

COMMUNICATION IN ENGLISH

A Comprehensive Lecture Note

Covering GNS 102, GNS 202 & GNS 302

Lang User

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Covering

GNS 102 – Communication in English I

GNS 202 – Communication in English II

GNS 302 – Communication in English III

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Preface

Communication is one of the most essential tools for academic success, professional development, and effective participation in society. Whether in the classroom, the workplace, or everyday life, the ability to communicate ideas clearly and appropriately remains an indispensable skill.

This comprehensive lecture note has been carefully prepared to provide students with a structured understanding of the major concepts covered in Communication in English I (GNS 102), Communication in English II (GNS 202), and Communication in English III (GNS 302). Rather than treating these courses as isolated units, the material presents them as a continuous learning journey from the fundamentals of communication and oral presentation to correspondence, report writing, project report preparation, and advanced comprehension.

The content follows the approved course coverage and has been organized into thematic sections to improve readability, continuity, and ease of study. Students will find detailed discussions on communication theories, speech production, phonetics, correspondence, business communication, writing for publication, report writing, project report preparation, and comprehension techniques.

This publication is intended to serve as a valuable learning companion for undergraduate students across Nigerian tertiary institutions offering General Studies (GNS) programmes. It may also serve as a useful reference for lecturers, researchers, and anyone seeking to improve their communication skills.

It is hoped that this book will not only prepare students for examinations but also equip them with practical communication competencies required for academic and professional excellence.

How to Use This Book

This book is organized into six major parts covering the complete syllabus of Communication in English I, II, and III.

Each chapter builds progressively upon previous topics and should be studied sequentially for maximum understanding. Students are encouraged to read the explanatory discussions carefully before attempting practical applications such as letter writing, report writing, project writing, and comprehension exercises.

Although this publication combines three university courses into one volume, each section remains suitable for students studying the courses independently.

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Appendix

PART TWO

Oral Communication

Chapter 2: Oral Presentation

Organs of Speech

- **The Lips:** Lips are used to pronounce sounds such as /m/ and /n/.
- **The Tongue:** Tongue is combined with other organs of speech during sound production. Examples: the combination of the tongue and the teeth produces /t/ and /d/ sound.
- **The Teeth:** The teeth also combine with the tongue to produce some sounds such as /s/ and /z/.
- **The Hard Palate:** The Hard palate is located at the roof of the mouth and is used to produce palatal sounds such as /j/.
- **The Soft Palate:** The soft palate is located in the inner part of the roof of the mouth.
- **The Alveolar:** The Alveolar is also located at the roof of the mouth immediately after the teeth. It is the place that looks like a ridge. It is used to articulate alveolar sounds such as /θ/.
- **The Oral Cavity:** The oral cavity is the mouth chamber. Apart from nasal sounds, all other phonemes pass through the mouth during speech production.
- **The Nasal Cavity:** The nasal cavity is used to articulate sounds that pass through the nose such as /m/ and /n/. These sounds are called nasal sounds.
- **The Vocal Cords:** The vocal cords are used to block or open the glottis during articulation of sounds.
- **The Larynx:** This is where the vocal cords are located.
- **The Trachea:** The trachea is the windpipe that the air from the lungs passes through.
- **The Lungs:** It is the source of the air used in sound production.

Phonemes: Phonemes are segmented into two: consonants and vowels. The air used in producing consonant sounds are either partially blocked or completely blocked by two or more organs of speech but when it comes to production of vowels, air flows out freely.

The Phonemes of the English Language

Consonants

Consonants	Initial Position	Medial Position	Final Position
/p/	pan, peace	repeat	reap
/b/	bin, bean	Robin	curb
/t/	tank	retake	rate
/d/	dam	induce	rude
/k/	king	seeker	sick, sake

/g/	gain	forget	fig, beg
/f/	fig	refurbish	roof, cuff, rough
/v/	vest	invest	rove
/s/	sincere	risk	mice
/z/	zipper	unzip	dogs
/θ/	thank	rethink	both

APPENDIX: Supplementary Reference Materials & Study Guides

Appendix A: Key Terminology Glossary

Term	Course Context	Definition
Phoneme	GNS 102 (Phonetics)	The smallest distinct unit of sound in a language that distinguishes one word from another (e.g., /p/ vs. /b/).
Monophthong	GNS 102 (Phonetics)	A pure vowel sound whose articulation is relatively fixed from beginning to end (e.g., /i:/ in <i>each</i>).
Diphthong	GNS 102 (Phonetics)	A sound formed by the combination of two vowels in a single syllable, where the sound glides from one vowel to another (e.g., /aɪ/ in <i>my</i>).
Code-Switching	GNS 102 (Foundations)	The practice of alternating between two or more languages or dialects within a single conversation.

Code-Mixing	GNS 102 (Foundations)	The intra-sentential or morphological combination of two or more language codes within the same sentence or word.
Register	GNS 202 (Correspondence)	A variety of language used in particular social, professional, or academic settings (e.g., Legal, Medical, Technical).
Memorandum (Memo)	GNS 202 (Correspondence)	An internal written communication tool used within an organization to convey policies, procedures, or official notices.
Abstract	GNS 302 (Project Writing)	A concise summary of a research paper, thesis, or project report highlighting the background, objective, methodology, findings, and conclusion.
Transliteration	GNS 102 (Interference)	Expressing words or sentences from one language using the alphabet/grammatical structure of another, often leading to syntactic errors.