

Better Spoken English
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Lecture No. # 08

Message

Good morning.

Good morning sir.

Once again, good morning.

Good morning sir.

Are you alright?

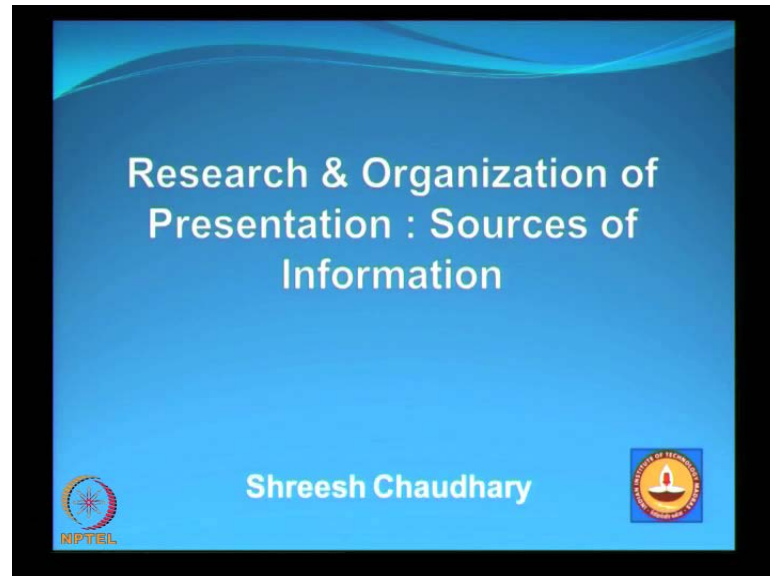
Yes sir.

Lovely please relax; sit back in comfort. And I will think I will leave you in time for lunch. We have been talking about, how to make presentations. Yesterday, I told you about some topics that could form part of the second cycle of presentations by you; you can take one of them or any other, but I want you to talk about a civic problem. I have already told you, you will be allowed to have three slides at the most, and may be a map showing the location of your place. If you are talking about your hostel, show us the map of Chennai, and then show us your hostel, if you are talking about your town or your village, show us the map of India or of your state in India, and then show us where your place is located.

And then you know three other slides; one slide must quantify the problem you are talking about, another slide may be photograph of the place, and third slide whatever else, you want to do with it, but you do not really have to have all the three slides. You can have only two, you can have one, you can have none, but better have some slides. You will learn how to use presentation eight, because you know certain things do not go

well formally, they go well visually, and numbers, data, etcetera or some of them, I will talk about them in a few minutes.

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I have also told you, you will be evaluated for slow temper of a speech that will for a very important part of the evaluation of your presentation, you know in the next cycle, which comes on the first of February , and because we are more than only a few, and we will be take in 90 seconds each, it will have to be done on two days, but no student, no presented is allowed more than 90 seconds; the first bell will go off at 75 seconds and the second bell will go of at 35 seconds, you must stop by 90. Do you have any questions? Are you sure you understand? If you have any confusion about topic about what a civic problem is, please talk to me, I am also going to forward these power point slides are used yesterday to our friends Arun and Kiran, the class representatives and I will request them to forward the slides to you is that all right.

Let us come to today, you got suppose you decided on the topic you got the topic, but then what are you going to say what are you going to say that, then how you are going to say, what you are going to say. Now, how in this part of the course by how I do not mean your dress, your smile, your wrist watch or your hair, I mean what comes first. Do you talk about the solution before the problem or do we talk about problem before solution you know, we can talk about all of these things, but I want you to remember, that for any presentation that you make, any presentation at any time at your home, in your office, at

your workplace, in a temple, in a church, in a mosque, no matter where you make your presentation, the contents of your presentation, the message in the heart of the presentation, that is the most, most important thing, I cannot over emphasis it.

If you have something to say, people will listen to you, even if you a speak rapidly, even if you come to the presentation in a dirty shirt, even if you are hair is dislevelled, it does not matter. None of the great profits, think of Kabir, think of Gandhi Gandhi did not go about in a business suit, and he was still heard, was he heard because he was very handsome. What is your answer? Was he heard because he was a film star, he was heard because he had something to say, that is what all the great leaders have had. So, you know what you say is most important part of your presentation, that is the heart of your presentation all else that I have told you about so far; smile, speak slowly, be confident, wear good dress etcetera etcetera are not more than twenty percent of your presentation.

If you have something to say, and if you also have these things, then you become more effective, but imagine you have all these things, but nothing to say, imagine you are turned out well in good business suit, you are haired and coming a straight from the beauty parlour, but you are nothing to say, will you be an effective speaker, will you yes or no.

No sir.

Will you, last benches, no definitely not you know, message or what you are trying to say, the content of your presentation, if the heart of a presentation. Any leader that you remember, any be they religious, be they academic, be they in entertainment or in sports or in arts, no matter what field of activity. Any leader that you remember, you remember because of what they have to say, do you know, what dress Newton wore, did you have neck tie or he did not?, what we remember Newton for his what? Laws of motion. We remember Galileo for what he worked, not for what he wore many of us do not know what language he has spoke for his mother tongue, what language did he speak? Make a guess, it does not matter if you go wrong.

Italian

Italian yes, Italian he was an Italian or maybe you know look up Google, I may be wrong, Arun no, but the point is we remember anyone in the end, not for how they

looked, not for how they dressed these things are there the fine, if they are, but more importantly or the most important thing is, did they have something to say and what they said.

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Do you recognise this gentleman, who is he?

Gautham Buddha

Gautham Buddha the prince, what was his name, as a prince?

Siddharth.

Siddharth, which part of the world did he come from.

India.

India, India, is his birth place today in India, where is it?

Nepal.

Nepal yes Nepal, but he had a profound influence upon the entire world has known then, in the east his message went to the farthest islands of Philippines, and in the west it went up to the source of Egypt, places like Alexandria had Buddhist monks and monastries. What did Buddha say? Can you tell me in one sentence anybody? What did Buddha say

which made in so popular, make a guess, once again it does not matter really, if you go wrong, but I want you to try.

Try to enlighten yourself

Try to enlighten yourself yes anything else, yes god is inside you, he said lot of interesting things, but most importantly he said, god is inside you, sorrow is a product of desires, if you desired too much, sorrow is innovatively control your desires. He did not say, do not eat, but he say do not eat too much; he did not say do not have money, but he say do not have too much, control your desires, other than that we have to do nothing; you will be a happy man. If you did that one difficult thing and his religion became, so popular that even today, the Arabic word for idol is named after Buddha in Arabic word for idol is Budh, which is a different form of saying the same thing, so you know we are in the end, your audience, your listeners, listen to you in the end for what we have to say. It is very important that you must prepare well, and you must come up with something.

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Who is this person?

Martin King Luther

Martin King Luther

He is living or died?

Martin King Luther

How many years ago? Make a rough guess, once again, how many years ago?

No. Did he die a natural death or was he killed?

Did it die a natural death or was he assassinated, assassinated, when? Which year? Make a guess, who was the American president, when he was at the top of his popularity, which country did he come from?

From the.

Come on please, he came from which country which country did he come from? United States of America USA, which country?

USA.

Which country?

USA.

USA or The United States of America 1963 or 64, check with the Google, he was assassinated, very powerfully speaker, was it because he was very handsome to look at, do you remember any of his speeches, any words, any I have a dream. Let me allow me to play it to you, just about you know, it is rather a longest thing, his spoke for about 13 minutes, but I will be playing only the last part of it.

Speech of Martin Luther king – Not audible

You know some of these things are remembered for, what they have said, some of these leaders are remembered for what they have said, not for their dress, not for their smile, not for their tempo. Though you may have noticed did Martin Luther speak very rapidly. I have a dream today that one day my children will be judge by not by the colour of their skin, but by the content of their character, did you see that, what did you say somebody please. One of you please the camera will take you, can you stand up and try, please try you know allow yourself to be made fools of one person please, anyone can you stand up come on stand up, one person please, I do not want to name you, I want you to gather

courage you know, in the end you also need guts to stand up in you know in the crowd of equals, and to make it come somebody please yeah.

I have a dream that one day my children will be judged for the sorry I have a dream that one day my children will not be judge for the skin of the colour, but by content colour of the skin, but by the content of the character.

Good, it happens you know when you begin first, until you gather somebody else, would like to do it, come on please, yes stand up.

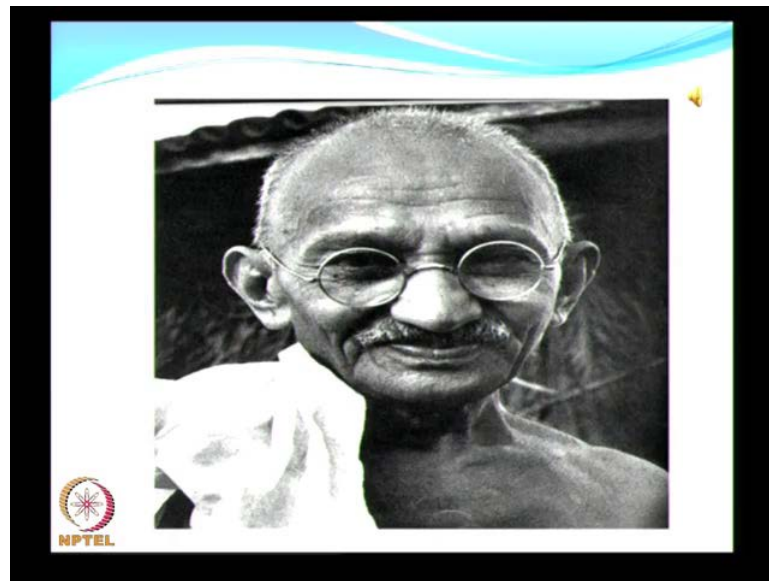
I have a dream, that one day my children will be judge not by the colour of their skin, but by the strength of their character.

But by the content of their character, go more slowly you know Martin Luther king spoken more slowly with pauses, with very clear pauses. I have a dream, then there is a pause, once again somebody please yes.

I have a dream, that someday my children will be judged not by the colour of their skin, but the content of their character.

Lovely, this is I know you want to speak with pauses, with confidence, with the very clear voice. And if you have something to say, it will be remembered for the rest of life, your life, you can change nations. Today, a black American is the president of the United States of America, not only because is a great leader, but also because people like Martin Luther king went before him this is how you change the world.

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Who is this? What is his full name?

Mahathma Gandhi

When was he born?

1869 1869

How many people please raise your hands I want to see, which day?

Second October Second October 1869, when was he born? When was he born, which which year?

1869

Yeah say it clearly 1869, which year?

1869

Which day?

Second October.

Second October.

Which day?

Second October.

What time of the day?

What place?

Look up you know some, you must you know, if you must read about one indian in the next 5 years, you must read about Gandhi there has been no greater, no more intelligent, no more humorous, no more convincing and no spores illness person than Gandhi, have you heard Gandhi. I am going to play a little clipping on him Gandhi speaking to students in Rome on radio in British radio would not allow him, but Italian radio would. And watch it not only for the contents, but also for how? Did you speak rapidly? Did he speak without pauses? And are going to ask some of you to repeat later please forgot say do not be shy, do not fear camera, ignore them you know, unless you speak now, you will never be able to speak, you will not gather confidence ok.

Speech of Mahathma Gandhi – Not audible

What did he speak about?

Atom bombs.

For our against?

Against.

What was his argument?

To destroy the world, utter deluge, prophecy of the bible, would be fulfilled. Was he rapid or slow?

Slow.

About study you know, it is not so difficult to understand. The point I am making again, and again is you know a very simple, something that is for the contents of a presentation, it is for the message you give, that you will be remembered. All other things only reinforce the message that you have, your dress, your smile, your slow temper, your pleasant manners, your confident voice, everything enforces or reinforces, what you have to say, but you must have something to say.

Once you select your topic do not keep it until 30th and send some ppts is to Arun or Kiran, and use them start work on them today, start work on your topic today, gather enough information prepare 10 slides and then cut out, in the end have only 3, but you must have 3, not only because you can have only 3, have 3 out of 10, or out of 20 you know, out of a lot, beside what is the minimum, that you must say to make your point, which means preparation, which means research that is why you know, I have called these slides research and organization of presentation.

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How can you research your topic how can you research your topic, well there is a plenty of you know, you live in what many people call information age, what age?

Information age.

Yes. So, you have you know overload of information, you have plenty. Conventional places they have available is you know go to the library archives, you know archives what is an archive?

Collections of

Yes collection of.

Old.

Old papers old papers, manuscripts etcetera or websites you live in a city Chennai has wonderful libraries at least half a dozen libraries, which are unique in the own ways in the world, only 3 kilometres from here, you have a theosophical society library in works of Annie Besant, works of Sarojininaidu etcetera can be seen there. We have Connemara library one of the oldest in India, you have British library, American library, Madras university library, there are lots of other you know, these things plus your own library, but library is will not come to you; not yet you will have to go to them. And get all the information, you want photographs, information, other kinds of charts and whatever you like.

The monuments if you are making presentations related to this, that can also be the source of information, you look at the statue of Alexander and you come to the conclusion, how people those days lived, many people use public information in a very un imaginative way. Can you tell a story, to relax sit with you back to the chair, I am going to tell a story you know, once again a similar you know, problem to some of your seniors, I said make a write a term paper this was a written course, so I said write a term paper on a civic problem in my place this was, I would not tell you which group this was your seniors some years ago.

And then I gave a deadline and I said your paper must be in fifteen hundred words, and must be turn in A four size this print that print I gave them all those specification, and on due time all the 40 students gave me their paper. I picked up one and read it, it said I live in Vishakhapatnam, Vishakhapatnam is the pearl of east coast, it is also the headquarters of eastern naval command, it has 49 parks, the level of suspended particulate matter in air there is so much etcetera they wrote all those things. I was mighty pleased you know, wonderful English, good information, good print, I gave 8 plus.

Then I pit up the next paper, it said I live in Nellore, Nellore is the pearl of east coast, it is also the headquarters of eastern naval command, it has 49 parks, the level of suspended particulate matter in air here is so much as a many you know every person has a right to think that their city is the pearl or the diamond. And it may not be Nellore and may not be the headquarters of eastern naval command, but I am not checking it for general knowledge of military history, otherwise it is ok. There are took up another paper, I will live in Warangal, Warangal is the pearl of east coast, it is also that headquarters of eastern naval command, it has 49 parks, I thought maybe you know

some times government have stupid schemes every city should have the equal number of parks. I will after a lot of geography teacher, I should look at spelling vocabulary and punctuation and gave some grade.

Like this I finally came to a paper which said, I live in Bulandshahr, you know Bulandshahr is, it is in east, it is in western Uttarpradesh between Agra and Roorkee, I live in Bulandshahr, Bulandshahr is the pearl of east coast, it is also the headquarters of eastern naval command, it has 49 parks my patience gave way, I scratch the entire class, I reported to the dean that, these all these students boys and girls must be failed. And must be ask to read with the course, the point I am making is, you have a information you know, what basis students had done, one students had return in a particular hostel, and all other students had only change the cover page, their name, roll number, hostel they had changed inside they thought that the teacher was anyone not going to read it. And so, you know get away with murder unfortunately they could not get away with murder.

You can you also do the same thing, when you go to the Google public site pollution in Nellore, you pick up one or two topics and you come and tell me sir this is my ppt, do not do that, these things are your model. Go there see how these things have done is there something useful do your own research, it will not only teach you good presentation, it will also bring out your hidden strength. You know as Vivekanandha said, perfection is inside you, the job of education is to bring it out; do your own step, do not take entire India unemployment in India.

Go to Google you find hundreds of pages, talk about unemployment in my village, talk about unemployment in this in your hostel. Your class is 6 hours, what do you do rest of the 18 hours, what do you do? Are you usefully occupied yes or no?

Yes sir.

All the 18 hours.

Yes sir.

How many hours are those are unemployed hours, make a research on them. Talk about that 1 hour, 1 hour in 24 hours will give you, 30 hours of unemployment in a month. If

you work 30 hours meaningfully on any project, you guys can change the world, certainly your hostel this campus, am I right? Say yes or no please.

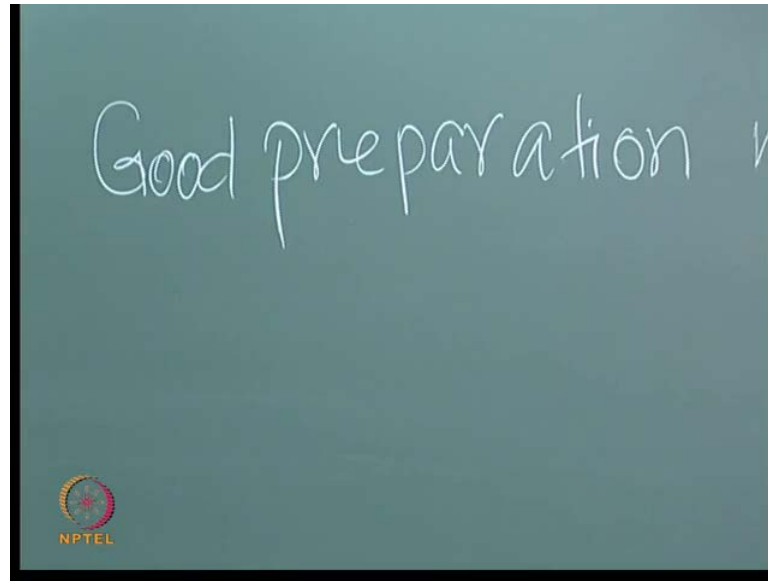
Yes sir.

Right, so do your own research, just as you would not use somebody else mobile, just as you would not you those some people will you know, some people do not have enough self respect, they would, but most of you would not similarly, do not use other statistics, have your own and put a copyright on it, put an IPR on it, upload it on Google or on any website your own blog and see this is mine. So, you can go to lots of public places, any questions are you with me.

Yes sir.

Right, you know what is a public places give you, you know are sources of data all you have to do this talk to them. If you want to there is no city in India, about which you cannot find some experts somewhere. There is an older person living here, you want to talk about some cities in Bihar, come in talk to talk to me, you want to talk about some cities in Andhra, there are peoples, there are known and acknowledged experts on subjects, on places, on topics, all you have to do is to approach them. I do not think there is going to be situation, when you approach somebody and that person tells, no no I would not tell you. A good presentation, you may right if you like, a good presentation is a product of good preparation.

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If you do a half hearted job, if you do a job, where you have stolen some bodies data, where you have only copied some bodies data, it may be good, but it may not be as good, as you would otherwise have done. So please, do your own research and find there are lots of private sources, you can use, if you are talking about some problem or some new thing. Suppose you are talking about dowry, did dowry it just two hundred years ago it did, but not in this manner dowry was voluntary, dowry was what, girls parents gave to their daughters, who would be leaving their houses forever you know, nothing can be please believe me. You are not parents yet, nothing can be more painful then saying goodbye to your own daughter.

One who you have raised for 20 years, 15 years, 25 years and one fine morning or evening you are saying bye to her, you are telling her, now you no longer belong to this family you know, most parents should want to give everything they have to their daughters, but you have spoiled them, when you have dictate, give me a television, give me what are the kinds of things, give me a blackberry, give me a jackfruit, give me a basket full of bananas. In Bihar you know very commonly, I find people asking for bikes, I wonder why we are ask for bikes you known, why not for rocket go straight to the moon.

So when you, if you want an interesting presentation on dowry go back in to the history of your own family, for quiet sometime in India it was boys who had to give dowry to

the girls, I have gone in to the history of dowry you know, and I found that boys used to give even today in Iran, in many Muslim countries boys have to give dowry, Islam and upon them that boys have to give dowry to the girl, many factors you know. So going to the history similarly, you know in in pollution, how was sewage discharged earlier, you believe that, a city like London or a city like Chennai always had sewage, what is your guess yes or no?

I known excuse me what is your guess, let it always have sewage, when did it come going to some of these things, you will not only you know it is not I am not asking you to write a book on history, I am asking you to see, what a smart engineer did, when confronted by a problem like this. There was a time until about 19 18 th century, when Edinburgh, have you heard of Edinburgh, is the capital of Scotland. It is the third largest city in third or fourth largest city in the United Kingdom. Edinburgh was the dirtiest city in Europe why, because in Edinburgh just as in many villages in India.

Even today people answer the call of nature on the road, that in not have a sewage, worst still the rich people did it in their rooms in a big tub and emptied the tub from the top, on to the road, they did not do it, their servants did it, and their servants shouted at the top of their voice, you know cautioning others on the street, [FL] in French beware [FL] in French beware and then they poured saying the flow is water, that is why another English word for toilet is loo, but then unlike you and I the British were smart, they thought of flushing the technology, they thought of sewage, they thought of water engineering, the thought of bringing water in to their homes, the thought of taking dirty water outside. So, you know, a good presentation is always a product of good preparation, good research. No matter what your topic, no matter what your topic, somebody recently said Galileo is the most modern of physicists, imagine the kind of courage, he must have had to say in the phase of the obvious, that the sun was a static in the earth went round, do not take others information for granted. Search your own, have your own then examine, what other subject it is a matter of self respect, would you use others discarded footwear, others discarded undergarments. Some people will, I know, god has designed them differently, but most of you I am sure would not similarly, do not take others data, until you have gathered your own, are you with me.

Yes sir.

I am trying to tell you only one thing that you know research is important and there are many sources, you can talk to your grandparents, you can talk to your elders, you can talk to people in village. Recently, I had to be involved in some kind of family function and the priest wanted me to tell them, the name of my fathers grandmother. Clearly 150 years ago, she was not Jhansi Ki Rani her name does not figure in the history books how could I, so I would talk to my elders aunts, cousin, sisters and then somebody told me, she was called Apprajitha it was such a joy to know that happen to be son of a lady called a great grandson of lady called Apprajitha. You know there are family tradition in every family, all you have to do is to invoke them, make use of them, talk to the elder members etcetera etcetera.

You also get information by observation can we a stagger, the dinning hours then you know between twelve to one, more than 10 minutes are spent waiting in the queue am I right? Say yes or no.

Yes

What can you, how can we overcome them you know, those 10 minutes could be pressures, if you got a food as you went you could eat go to your room, have a little map of 5 minutes, but you know if you want 5 minutes. You could easily have a nap provided with you becomes shorter, provided there is no queue, what solution can be found? Definitely some solution can be found. If human beings can fly 300 people together with 280 tons of cargo, then anything is possible.

Engineering is all about challenging the impossible right all you need is intelligence imagination. So, observation, collection, classification and analysis of information will give you much information you know, much much more than you may need to use at that stage, at the stage of preparation you know, and I am talking you know in this part the first part of the course. Public speaking and presentations I have tried to tell you, how will you should speak. I am also trying to tell you, how you would gather something to speak, please believe me. The great political leaders have an army of researchers, teams, dozen people, half a dozen people young, old you know researching for them, reading for them, and giving them information before they speak.

Now, Indian parliament has also enacted and they are looking for all members of parliament are allowed to have parliamentary assistance. People like you can work with

them, 2 months, 3 months, 1 year they pay you some money. I think 30 40000 rupees per month or there is some kind of package, some free travel, access to library. So, you know, all there also you required for your politically speeches also, you require preparation, you must prepare, you must have something relevant to say to your listeners any questions are you with me.

Yes sir.

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I am go to finish you know almost time, you know this building? Do you know this building?

Yes sir.

Hardly, anyone go there this evening for my sake, do not read just walk through and come out just walk through and come out believe me come and tell me. I will buy you a chocolate; I have enough money to buy 40 chocolates.

Just walk through and come back and tell me, what you feel and no more questions you know, I asked lot of people in previous batches. They go to the library you know, I am not we do not have time, why not? I am not free. So, what do you do during your free hours, am I told you, what answers they gave yes or no.

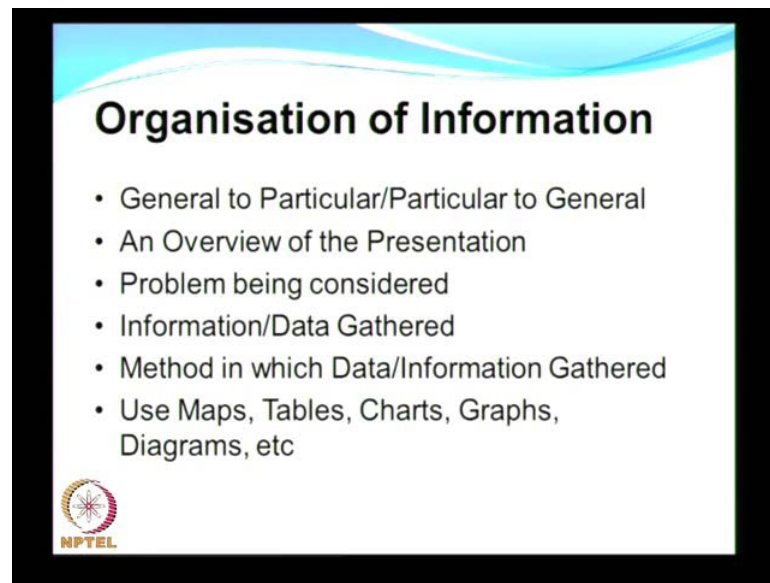
Lot of people told me close to 80 percent, I was the coordinator of survey of B tech s, you know use of free time once, we asked 300 people what B techs only B tech, M tech, PhD you know 100 and 50 B techs, 100 M tech, 50 PhD s. We asked them, what did you what do you how did you spend your free time, they asked us what is free time, I said you free time outside the classroom, outside the lab laboratory, outside the workshop, when you have a choice between doing nothing and doing something they said of course, yes we have a free time, you know vacation, weekends, every day between 4.45 and midnight. We asked them, what do you do, 80 percent of the boys said, we gossip what did they say what did they say.

gossip

Gossip, what is gossip gossip is talking without subject. So, we ask them, what do you gossip about, every day you live together, you eat together, what do you gossip about? They said we gossip about, boys said, we gossip out films, cricket and girls, then we also ask the girls, how do you spend your free time close to 80 percent of them actually 81 percent of them said their most of the free time went into gossip. So, we also asked them, what do you gossip about and they said, they gossiped about films, cricket, clothes and other girls.

I am not telling you do not gossip with your friends, after all you will not live together again, but 80 percent of your time going in to gossip is it not too much? This building one alumni or somebody sitting like you, here made this building for you, you know, go and find out who, in the hope that one day some of you will sit there and make good use of it.

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You can organise your presentation in the following manner, you can either go from small to large, like postal address, your name, your house number, your street, your city and town, or you can go from large to small, in Hindi films you know the film begins with the marriage wedding, and then there is problem, the villain kidnaps the heroine, and then entire movie is made finding the heroine in the flashback etcetera. You can go either way, decide, but have an order give an overview of the presentation.

Tell us before you begin what you are going to talk about what problem you are going to talk about, how you have gathered information; you must tell us, do not tell us only you know, Vishakapatnam is the pearl of east coast tell us, why you think it is the pearl of east coast, how you gathered data about pollution in the parks of Vishakapatnam. So, talk about method. Then use presentation aid tools like maps, tables, charts, graphs, diagrams. You guys are, you know another language which many young people in India do not have, you know English, Hindi, Tamil, Telugu, Latin, Greek, in addition you also know the language of engineering drawing am I right? not yet

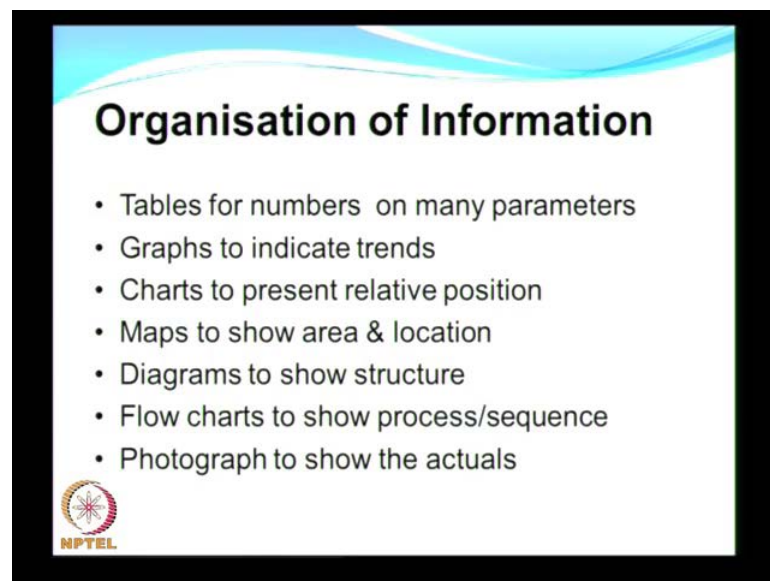
Yes sir.

Everybody.

Yes sir.

Right. So you, that is another language with you, you can say things which I cannot, you can say them in ways, in which I cannot use that language, then organise information accordingly, what can I use them for anything can be used for any purpose, but certain things can be better you know. You can drink tea even in a plate cannot you, pour your tea on the plate and like you know, great Indian style you can, but cup is a better way for holding your tea, coffee, but if you have porridge or payasam take it in a plate not in a cup.

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So, you know there are different kinds of things for different reasons, tables are good for numbers, graphs are very good for indicating trends, charts present relative position, maps are wonderful to show location, diagrams are good to show structure, flow charts are good to show organisation, and nothing like a good photograph. One photograph is equal to a 1000 words, but find which photograph, find relevant photograph to the place. You are talking about Nellore do not show Tajmahal of Agra. You are talking about Hyderabad do not show only the photograph of Charminar, I know show something new, Thank you, have a good day and an nice week end.