

You can buy technology for your job and business, which has become a

mandatory part of our lives.

Vocabulary

ponder: to think about, to mull over

commute: to travel

accommodation: room, space, somewhere to live or stay

mandatory: compulsory, necessary, essential

Segment 7: How to Describe Your Imagination

- What if I Become the CEO of My Company
- What if I Become a Billionaire
- God’s Duty
- Goodnews.com

~~If I Became the CEO of My Company~~

Q: What would you do if you became the CEO of your company?

Our company confronts many challenges currently, so I have numerous tasks to do once I became CEO of my company:

I would fire reckless and unprofessional people.

I would arrange training programs to train and develop people.

I would give many amenities to employees, such as, food, insurance, cab, gym, etc.

I would give flexi working hour option to employees.

I would reward the best employees in the company.

I would start a customer satisfaction survey.

I would meet all customers personally to understand their issues and to improve quality of our service.

I would arrange cutting-edge technology in the company to compete with rivals.

I would hire the best digital marketing professionals to market our business.

I would motivate and guide employees to contribute their best and make the best use of their time.

Vocabulary

confront: to tackle, to face, to meet

reckless: careless

unprofessional: immoral, wrong

reward: pay, remunerate

cutting-edge: modern, advanced

rival: competitor, opponent

Contribute: to put in, to give

~~What if I Became a Billionaire~~

Q: What would you do if you became a billionaire?

I aspire to become a billionaire. I would do many things once I became a billionaire.

I would buy a good house in a posh area of Chandigarh or any other peaceful city.

I would buy either Volkswagen Polo or other small luxury car because I like only small cars.

I would spend three days a month in a good hotel and work on my passion.

I would give a luxurious life style to my family.

I would do everything for my friends to support them.

I would spend a lot of money on plantation, environment sustainabili-ty, and improvement of education.

I would hire the best marketing professionals, start new businesses, and factories.

I would appoint a fitness coach to stay healthy and fit.

I would take business coaching from Darren Hardy to take my business to its pinnacle.

I would go for world tour and stay in some of the best five star hotels across the world.

I would take bigger risks and make life better.

I would spend time in meditation.

Vocabulary :

luxurious: deluxe, comfortable, comfy

pinnacle: peak, top

~~God’s Duty~~

Q: Does God have any duty?

Man has been facing many obstacles since life started on the earth. God can do many things for human beings, animals, birds, sea, jungle, and rivers, like:

God should control population in China and India because it has been increasing at fast pace.

God should make cordial relationship between India and Pakistan because they have been fighting since 1947.

God should convert all militants into saints, so that they can help people to live better lives instead of killing them.

God should eradicate poverty from the earth, so that everybody can live a rich and luxurious life.

God should create a system where every child should be educated by birth, and he or she needn’t go to school or college.

God should build a house for everyone, help everyone earn money, and provide cars to everyone.

God should take everyone for a world tour.

God would never do these things because life is a school for each of us, and we need to learn everything here. God wants us to face a lot of challenges and become our best.

Therefore, God has been doing his duty well.

Vocabulary:

obstacles: problems, challenges, impediments, hindrances

eradicate: to remove, to destroy, to eliminate

~~ Goodnews.com ~~

Q: Tell me about one of your dreams!

Goodnews.com has been my dream project for years.

If you open a news channel today, you can easily find news on rape, political animosity, war, violent movies, and so on.

There are thousands of good things happening across India and across the world like:

A man who provides exceptional service or product to his client.

A person or an organization that plants trees day in day out to protect the environment.

A young man who helps old ladies and visually challenged people to cross the road every day.

A boy or an NGO who takes care of old people.

A man who spreads awareness of water harvesting and clean environment day in day out without any profit motive.

There are:

Many people who invent small technologies and softwares.

Many diligent employees in different companies who help their companies to stay ahead of their competitors.

Many companies that do great jobs to improve society as a part of their corporate social responsibility.

Many state Governments that take initiative to improve villages and cities.

Many NGOs that work relentlessly to help orphans and old people.

Many of the good news go unreported because it does not bring good TRP for news channels. Anyone across the world can be reporter on goodnews.com . We need to spread good news also to maintain a healthy and positive surrounding.

It will inspire people to do good and spread the same.

We all have been blessed with creativity, but we do not get right platform and opportunity to unleash our creativity.

This website will give a message that, “Your potential has no limit; but your imagination is your only limit.”

Vocabulary:

animosity: hate, extreme dislike, hatred

violence: fighting, brutality

across: from corner to corner

exceptional: excellent, special, outstanding

intensely: powerfully, Strongly, and deeply

diligent: hard-working, attentive, careful

harvest: to produce, to return

unleash: to allow to run free

About Yogesh:

Yogesh helps job seekers and working professional to land a job and advance their career by helping them in improving their communication and career skills. Yogesh makes his participants earn more by developing the right attitude and personality for their jobs.

To know more about Yogesh and his work, visit his website http://www.urcareer.in/

His clients' list includes software professionals, graphic designers, engineers, project managers, chartered accountants, company secretaries, chefs, scientist, managers, middle and top management people. He also does corporate training to help people to realize their potentials.

He is the author of the best-selling book 'Learn English : Your Guide to Everyday Conversation.' He has also authored two other books namely, 'Speak English Like a Star' and 'Unlock Your Confidence Overnight.' He also conducts online training to help his participants to communicate better and increase their earning potential.

Are you good at writing English, but struggle to speak fluently?



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