

SPEAK ENGLISH CONFIDENTLY A PRACTICAL GUIDE

By Tahir Khan



INDEX

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COURSE CONTENTS

PAGE

Section - Ist

Some Etiquettes & Polite Expressions

1. Introducing Yourself
2. Engaging in Everyday Conversations
3. Talking About Your Family
4. Common Daily Words and Phrases
5. Starting Conversations: Breaking the Ice
6. Expressing Your Personal Opinions
7. Using Polite Expressions
 - (a) Impressive Ways to Apologize
 - (b) Impressive Ways to Request
 - (c) Related to welcome, Meeting 'N' parting
 - (d) Congratulations 'N' Best Wishes

Section - IIInd

Use of IT, There, Get & Articles

1. Use of introductory 'IT'
2. Talking about weather
3. Use of There
4. Use of Get
5. Use of Articles

Section - IIIrd

Practical Grammar on Finger Tips

1. Present Tense & Past Tense
 - (a) Use of about to (In Present)
 - (b) Use of about to (In Past)
 - (c) Use of Going to (In Present)
 - (d) Use of Going to (In Past)
 - (e) Use of Able to (In Present)
 - (f) Use of able to (In Past)
2. Future Tense
3. How are you at.....
4. Imperative sentences
5. Present Regular Tenses & Recipes
6. Past Regular Tense
7. Do you Know.....
8. Did you Know.....
9. Use Of Feel Like & Felt Like
10. How do u Find/How did you Find
11. Future Indefinite Tense

12. Present Progressive tense & Feeling Like
13. Past Progressive Tense & Feeling like
14. Future Progressive Tense
15. Conditional Sentence
16. Use of Has/ Have & Present Perfect Tense
17. Use of Had & Past Perfect Tense
18. Use of Will have & future Perfect Tense
19. Present Perfect Progressive Tense
20. Past Perfect Progressive Tense
21. Future Perfect Progressive Tense
22. Use of prepositions & Sentence with correlative words
23. Self Description 'N' opinion

Section - IVth

Model Verbs at a Glance

1. Introduction of Modal Verbs
2. Use of Should
3. Use of Might, Must, Ought to
4. Use of Can, Could, & May
5. Use of Must be / May be / Might be & Also in Past
6. Use of Used to
7. Use of Would & Conditional Sentences
8. Use of Has to / Have to & Had to
9. Use of Will Have to, May Have to & Having to
10. Use of Need & Dare

Section - Vth

Improve your words power

1. Short Forms & Exclamatory Sentences
2. General Vocabulary
3. Diet of a day, Sort of smells & Sort of smiles
4. Expression of exclamation
5. Human body actions & Type of professionals
6. The last journey

About the Writer

Tahir Khan is passionate about helping others improve their spoken English skills. Drawing from personal experience and knowledge, this book has been written to guide learners through the process of understanding English sentence structures step by step.

Tahir's aim is to provide a simple and practical approach to learning English, making it easier for learners to engage in everyday conversations, express their opinions, and improve their communication skills. This book is a valuable resource for both learners and trainers, offering clear explanations and useful tips for mastering spoken English.

Signature

A handwritten signature in black ink that reads "Tahir Khan". The signature is written in a cursive style with a long horizontal line extending to the right.

Introduction

Welcome to the journey of mastering spoken English! This book is designed for students who are eager to learn English in a simple and structured way, one step at a time. Whether you're a beginner or someone looking to refine your skills, this book will guide you through essential language patterns, helping you build confidence in speaking English fluently.

The goal of this book is to break down complex sentence structures into easy-to-understand lessons. We'll cover everything from polite expressions and daily conversations to practical grammar tips that you can apply immediately. By the end of this book, you will not only be able to hold conversations in English but also express your opinions, describe your surroundings, and speak with confidence in a variety of everyday situations.

Who Is This Book For?

- Students who want to improve their spoken English step by step, understanding how sentences are formed and used in real conversations.
- English trainers looking for practical and clear explanations to help their students grasp English concepts easily.

What Can You Expect?

This book is divided into five main sections, each focusing on an essential part of spoken English:

1. **Etiquettes & Polite Expressions:** Learn how to introduce yourself, have general conversations, and use polite expressions. You'll also discover impressive ways to apologize, make requests, and offer congratulations.
2. **Use of IT, There, Get & Articles:** Master these tricky yet common words that are essential in English communication, including how to talk about the weather and other everyday topics.
3. **Practical Grammar on Finger Tips:** Get a firm grasp of English tenses and grammar that you'll use every day, including present, past, and future tense, as well as special structures like "about to" and "going to."
4. **Model Verbs at a Glance:** Explore the world of modal verbs like "can," "could," "might," and "should," which are key to expressing possibility, necessity, and permission.
5. **Improve Your Word Power:** Build your vocabulary with commonly used words, expressions, and even short forms, exclamations, and professional terminologies.

This book is your companion on your English-speaking journey. Whether you are preparing for a job interview, a casual conversation, or just improving your communication skills, this guide will help you speak more naturally and effectively.

Let's begin!

Welcome to the Journey of Learning English: Mastering Effective Communication Skills...

Are you ready to start your journey toward improving your English and communication skills? Whether you're a beginner or looking to refine what you already know, this book will guide you step by step. Together, we'll make learning English simple, fun, and practical, so you can communicate confidently in any situation.

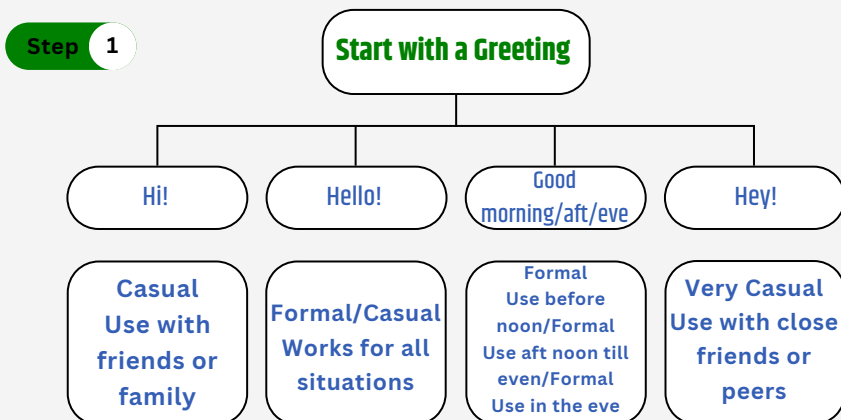
Different Ways to Ask for an Introduction

- Would you like to introduce yourself?
- Can you tell me something about yourself?
- How would you describe yourself?
- Can I know your name, please?
- What is your name, if you don't mind sharing?

How to Introduce Yourself: A Step-by-Step Guide

Introducing yourself in English is one of the most important communication skills. Whether you're meeting someone for the first time, at a job interview, or in a social setting, knowing how to confidently present yourself is essential.

Here's how you can introduce yourself effectively:



After greeting

Share Your Name

- My name is [Your Name].
- I'm [Your Name].

Mention Where You're From

- I'm from [City/Country].
- I live in [City/Country].

Talk About What You Do

- I work as a [Job Title].
- I'm a student at [School/University].
- I run my own business.

Share a Hobby or Interest

- I enjoy [Hobby/Activity].
- In my free time, I love to [Activity].

Example of a Self-Introduction

Hi, my name is Aariz. I'm from India, and I work as a graphic designer. In my free time, I enjoy designing T-shirts and working on digital marketing projects.

General Conversation

These are called leading questions. In this type of question, you ask one thing, and the answer helps you ask the next question.

If you are in a classroom, practice these questions with your classmates. If you are at home, you can practice with a friend or family member until you feel confident in conversations.

Let's have a talk.

Aariz. May I know your name, please?

Azran.

Aariz. How are you today?

Azran.

Aariz. Where are you from?

Azran.

Aariz. Can you tell me about your family?

Azran.

Aariz. What do you do for a living?

Azran.

Aariz. What are your hobbies?

Azran.

Aariz. What is your favorite food?

Azran.

Aariz. Do you like traveling?

Azran.

Aariz. Which is your favorite place to visit?

Azran.

Aariz. Do you enjoy reading books?

Azran.

Aariz. What is your favorite book?

Azran.

Aariz. Do you play any sports?

Azran.

Aariz. What is your favorite sport?

Azran.

Aariz. What kind of music do you like?

Azran.

Aariz. Do you have any pets?

Azran.

Aariz. Can you tell me about your daily routine?

Azran.

Aariz. How do you spend your weekends?

Azran.

Aariz. What is your favorite movie?

Azran.

Aariz. Do you like cooking?

Azran.

Aariz. What is your favorite dish to cook?

Azran.

Aariz. What languages do you speak?

Azran.

Aariz. Do you enjoy learning new languages?

Azran.

Aariz. What is your favorite subject in school?

Azran.

Aariz. Are you a morning person or a night owl?

Azran.

Aariz. What is your dream job?

Azran.

Aariz. Do you like watching TV shows?

Azran.

Aariz. What is your favorite TV show?

Azran.

Aariz. Do you use social media?

Azran.

Aariz. How often do you use social media?
Azran.

Aariz. What is your favorite season of the year?
Azran.

Aariz. What is your favorite holiday?
Azran.

Aariz. Do you like to exercise?
Azran.

Aariz. What kind of exercise do you enjoy?
Azran.

Aariz. Do you prefer tea or coffee?
Azran.

Aariz. What is your favorite drink?
Azran.

Aariz. What is your favorite color?
Azran.

Aariz. What is your favorite type of weather?
Azran.

Aariz. Do you enjoy spending time outdoors?
Azran.

Aariz. Do you prefer the beach or the mountains?
Azran.

Aariz. What is your favorite childhood memory?
Azran.

Aariz. Do you like going to the movies?
Azran.

Aariz. What do you usually do in your free time?

Azran.

Aariz. What is your favorite hobby?

Azran.

Aariz. Do you enjoy playing video games?

Azran.

Aariz. What is your favorite type of food?

Azran.

Aariz. Do you prefer sweet or salty snacks?

Azran.

Aariz. What is your favorite ice cream flavor?

Azran.

Aariz. What are your plans for the weekend?

Azran.

Aariz. Do you have a favorite restaurant?

Azran.

Aariz. What is your favorite type of cuisine?

Azran.

Aariz. How do you usually celebrate your birthday?

Azran.

Aariz. Do you prefer reading books or watching movies?

Azran.

Aariz. What is something you would like to learn or try?

Azran.

Aariz. Do you enjoy spending time with friends or family more?

Azran.

Describe your Family

1. Would you like to tell me about your family background?
2. How many members are in your family?
3. What does your mother do for a living?
4. Can you tell me about your siblings?
5. What is your father's profession?
6. Do you have any pets in your family?
7. How old are your siblings?
8. What hobbies does your family enjoy together?
9. What does your sister do?
10. Where does your family live?
11. Do you have any cousins?
12. What is your family's favorite holiday?
13. How does your family usually spend weekends?
14. Are there any family traditions you follow?
15. What does your mother like to cook?
16. How many people are in your extended family?
17. Does your family enjoy traveling together?
18. What is a memorable family event you can share?
19. What are your parents' names?
20. Does your family have a special way of celebrating birthdays?
21. What are your siblings' names?
22. How do you usually celebrate family gatherings?
23. What are some activities you do with your family?
24. Are there any family members who live far away?
25. What does your father enjoy doing in his free time?
26. How do your family members help each other?
27. Does your family have any shared goals or dreams?
28. What is a typical day like in your household?
29. Are there any family members you look up to?
30. How does your family support each other during difficult times?

Daily Conversational Words Group

Aariz. What is your staple diet?

Azran. My staple diet is rice and curry.

Aariz. What do you usually have for breakfast?

Azran. I usually have eggs and toast for breakfast.

Aariz. How do you start your day?

Azran. I start my day with a cup of coffee.

Aariz. What time do you wake up?

Azran. I wake up at 7 a.m. every day.

Aariz. What is your favorite drink?

Azran. My favorite drink is green tea.

Aariz. How do you spend your free time?

Azran. I spend my free time reading books.

Aariz. What time do you usually have lunch?

Azran. I usually have lunch around 1 p.m.

Aariz. What do you do after work?

Azran. After work, I like to relax and watch TV.

Aariz. How do you get to work?

Azran. I take the bus to work.

Aariz. What time do you go to bed?

Azran. I go to bed around 10 p.m.

Aariz. What do you do on weekends?

Azran. On weekends, I usually visit my friends.

Aariz. What is your favorite type of music?

Azran. My favorite type of music is pop.

Aariz. What kind of books do you like to read?

Azran. I like to read mystery novels.

Aariz. Do you enjoy cooking?

Azran. Yes, I enjoy cooking pasta.

Aariz. How often do you exercise?

Azran. I exercise three times a week.

Aariz. What do you do on weekends?

Azran. On weekends, I usually visit my friends.

Aariz. What is your favorite type of music?

Azran. My favorite type of music is pop.

Aariz. What kind of books do you like to read?

Azran. I like to read mystery novels.

Start the Conversation

Practice Making Questions

I want to become a speaker.

What

I enjoy reading books.

Why

I travel every weekend.

Where

I am learning English.

How

I want to visit Paris.

When

I like coffee more than tea.

Which

I go to the gym every day.

How often

I work as a teacher.

What

I live in a small town.

Where

I enjoy playing football.

How long

I am 25 years old.

How

I have two siblings.

Who

I drive to work.

How

I prefer watching movies.

Why

I study at the library every evening.

When

I love cooking Italian food.

What

I usually go shopping on Sundays.

Where



I speak three languages.

Which

I wake up at 6 a.m.

When

I take the bus to school.

How

I visit my grandparents often.

How often

I enjoy drawing in my free time.

What

I plan to travel next summer.

Where

I want to be a doctor.

Why

I live with my family.

Who

I spend weekends with friends.

Who

I read the newspaper every morning.

Why

I eat out on special occasions.

When

I play guitar in a band.

What

I watch TV in the evenings.

How often

I go jogging every morning.

When

I enjoy reading novels.

What kind of

I work in an office.

Where

I am learning to play the piano.

How

I usually watch the news before bed.

When

Expressing Your Own Thoughts and Opinions

Why is social media important in today's world, and how does it impact communication?

.....
.....
.....

Why do I think technology is shaping the future, and how does it affect my daily life?

.....
.....
.....

Why do I believe learning new skills is crucial for career growth, and how does it improve my opportunities?

.....
.....
.....

Why is environmental awareness important, and how can my actions make a difference?

.....
.....
.....

Why do I feel physical fitness is important for mental health, and how does exercising benefit me?

.....
.....
.....

Personal Opinion Example

Why is social media important in today's world, and how does it impact communication?

Social media is important because it connects people across the world instantly. It allows us to share ideas, stay updated on news, and maintain relationships. For me, social media has made it easier to communicate with friends and family, even if they live far away. It also helps in my career by allowing me to network with professionals and stay informed about industry trends. In today's world, being active on social media can open doors to new opportunities and help build a personal brand.

Effective Ways to Apologize

Enhance Your Communication Skills

1. I sincerely apologize for any inconvenience caused.
2. I regret the error and will ensure it doesn't happen again.
3. Please accept my heartfelt apologies for my oversight.
4. I am truly sorry for the misunderstanding and any trouble it may have caused.
5. I apologize for any confusion I may have caused.
6. I am sorry for my mistake and appreciate your understanding.
7. I regret my actions and will take steps to correct them.
8. I am deeply sorry for any negative impact my actions may have had.
9. Please accept my apologies for not meeting your expectations.
10. I apologize for the oversight and will make sure to rectify it immediately.
11. I am truly sorry for any inconvenience and appreciate your patience.
12. I acknowledge my mistake and apologize for any issues it may have caused.
13. I am sorry for my lapse in judgment and will strive to do better.
14. Please accept my sincere apologies for any distress I may have caused.
15. I regret my actions and am committed to ensuring this does not happen again.

