

Indian Institute of Technology Kanpur

National Programme on Technology Enhanced Learning (NPTEL)

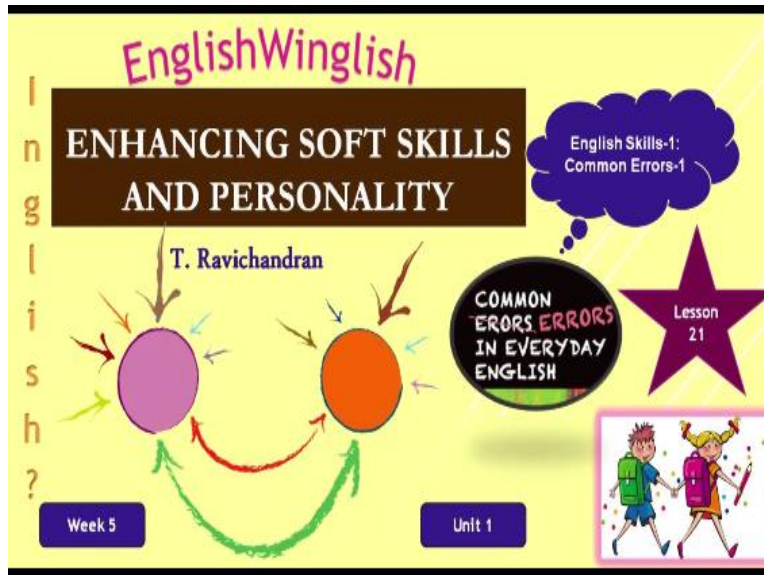
**Course Title
Enhancing Soft Skills And Personality**

**Lecture - 21
English Skills -1: Common Errors-1**

**by...
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Hello hi welcome back to my course on enhancing soft skills and personality.

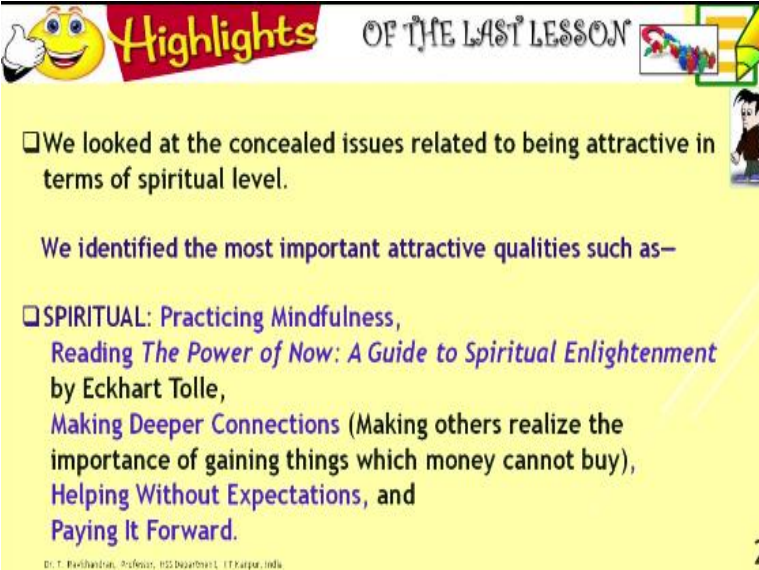
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I am happy that you have completed half of the course and again doubly happy that you are on the verge of the commencement of the second half of the course, so in this lesson, lesson number 21 and the fifth week of the course and this is the first unit I thought that I should introduce a very interesting and a very relevant concept to you that is English skills then in this week particularly in this lesson we start on common errors.

Now before I tell you why English skills and then why should you be quite concerned about the common errors you commit particularly in everyday English, let us take a quick look at the highlights of the last lesson the last lesson of the last week.

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Highlights OF THE LAST LESSON

- We looked at the concealed issues related to being attractive in terms of spiritual level.

We identified the most important attractive qualities such as—

- **SPIRITUAL: Practicing Mindfulness,**
Reading [The Power of Now: A Guide to Spiritual Enlightenment](#) by Eckhart Tolle,
[Making Deeper Connections](#) (Making others realize the importance of gaining things which money cannot buy),
[Helping Without Expectations,](#) and
[Paying It Forward.](#)

Dr. T. Ravichandran, Professor, IISc Department, IIT Madras, India

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We looked at the concealed issues related to being attractive in terms of spiritual level at a spiritual level attractiveness means something that goes very deep inside it is a connection that is between souls now in that sense we identified the most important attractive qualities such as practicing mindfulness what does it mean, being present at that moment the present moment only without getting bogged down by a very depressive past or feeling very anxious about an unknown future.

So if you are able to settle yourself and relax and focus on what is there at that moment in present of you, you will be practicing mindfulness paying full attention to every second that is passing by every minute that you are involved in this life in that context very suggested by you should read the most famous and most effective book by a court to lay that is the power of now a guide to spiritual enlightenment, I also suggested that you should learn to make deeper connections with people now while making deeper connections you try to link you in terms of

their happiness and sorrow by expressing your own happiness and sorrow and then trying to
Kindle the kind of self-awareness that is required towards becoming a self-actualized self-fulfilled individual to do this one has to operate at a very high level of motivation and one has to rise above the mundane levels of motivations which are normally catching up with people who are caught in a rat race especially in this materialistic world.

Now while making deeper connections it is important to make others realize by setting a good example of your own about the importance of gaining things which money cannot buy I made a quick list so that includes for example a very innocent smile from a child so you cannot give money and then tell the child to smile innocently and same thing with regard to health for example your ability to sleep peacefully.

So every ability to have loyal friends your ability your capacity and your qualities which make people light you love you genuinely so these are things money cannot buy just like that and then the last two points in terms of spiritual connectivity highlighted helping people without expectations, so in that context also I told a small story just to illustrate that if you do evil it stays with you and if you do good it comes back to you.

Often in very multiple base it gives you written but the point is it is not to expect that I will do something and I will get so many things in return the point is to help people without expecting anything in return and when people realize that you are a person who is doing things without expecting anything and you are doing things with no expectation in your mind so it will automatically make you very attractive.

And the final point I mentioned in the last lesson was paying it forward in that context I also suggested that you should watch the movie by the title paid forward the simple concept that was made so popular and even many people believe in popularizing this concept by practicing is that when you receive a good thing when a benefactor did a good thing for you, you need not return the good thing back to the benefactor but you return the good thing to somebody else who might be need.

So that the stain of love the stain of affection this train of helpfulness is not broken and if possible you try to do that maybe two times three times more than what you received from the ordinary person and that is the best way you return it to the original person and we also looked at a story in which actually for the sake of the story it was shown that the person who help somebody gets back the benefit of the help through his own wife by the night itself.

In real life it may not happen like that and as I said you do not high peep it with any expectation but when you start living your life like that if you want to remain attractive so that is the key actually so to practice that so start doing small things without any expectations and in the long run you will be able to make huge sacrifices do great things for other people without expectations and in the process you will also become very popular and attractive and liked by many people.

Now that is slightly spiritually philosophical in terms of developing your personality now let us look at a very practical aspect of developing soft skills enhancing your soft skills as well as your personality so that is in relation to English skills by English skills it is meant developing the English language skills particularly in terms of using it for communication but you may ask why should I do that and if I want to develop my soft skills. Now understand that English is a globally used common language.

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WHY ENGLISH SKILLS?

- ❑ English is a globally used common language (lingua franca). It offers the window to the world. You need it as a tourist, a student, a business person for communication.
- ❑ Advancement in the communication technology and the rapid growth of Multi-National Corporations (MNC) have made English Language Skills mandatory. Thus English, has become a dominant corporate language. To join the global workforce English Skills is a must.
- ❑ High level professional and technical jobs demand proficiency in English language. To compete with the workforce in the global market, and to transform one's life, developing English Skills will be very helpful.
- ❑ English is also the official language in as many as seventy countries!
- ❑ Many books, films, and other knowledge repositories prefer English as the medium of production.
- ❑ Many people think that Soft Skills imply English Skills!
- ❑ It's important at least to avoid the common errors one commits in everyday English!

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It is considered the lingua franca of the world so wherever you go we will be able to speak in English and get at least the basic things that you want it offers the window to the world, so if you want to experience new life if you want to visit new places so you need the language whether as a tourist or is a student who wants to go to foreign countries for higher studies or is a business person who travels around the world you are a Globetrotter.

You need it for communication and today in reality thanks to this multinational companies MNCs the world does actually shrunk into your global village so thanks to communication thanks to technology again but if you look at all forms of communication and technology it is completely underlined underscored by the use of English language so English has also become a dominant corporate language.

And if you want to join the global workforce English skills is a must, now without English skills you may operate at a regional level but if you want to reach a global level it important that you develop and enhance your English skills, high-level professional technical jobs now all of them demand proficiency in English language to completely the workforce in the global market until cans form once life now life changes as we have seen before only when you put yourself in

challenging situations if you decide that you will live in the comfort zone of a language that you speak and surrounded by people who speak your language and work in a place where people speak only your language so your life will not go to the next level and only when you sort of push yourself to change and the expected transformation will happen in your life it becomes very stimulating and it becomes challenging and it at the same time makes you very happy and find out your purpose and try to live a fulfilling life.

English interestingly if we talk about the significance is also the official language in as many as 70 countries so even if you want to talk to somebody using the official language of their country then also you have to use English, now many books films and other knowledge repositories prefer English as a medium of production because when you write in English or when you make a movie in English or when you store knowledge in English so you have very wide audience so it's easy to sell your product.

So for this reason again they are producing mostly using this medium of English now another interesting factor with regard to soft skills is that many people think that soft skill simply English skills people think that when you say that I am doing a course on soft skills I am learning something about soft skills also they know that okay you may be or trying to understand the subtleties of body language etiquette and then certain very innate things which not overtly discussed let us say in communication courses.

But at the same time they understand that somehow or other you are also trying to improve your English skills some of soft skills is considered to be a sophisticated form of learning English skills again it is yes or no because yes because like most of these things again we use English to communicate but no because soft case is much broader than that but however what I would tell you I would say that it's not that important at a basic communication level.

To develop the proficiency of a native speaker native speaker is somebody who is born let us say in the United States of America or in united kingdom in London or New York or Australia and then where they speak English of the mother tongue so you do not have to speak in that accent you don't have to speak imitate them and then you do not have to develop that much vocabulary

but atleast to make you gain respectability your everyday language particularly when you try to use English language in your everyday communication it should be free from common errors many errors are used in everyday communication particularly when we are non-native speakers that is when we do not speak English as our first language in the sense like you do not use it as your mother turn so then you face some difficulties.

And then ignoring that is not going to give you any benefit but paying some attention and consistently will make you develop English skills in such a manner at least you speak freely and you are able to speak in an effective manner and without errors by which you do not confuse people or you do not you do not speak in an ambiguous manner and you try to speak clearly simply so that people understand you.

So that is the reason why I wanted to introduce this lesson to you and in the following lessons I am just going to discuss the major common errors and I am going to use one particular book about which I will tell at the end which I also want you to read and buy because it does not cost that much but before I introduce the book I just want you to test yourself and see what is the level of your English what kind of common errors that you are being committing so I am just going to start with 20 simple sentences.

They are actually going to use any pairs of words which sound similar or they are spaced similar they look similar but they are different in meanings and most of the times common errors that are committed by Indian speakers mostly in the everyday language context is because that they get confused between these words if you try to understand the words by keeping them in the context and remembering some examples you will not commit the mistake.

Now in order to train you I am just going to leave this lesson after giving you 20 questions and then I just want you to write down the answers and assess you check the meanings and deliberately I have not put the answers at the end of this video so that you cannot just run and then check the answers and then come back to the questions it is not done here but you can if you want you can just go to your dictionary standard dictionary like the one published by Cambridge or Oxford.

So Oxford learner's dictionary a very common dictionary that is used by many people long man dictionary is also quite good so any standard dictionary if you are able to use and check the meaning and then I says also I have no problem but right now I would say so take your notebook or a piece of paper and then as i just read it out to you just give you a spontaneous answer and then you can check your score in the next lesson and or you can do the self-assessment to yourself by using a dictionary.

Let us look at some of the interesting sentences and let us test your English, what you have to do you have to choose the correct answer from the choices given in brackets.

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TEST YOUR ENGLISH!

Choose the correct answer from the choices given in brackets:

- 1) _____ introduced cricket in India. (English, the English)
- 2) I don't enjoy watching _____ movies. (English, the English)
- 3) The game will _____ after the lunch break. (résumé, resume)
- 4) Shruti's _____ is so impressive that she will get an interview call from any company! (résumé, resume)
- 5) I live _____ in the bungalow. (alone, lonely)
- 6) Hemingway's *The Old Man and the Sea* depicts the life of a _____ fisherman. (alone, lonely)
- 7) His _____ behaviour is very irritating. (childish, childlike)
- 8) Her _____ beauty appeals to everyone. (childish, childlike)

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So for each pair there are two sentences and you have to identify the correct one and insert the correct one so you can write one and the correct word which you have selected from the bracket and in the next video we can check the answers and I will tell you the explanation or so, first one dash introduced cricket in India, now two options one English the second one is the English so you select one of them and make that your answer write it in your notebook or on a piece of paper.

Let us go to the second one I do not enjoy watching dash movies, the answers are English the English whatever you think is right put it now you do not look at any dictionary this just to test your basic knowledge and it is only for you so you do not have to cheat anybody you do not have to do any kind of discussion also on this whatever you know you just write honestly let us go to the third word the game will dash after the lunch break.

Now there are two words with the spelling RESUME I am not going to pronounce these words now but I will pronounce them in the next video if you are curious you just check the pronunciation because if you know the right pronunciation they also give you the correct answers let us go to the next one for Shruti's dash is so impressive that she will get an interview call from any company again the same two words with the lettuce resume.

Fifth one a very simple one I live dash in the bungalow choose from alone lonely 6th one again the same towards but you have to find out the right one Hemingway's the old man and the sea the small novel the old man on the sea depicts the life of a dash fisherman seven again next to word pad if dash behavior is very irritating you have childish try like to choose from and eat her dash beauty appeals to everyone. Again try dish childlike choose the one you think is right 9 and 10 the next pair.

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TEST YOUR ENGLISH!

9) My _____ got angry when I went late to the school for the third consecutive day. (principle, principal)

10) He is a man who lives without any _____. (principle, principal)

11) He wore a smart _____. (suit, suite)

12) They booked the family _____ (suit, suite) in the hotel.

13) The _____ crisis of the 1920's is well-known. (economic, economical)

14) She was _____ in arranging for the wedding party of her daughter. (economic, economical)

Dr. T. Barchha, Professor, HSS Department, JTK Group, India

My dash got angry when I went late to the school for the third consecutive day go to choose either principal or principle then he is a man who lives without any dash principal principle so the Spelling's also there is a difference just take note before giving the answer and this is a commonly committed error so even among blue net people school children etc.

Now the next two again I will not pronounce the word no because pronouncing the words will give the clue 11 he wore a MOT dash look at the spelling SUIT and the next one is SUITE one E is added so as I said I will not comment on the pronunciation now but in the next video I will do that so I they booked the family dash again same towards in the hotel 30 the dash crisis of the 1920s is well known.

So you can choose either economic or economical that is the next path and 14 again the same path you have to make a choice she was dash in arranging for the wedding party of a daughter which one is right economic or economical, let us look at the remaining six sentences and three more pair of words 15 he has written about his dash experiences in the book.

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TEST YOUR ENGLISH!

15) He has written about his _____ experiences in the book.
(personal, personnel)

16) The army _____ were very efficient and brave. (personal, personnel)

17) The _____ pattern of light and dark colours looked beautiful on the bedsheet. (alternate, alternative)

18) The underpass is a good _____ (alternate, alternative) to the main road in case of heavy traffic.

19) _____ is a beautiful lake in this village. (there, their)

20) Due to the festival, the workers got _____ pay one week in advance. (there, their)

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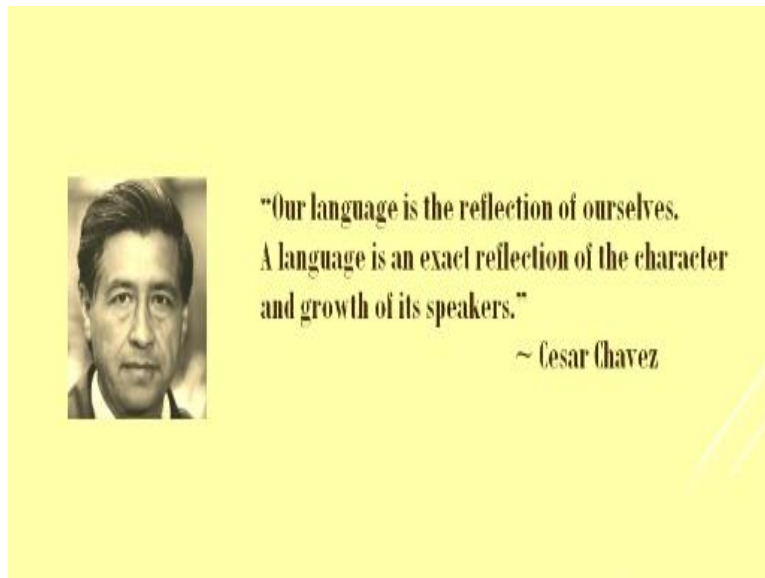
Again I do not want to pronounce the words now but PERSONAL, and then PERSONNEL is slight difference 16 same pair the army dash were very efficient and brave in the same pair you choose what you think is the right word 17-18 the next pair of words the dash pattern of light and dark colors looked beautiful on the bed sheet the words are alternate alternative 18 the underpass is a good dash alternate, alternative to the main road in case of heavy traffic the last one also I will not pronounce.

But I can just spend the words dash is a beautiful lake in this village choose from THERE or THEIR the same pair you have to select one for the next one due to the festival the workers got dash pay one week in advance this again a common error between THERE and THEIR many people commit I just see where you stand in this 20 and then you want to do a quick self-assessment the best way is to check out these words in a dictionary to look for the difference.

In meaning look for similar examples then you can access but you can also wait till the next video I would rather say that first work it out and then come to the next video they do not just go and check the answers from the next video and then come to this for doing this so I hope you

have done it okay, now I would like to conclude this with a simple thought related to language by Cesar Chevy's quote unquote.

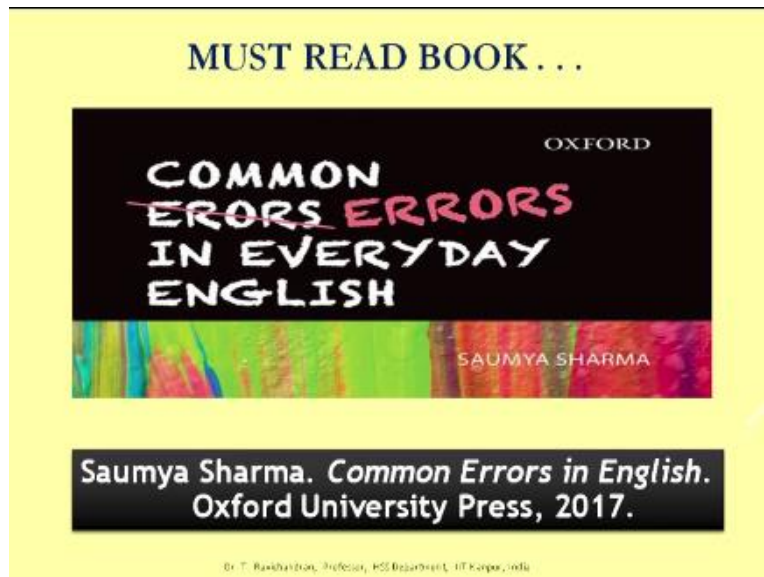
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He says our language is the reflection of ourselves a language is an exact reflection of the character and growth of its speakers what does it imply if you think that should I learn this language or that language or what kind of language that I use for communication Chevy's says that whatever language that you use is a reflection of ourselves which means you should be able to express you the real you using the language.

And not only simple reflection he says it is a reflection of the character and growth of its speakers whether it is a culture language whether it is a Polish language okay and all that depends on the character and growth of its speakers so with that thought in mind let me say a quick word about the book that I am going to use in this week and in this audio so let us video lesson most of the word choices which I have given or actually from this book.

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Is a recently published book by dr. Sonia Sharma the title is common errors in English published by oxford university press and it does not cost much it is 180 rupees only so like if you just want a quick check you can also buy this book and check these answers but I am going to give you more of this exercise and most of the examples I am going to derive from this book but I also suggest that you buy this on your own so that you get a complete grasp of the common errors in everyday English and try to master or overcome this kind of errors which you commit normally in everyday English.

So I hope this week we have a good beginning with regard to enhancing your English skills as part of the soft skills and developing your personality let me conclude this by wishing you that you have a very nice day and thank you so much for watching this video.

Acknowledgement

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