

LESSON 6

Effective communication

NOUNS

accuracy= the state of being exact or correct.

communication= the activity or process of expressing ideas and feelings or of giving people information.

concept= an idea or a principle that is connected with sth abstract.

conjecture = a guess not based on any proof

dialect= the form of a language that is spoken in one area with grammar, words, and pronunciation that may be different from other forms of the same language.

fluency= the quality of being able to speak or write a language, especially a foreign language, easily and well.

gesture= using your hands to help you communicate an idea.

hesitation= to be worried about doing sth, especially because you are not sure that it is right or appropriate.

language= the use by humans of a system of sounds and words to communicate.

language barrier= when people cannot communicate because they don't speak the same language.

linguist= a person who studies language.

linguistics= the scientific study of language or of particular language.

means of communication= Ex: the thing that makes language different from other **means of communication** is that it is made of units that can be combine.....

mother tongue= the language that you first learn to speak when you are a child.

native speaker= a person who speaks a language as their first language and has not learned it as a foreign language.

pronunciation= the way in which a language or a particular word or sound is pronounced.

sign language= a system of communicating with people who cannot hear, by using hand movements rather than spoken words.

vocabulary= all the words in a particular language.

ADJECTIVE

incoherent= (of sounds) not clear and hard to understand _ unintelligible

inherent= that is a basic or permanent part of sb/sth and that cannot be removed _ intrinsic

sophisticated= (of a person) able to understand difficult or complicated ideas.

spontaneous= often doing things without planning , because they suddenly want to do them.

VERB

clarify= to make sth clear or easier to understand.

communicate= exchange information, news, ideas etc. with sb.

comprehend= (often use in negative sentences) to understand sth fully.

conclude= to decide or believe sth as a result of what you have heard or seen.

confirm= to state or show that sth is definitely true or correct.

converse= to have a conversation with sb.

define= to say or explain what the meaning of word or phrase is.

demonstrate= show how something works.

distinguish= to recognize the difference between two people or things.

emerge= to become known.

evolve= to develop gradually, especially from a simple to a more complicated form.

explain= to give a reason for sth.

express= say

gesture= to move your hands, head, face, etc. as a way of expressing what you mean or want.

illustrate= to make the meaning of sth clear by using examples.

imply= state – to suggest that sth is true or that you feel or think sth, without saying so directly.

indicate= intend - suggest - to be a sign of sth.

pronounce=to make the sound of a word or letter in a particular way.

recall= remember

refer= to mention or speak about sb/sth.

signify= to be a sign of sth.

state= to formally write or say sth, especially in a careful and clear way.

stutter= speak with difficulty – pursing at the start of a word or repeating the beginning.

suggest= to put forward an idea or a plan for other people to think about.

translate = to express the meaning of speech or writing in a different language.

IDIOMS

There is something to be said for= it has some advantages.

Needless to say= this is to be totally expected.

Have a say= be involved in making a decision.

When all is said and done= after everything else; remember this.

Having said that= despite this.

To say the least= it is in fact even more important than I have just said.

You can say that again= I totally agree with you.

That is to say=in other words.

Error warning

Note the following common errors with say, speak, talk, tell.

I **speak** German. NOT ~~I talk German~~.

She's always **talking about** her dog. NOT ~~tell about~~.

Can I **tell** you something? NOT ~~tell something~~.

NB tell can be used to refer to a chart/ graph: the chart **tells** us how many students were enrolled. However, it is better to use language that is more impersonal: the chart **shows** how many students were enrolled. NB you should not use say to talk about charts: ~~from the chart I can say how many students~~.

