

APPENDIX - BLECTURE POINTSUnit 1

1. There is a great demand for English everywhere.  
In the factory, in Industry, in the office, school, college etc.
2. There is a great demand for English at every stage
  - a) Parents rush to English medium schools for admission of their children.
  - b) Students opt for instruction in English at the University level (eg.M.S.U)
  - c) Out of formal learning systems adults seek the help of books, tutors, and classes like the one you are attending now.
3. How the demand is met.
  - a) Industries and offices run in-service courses for their personnel.
  - b) Schools can benefit from radio-courses, besides formal instruction.
  - c) University students can avail of formal opportunities.
  - d) Adults find very little help.
4. Why this demand for ENGLISH? (Is it just a craze or does the English language, serve purposes, that are utilitarian?)
  - a) International status of English
  - b) National status of English
  - c) Gujarat state's need of English - due to the step-motherly treatment meted out to English at various levels.

5. Gujarat's peculiar way of tackling the problem for adult learners of English - English Improvement Class.
6. English language and adult-needs
  - a) What do the adults need? (content)

Adults need all the language skills, namely auditing (listening) speaking, reading and writing. They have to be taught in an integrated manner. (need-based, result-oriented content)
  - b) What could be the duration? (as short as possible)

Adults haven't got much time to spare. So short courses (intensive, crash courses) have to be provided.
  - c) How shall we present the matter to adults? Presentation should take into account their age, capacities, inclinations and need. Adults can work on their own too. So, a programme which consists of different teaching techniques which will sustain their interest has to be devised.

Unit 2

1. Reading - the third language skill according to priorities.
2. What is reading? The act of recognizing letters, joining them in words putting meaning into words and conveying it to others (oral reading)
3. The process of reading consists of eye movement, recognition of letters, words, speed, comprehension, fluency, interpretation and critical analysis.
4. The purpose of reading -
 

for survival	-	reading signs (traffic signs)
to modify behaviour	-	bus numbers, epidemic warnings, weather forecasts etc.
for information	-	newspapers, journals etc
for value development	-	good, philosophical, biographical spiritual writings
5. Adults generally engage in silent reading activities (only rarely to they read a welcome speech, a farewell address, a report etc.)
6. Oral reading implies development of the following sub skills, good pronunciation, correct intonation, proper stress, appropriate punctuation, moderate speed, fluency in reading etc.
7. Development of the reading habit and the right attitude towards reading help in the development of the other skills, namely speaking and writing.

a sufficient vocabulary  
correct grammar (tense, articles, prepositions etc)  
some appropriate idioms and phrases  
abbreviations  
clarity  
brevity  
division of matter into paragraphs etc.

Unit 3

1. Spoken language is the easiest, cheapest and quickest means of communication.
2. When communication has to be done to some one at a distance, when communication has to be recorded permanently - the written mode has to be resorted to. Telephone, teleprint and such other means are available for making communication possible to someone at a distance. But message or the content of communication has to be limited over a phone. (Teleprinter involves the use of a type-writing machine any way). Permanence in communication cannot be achieved by the spoken language unless it is taped, whereas written matter lives long.
3. Mechanical and electrical devices which make communication permanent and easy are costly. But writing the matter is much cheaper.
4. Despite the invention and use of highly sophisticated machinery for communication, writing has its own unparalleled position. Application for a job very often is required to be in the candidate's own hand writing. A leave letter, a complaint, a report, a friendly letter all require to be written. (even if it is type-written)
5. What are the characteristics of good writing?  
Good hand writing.  
the right use of capitals and punctuations  
a reasonably wide margin  
correct spelling