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Ministry of Education
SRI LANKA

Module 09

Communicative English

Greetings

Formal Greetings

- Hello Mary!
- Hello.
- How are you?
- Good morning.
- Good afternoon.
- Good evening.
- What are you doing?
- It's nice to meet you.
- How is it going?
- How are you doing?
- Good to see you.
- It is a pleasure to meet you.
- How do you do?
- It's an honor to meet you.
- Nice to meet you.



Informal Greetings

- Hi!
- Hey!
- What's up?
- Howdy!
- How are ya?
- What's new?
- What's going on?
- How is it going?
- How are things?
- What's up?
- How is everything?
- How's life?
- Long time no see!



Other Ways to Say & Response to

"HOW ARE YOU?"



Hey, Sam,
What's new?



Ways to say "HOW ARE YOU?"

- ☞ How are you doing?
- ☞ How are things?
- ☞ What's up
- ☞ How's it going?
- ☞ What's happening?
- ☞ What's new?
- ☞ All right?
- ☞ How have you been?

Response

- ☑ Pretty good.
- ☑ Not bad
- ☑ Fantastic!
- ☑ Couldn't be better!
- ☑ I've been busy.
- ☑ Same as always.
- ☑ Not so great.
- ☑ Terrible!

Hi, Tom. It's
the same as
always

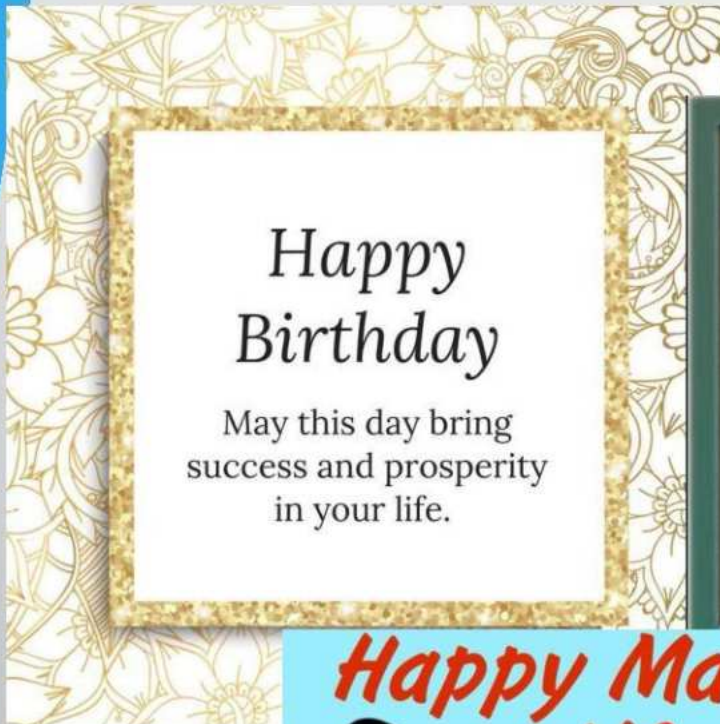


Special Greetings

- Sickness - Get well soon
- Wishes - Good Luck/All the best
- Achievements - Congratulations/Well Done
- Birthday - Happy Birthday/Many happy returns
- Wedding - Congratulations/Best Wishes/Good Luck
- Meeting people - How do you do/Pleased to meet you



Special Greetings (Contd...)



Introducing oneself

- Hello, I'm ... (name)
- I'm from ... (country)
- I'm ... years old.
- There are ... of us in my family.
- I live with my ...
- My birthday is on ...
- I work for (company) ... as a/ an ... (jobs)
- My hobby is ...
- I also like ... when I'm free.
- I am interested in ...
- I (don't) like ...
- My favorite day of the week is ... because ...
- My favorite month is ... because ...
- I'm married/ single/ engaged/ divorced.
- I (don't) have ... children.
- I've got a ... (pets)
- I'm ... (character and personality)
- My best quality is ...
- My best friend's name is ...
- I (don't) have ... international friends.
- I study English because ...
- I've been learning English for/ since ...
- I can express myself and communicate in English



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Character & Personality		
- Brave	- Unreliable	- Creative
- Calm	- Lazy	- Hardworking
- Gentle	- Stingy	- Rude
- Courteous	- Insensitive	...

Months

- January	- July
- February	- August
- March	- September
- April	- October
- May	- November
- June	- December

Majors

- Accounting
- Arts
- Economics
- History
- Humanities
- Marketing
- Journalism
- Sociology
- Philosophy
- ...



Pets

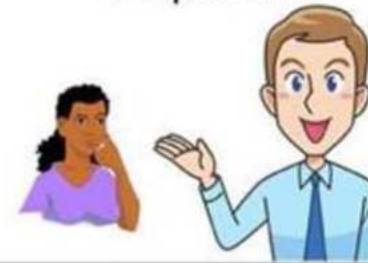
- | | |
|----------|------------|
| - Dog | - Cat |
| - Puppy | - Goldfish |
| - Mouse | - Kitten |
| - Rabbit | ... |

WH Questions

- Time/ When?
- Action/ What?
- Reason/ Why?
- Idea/ What?
- Place/ Where?
- Alternative/ Which?
- Person/ Who?
- Object/ What?

WHO

is a person



WHAT

is a thing or an action



WHEN

is a time



WHERE

is a place



HOW

is the way something is or
the way sth happens



WHY

is the reason



Present Tense Questions

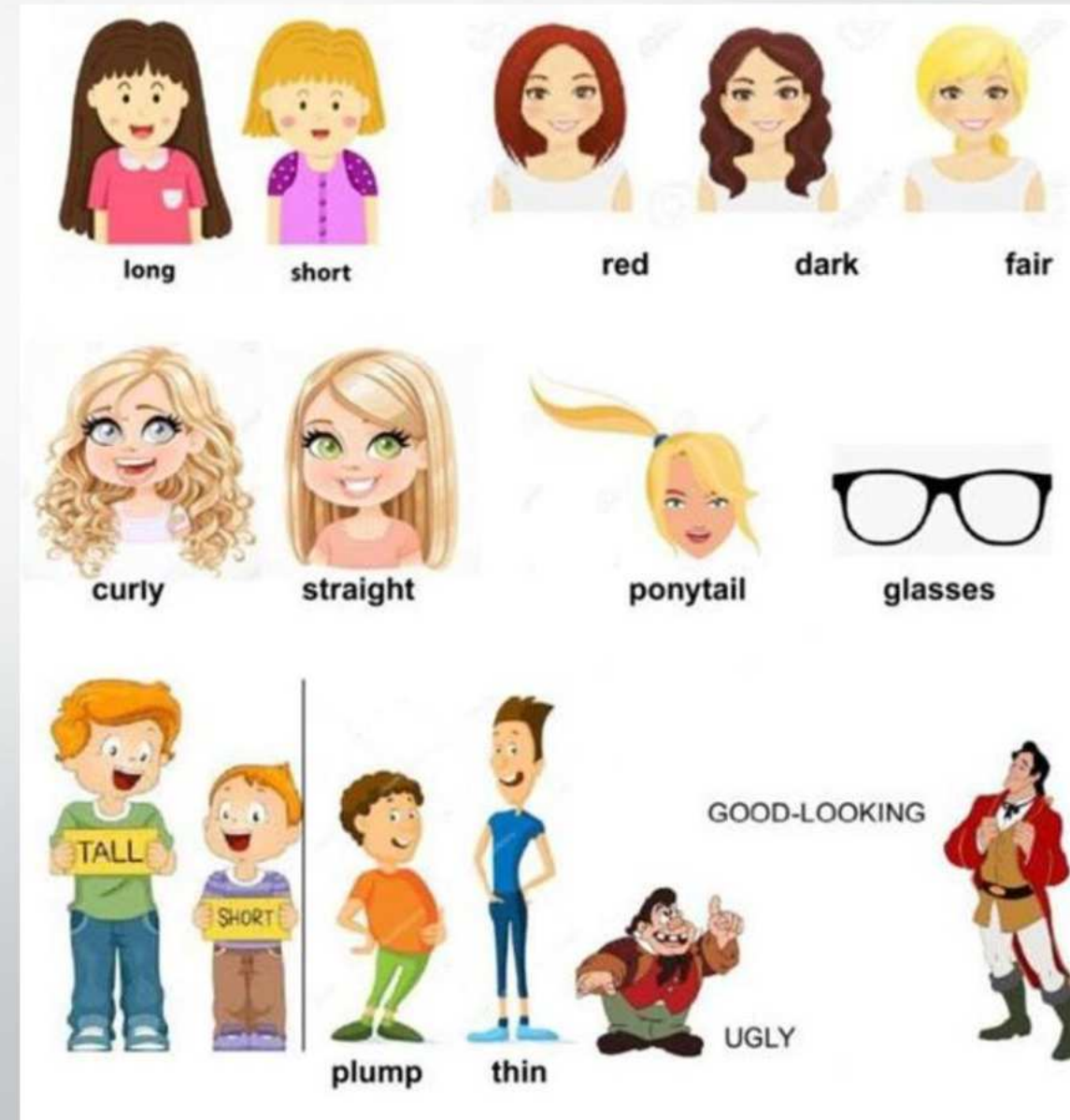
- What is your name?
- Where do you live?
- When is your birthday?
- How do you go to school?
- Who is your favourite singer?

Past Tense Questions

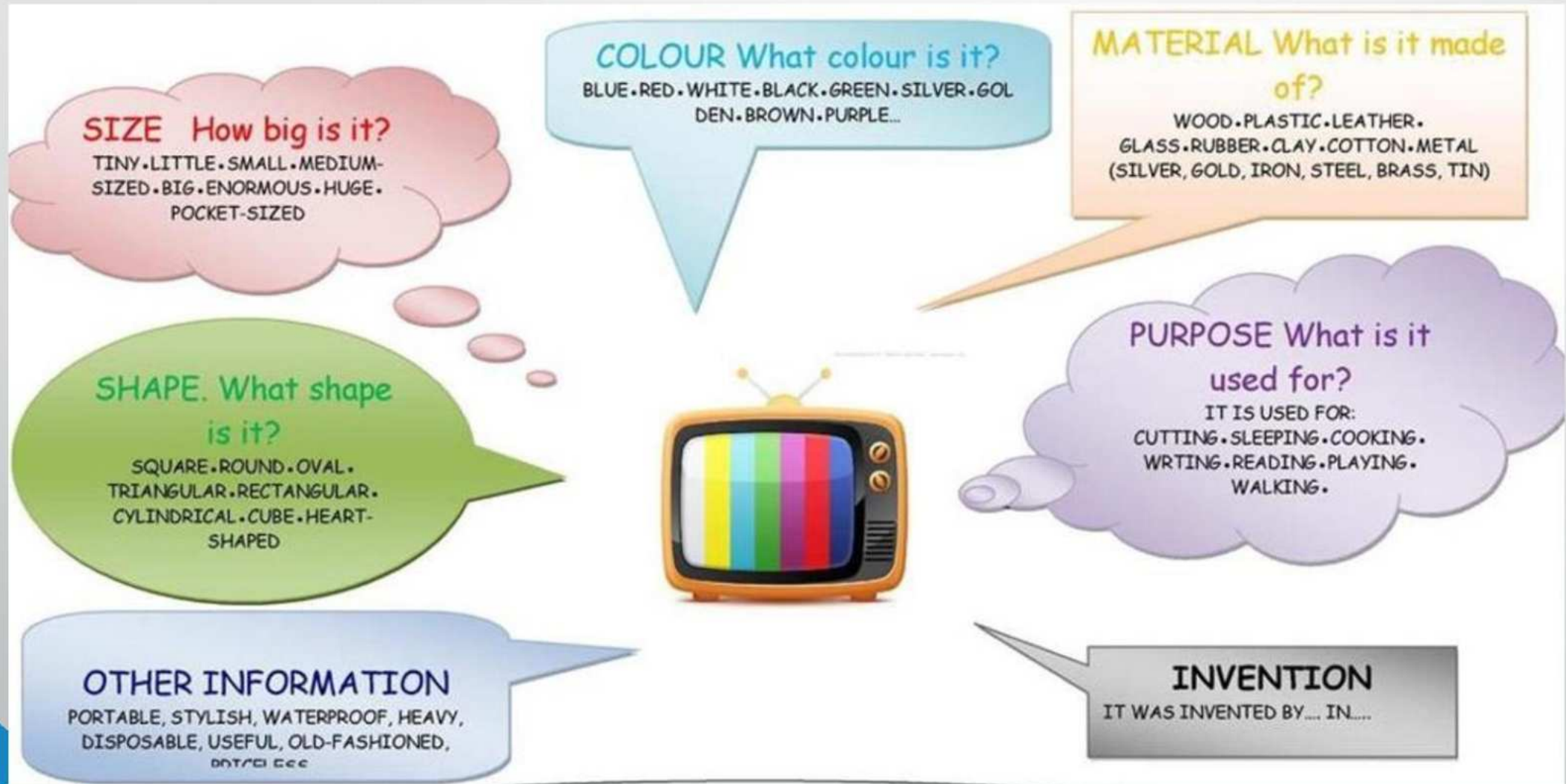
- Where did you go yesterday?
- What happened to her yesterday?
- Why did you cry in the morning?
- When did you watch the film?
- How did you go there?

Describing People

- Height: tall ,short
- Hair: long, short, curly, straight
- Age: young, old
- Face: dark, fair
- Dress: frock, saree, shirt, short



Describing Objects



Adjectives

ORDER OF ADJECTIVES



1

Determiner

a, an, the, both,
either, some, many,
my, your, our, etc.

2

Opinion

good, bad, great,
terrible, pretty, silly,
lovely, beautiful, etc.



3

Size

huge, big, large, tiny,
enormous, little, tall,
long, gigantic, etc.

4

Shape

flat, round,
square, triangular,
rectangular, etc.

5

Age

young, old, new,
ancient, six-year-old,
antique, youthful, etc.

6

Color

red, black, pale,
bright, faded, shining,
yellow, orange, etc.



7

Origin

French, American,
Canadian, Mexican,
Greek, Swiss, etc.



8

Material

wooden, silk, metal,
paper, gold, silver,
copper, cotton, etc.



9

Purpose

writing, rolling,
sleeping, roasting,
running, dancing, etc.

Describing Places



Pyramids



Houses of Parliament



Venice

ATMOSPHERE/ADJECTIVES

- **PEACEFUL/QUIET**: not busy, calm, free from activities
- **ANCIENT**: with a long history
- **BEAUTIFUL**: very pleasing on the eye
- **CHARMING/PICTURESQUE**: nice, very pleasant in a unique way
- **COSMOPOLITAN**: with a varied mix of cultures and languages
- **BORING**: dull, uninteresting
- **BUSTLING**: a crowded, busy place
- **COMPACT**: not very big, within a small area

Giving Directions

Asking For Direction

- Where is...?
- How do I get to ...?
- How do you get to the ...?
- Where can I find the...?
- Is there...near here?
- How can I get to...from here?
- Can you show me the way to...?
- Can you tell me how to get to...?
- What's the best way to get to...?
- Can you give me directions to the...?
- Is there a... around here?
- What's the quickest way to get to...from here?
- What's the easiest way to get to the...from here?



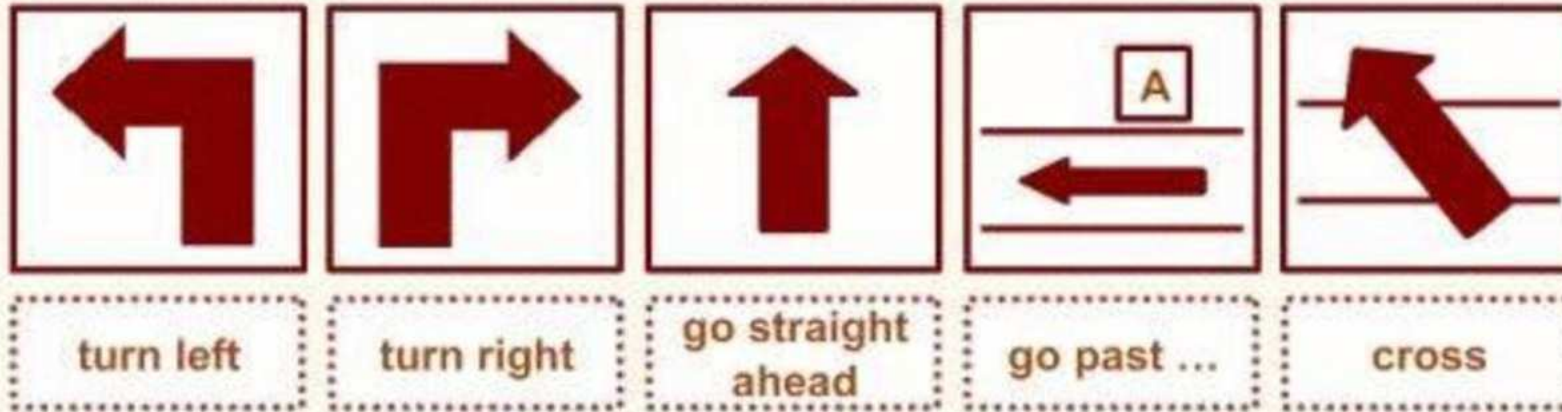
Giving Directions

- Go+ direction (right/left/down/up/through)
- Turn left/right
- Take the first (turning) to the left/right.
- Go past the restaurant/school...
- The...is beside/in front of/next to...the...
- The easiest way is to...
- The quickest way is to...
- The best way is to...
- Take + road name
- Stay on + road name for + distance or time
- It's on + street name...
- It's across from...
- It's opposite...
- It's near...

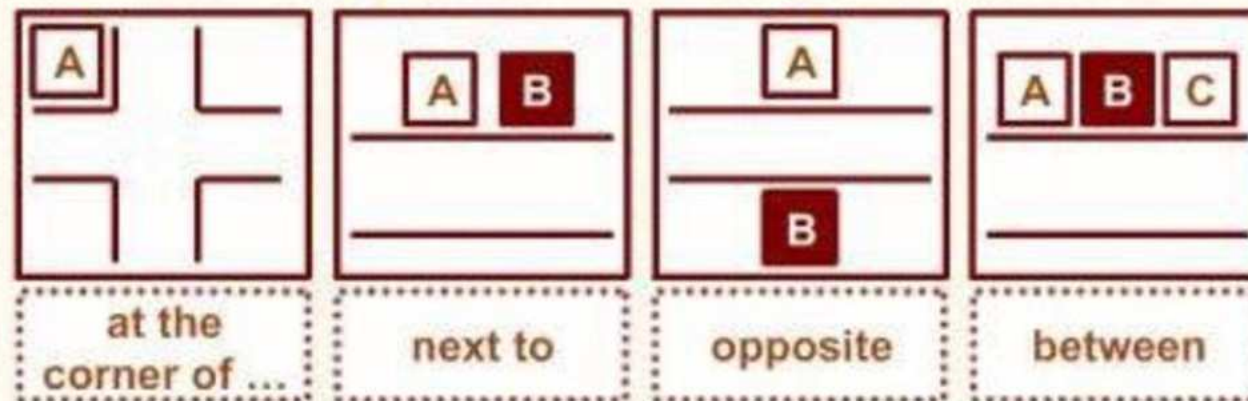


Giving Directions

VERBS



PREPOSITIONS OF PLACE



Prepositions



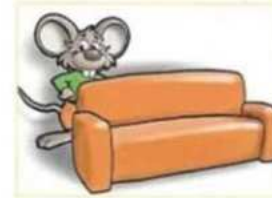
At



Between



In



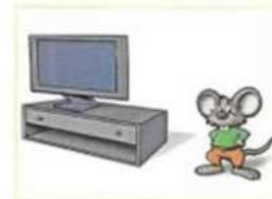
Behind



Under



On



Near



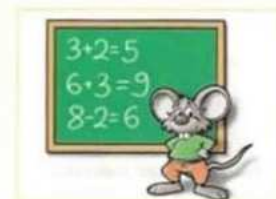
In front of



Next to



At home



At school



At work



At the theatre

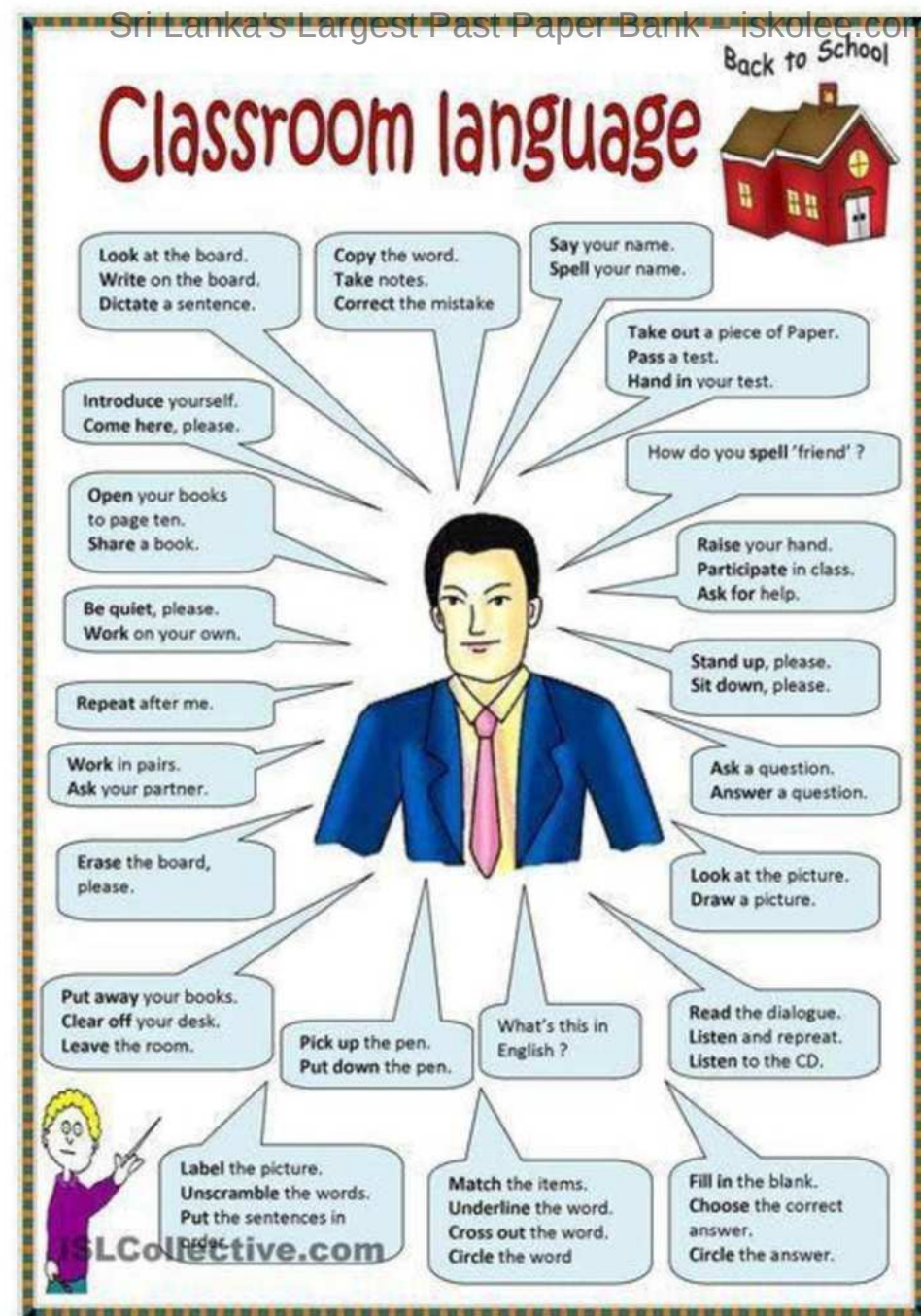


At the cinema



At the zoo

Use of Commands and Instruction



Use of Commands and Instruction (Contd...)

Classroom language



Listen carefully. Let's start.
Are you ready? Work in pairs.
Sit down! Come to the board.
Have you finished? Excellent!
Look at the picture. Write ... in
Repeat after me, your notebooks. Well done!
Be quiet! Open your books at page ...

I don't understand. How do you pronounce ... ?
How do you spell ... ? I don't know.
Can you speak more loudly?
What does ... mean? Is it right?
Could you repeat? What page
I'm sorry I'm late. are we on?
Can I go to the restroom?
Can you speak more slowly?
How do you say ... in English?



Classroom Commands

• Stand up	• Turn to page 5
• Sit down	• Listen
• Take out your book	• Come here
• Open your book	• Go back to your seat
• Close your book	• Hands up
• Put away your book	• Hands down



Writing Notices

Features of a Notice

- Name of the Institution
- The word “NOTICE”
- Date of issue
- Proper heading/ title
- Relevant content

The content of a notice should answer the questions like

-what -when -where -from whom -accurate expression

- Name and designation of the sender

Writing Notices (Contd...)

Name of organization/institute or office

NOTICE

Date

Topics/ Heading/ Subject

Write the body contents-----

Signature

Name

Desination

Writing Formal Letters

WRITER'S ADDRESS

Street
Town
POSTCODE

RECIPIENTS ADDRESS

NAME
STREET
TOWN
POSTCODE

DATE

NAME OR TITLE

DEAR SIR / MADAM

INTRODUCTION...

MAIN POINT OF THE LETTER...

2nd POINT OF THE LETTER...

3rd POINT OF THE LETTER...

Conclusion of letter...

EXPLAIN WHY YOU ARE WRITING

YOUR NAME

Action Paragraph: Reinforce what you want to happen. (Apology, Promotion, Application etc.)

Writing Informal Letters

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INFORMAL LETTER

You use the informal letter layout when writing to a friend or a member of your family.

Your address in the top right-hand corner of the page.

15 Your Road,
Your Town,
Your County.
AU44 6NE

24th September, 2000

The date is written here.

There's no need to put the other person's address in an informal letter.

The name of the person you are writing to.

Dear Jimmy,

This is where the content of your letter goes. You can write as if you're talking to your friend. You can even use slang.
Don't forget you still need to write in paragraphs.

How you sign off depends on how you feel about the person. It could be:
Yours truly,
Yours,
Love,
Best Wishes,

Love,

Your name.

Sarah

Building up stories

- “Look, Ned, here is a nest! It is made from hay, and the hen is in it. “Put your hand into the nest, Mary. “ “Oh no, the hen will not let me!” “But, Mary, I will hold her.” “well Ned, if you can hold her, I will put my hand into the nest.” said Mary and she moved her hand towards the nest.....



THANK YOU