

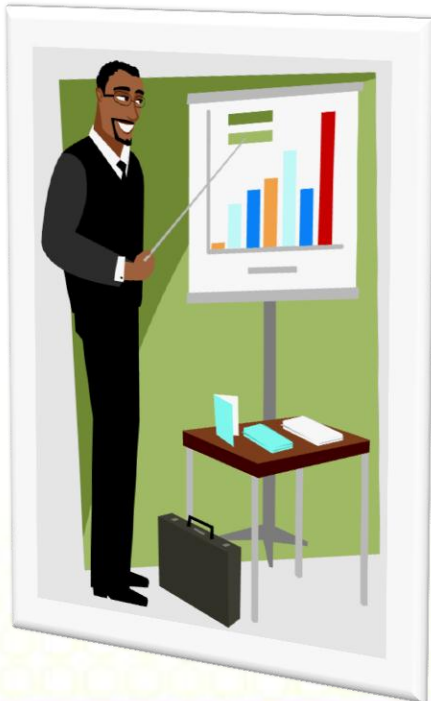
EFFECTIVE ORAL COMMUNICATION

UHB 3052

LANGUAGE REFERENCE

Fatimah Puteh

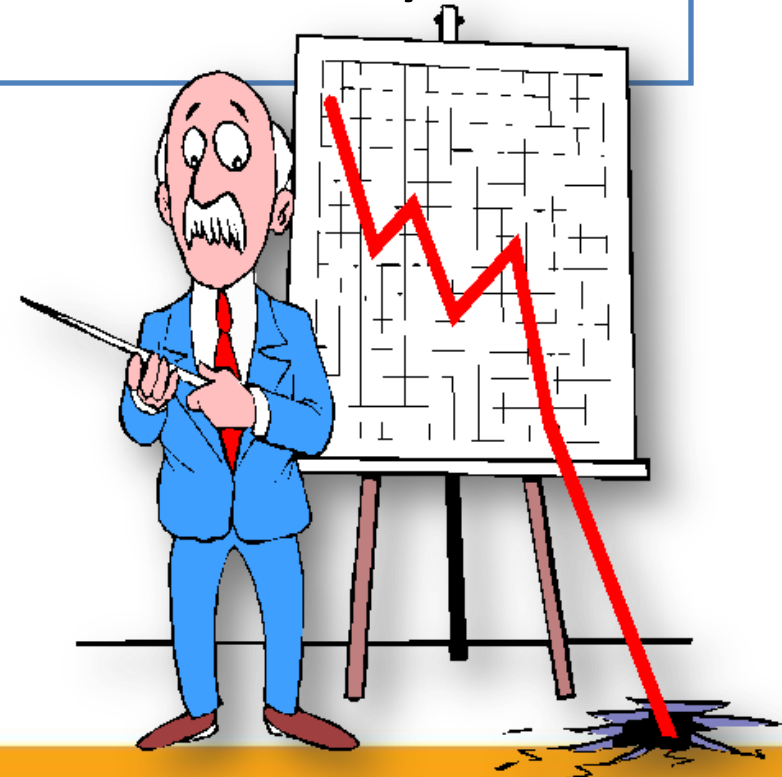
LANGUAGE REFERENCE



Oral Communication in English

INTRODUCTION

- We should be able to express numbers, time and even describe illustrations correctly.



NUMBERS

There are two categories of numbers:

1. Cardinal numbers

- *One, two, three, four, five, thirteen, fourteen, twenty, hundred*

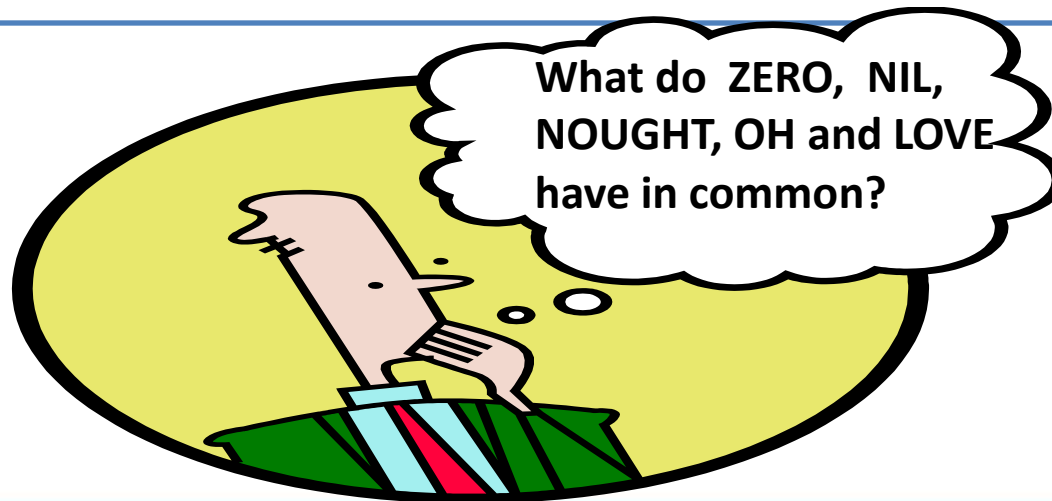
2. Ordinal numbers

- *First, second, third, eleventh, fifteen, twenty-first, thirty-second*

NUMBER : 0

Say these numbers out aloud?

- 0.5
- 30.7
- 013-7449002
- Man Utd – 4 WestHam – 0
- Badminton Match between Tim & John (15 – 0)



NUMBER : 0





When to Use	Situation	Number	Example
zero	On its own	0	zero
	Before a decimal point	0.5	Zero point five
Nought	Before a decimal point	0.5	Nought point five
Oh	Telephone numbers/fax numbers	012-7108402	Oh one two seven one oh eight four oh two
	Room numbers	Room 302	Room number three oh two
	Vehicle numbers	JJJ 6033	J J J six oh three three
	Years	2005	In twenty oh five, a research was carried out...
Nil	In sports (Football)	Tiger Club – 0 Bear Club – 1	Tiger club nil, bear club one
Love	In sports (Tennis, Badminton)	0-15	Love fifteen

NUMBERS : 100, 1000, 1000000

✓ **When saying numbers starting with 1, use 'A' not 'ONE'**

Written	Spoken	Example
100	A hundred	The bank donated a hundred dollars (RM 100) to each student who lost his belongings in last week's fire.
RM 1000	A thousand ringgit	
1,000,000	A million	

✓ **Numbers with more than 1, DO NOT pluralise the number after it.**

Written	Spoken
500	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Five hundred </div> <div style="text-align: center;">  Five hundreds </div> </div>
RM 4000	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Four thousand ringgit </div> <div style="text-align: center;">  Four thousands ringgit </div> </div>
<p>Example: It costs the engineers three million four hundred and fifty Malaysian ringgit to build a robot .</p>	

DATES

Written	Spoken	Example
5 th September 1983	September the fifth, nineteen eighty three	<ul style="list-style-type: none"> • I was born on the fifth of September, nineteen eighty three. • Labour Day which is celebrated all over the world is on the first of May.
5/9/1983	The fifth of September, nineteen eighty three	
2009	Twenty oh nine	
1780	Seventeen eighty	

FRACTIONS AND CALCULATIONS

Written	Spoken	Example
$\frac{1}{4}$	A quarter	<ul style="list-style-type: none">• Three quarters of the Malaysian oil is exported.• The patient was given only a half of what she needs to pay up for her medical expenses.• A quarter and a quarter equals half.• Take away a third from RM 30 and you get RM 20.• Twelve take away two is ten.
$\frac{1}{2}$	A half	
$\frac{3}{4}$	Three quarters or three-fourths	
$3\frac{1}{4}$	Three and a quarter	
$5\frac{1}{2}$	Five and a half	
$\frac{1}{3}$	A third	
$\frac{4}{5}$	Four fifths	

FRACTIONS AND CALCULATIONS

Written	Spoken	Example
+	Plus, and, addition (noun)	
-	Minus, take away, subtract, subtraction (noun)	
x	Times, multiply by, multiplication (noun)	
÷	Divided by, over, division (noun)	
=	is, equals	
√	Square root	
X ²	X squared	
X ³	X cubed	
X ¹⁰	X to the power of ten	
%	Percent / percentage <ul style="list-style-type: none"> • <i>Percentage is used without numbers to indicate a range or a size</i> • <i>Percent will always come with numbers</i> 	<p>You need to indicate the <u>percentage of contribution</u> by all the group members in the completion of the assignment.</p> <p>Sarah contributed only <u>ten percent</u> to the completion of the assignment.</p>

TIME

Written	Spoken
9.00a.m	Nine a.m / Nine in the morning
10.00 p.m	Ten p.m / Ten o'clock
11.20 a.m	Eleven twenty
0100	Oh one hundred
0130	Oh one thirty
12.00 noon	Twelve hundred
6.15 a.m	Fifteen past six in the morning
4.30 p.m	Half past four
5.45 a.m	A quarter to six

It's.. Err... double-o'clock??



NUMBERS AS ADJECTIVES

- Numbers are always singular.
- A hyphen is used.

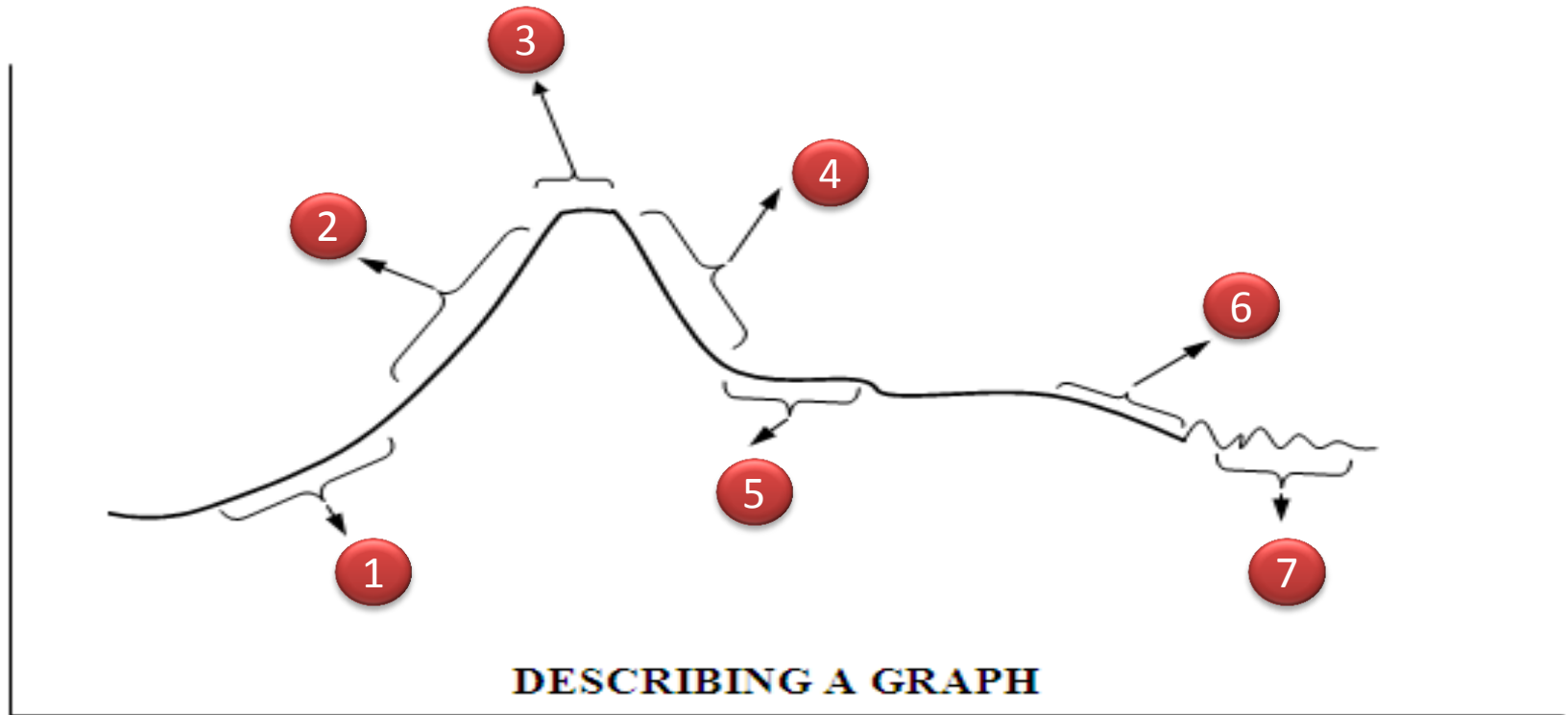
Written	Spoken
A fifteen-minute speech	<ul style="list-style-type: none"> • The fire started on the <u>twelfth floor</u> of the building. • I was asked to attend <u>a two-day course</u> on safety at the workplace. • For my public speaking assessment, I was required to give <u>a fifteen-minute speech</u>.
A ten-percent price cut	
A three-month semester	
A fifteen-degree increase in temperature	
A two-day course	
A five-storey building	
The twelfth floor	

DESCRIBING CHANGES in.....

**MOVEMENT,
DEGREE &
SPEED**



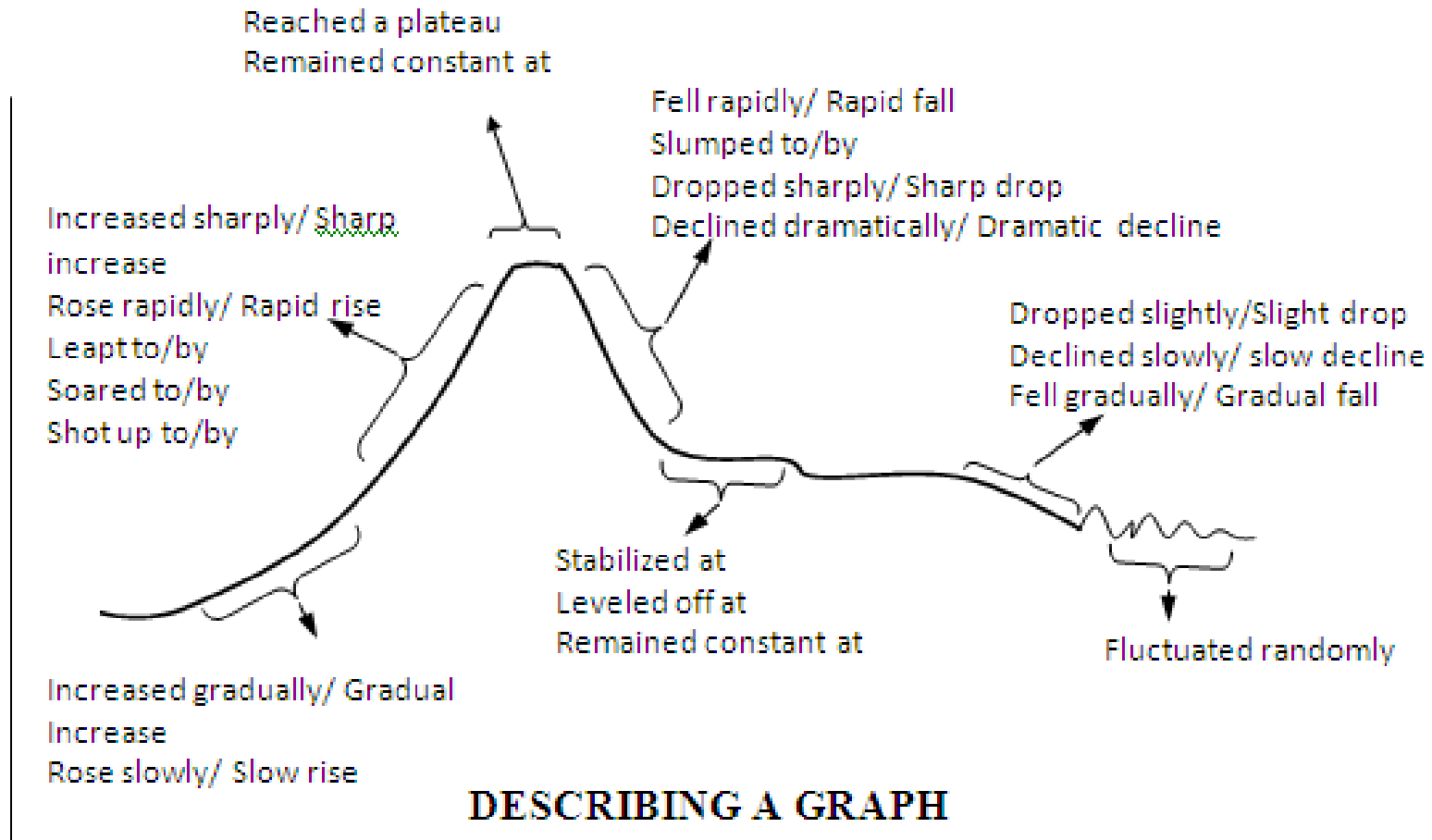
WORDS & PHRASES



List as many words or phrases to describe the changes at each point. Example:

1) Rise slowly

WORDS & PHRASES



DESCRIBING CHANGE OF MOVEMENT

To go up (a little)



To go down (a little)



To go up (a little)		To go down (a little)	
Verb	Noun	Verb	Noun
To rise	A rise	To decline	A decline
To increase	An increase	To decrease	A decrease
To improve	An improvement	To drop	A drop
To grow	A growth	To fall	A slip
To go up	An upturn	To go down	A fall A downturn A downward trend
To move upward	An upward trend An upward movement		

1. Sales are expected to drop (verb) slightly when there is a stiff competition from cheaper imported cars.
2. The company's performance showed an upward movement of sales at the end of last year.

DESCRIBING CHANGE OF MOVEMENT

To go up (a lot)






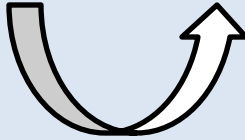
To go down (a lot)



Verb	Noun	Verb	Noun
To shoot up	A rise	To crash	A crash
To rocket	-	To plunge	A plunge
To take off	-	To tumble	A tumble
To surge	An upsurge	To sink	-
To jump	A jump	To slump	A slump
To leap	A leap		
To soar	-		

1. An upsurge in the sales of computers is expected when the Education Ministry announced the implementation of e-learning in secondary schools.
2. Shares plunged when the government could not maintain peace and stability immediately after the riot.

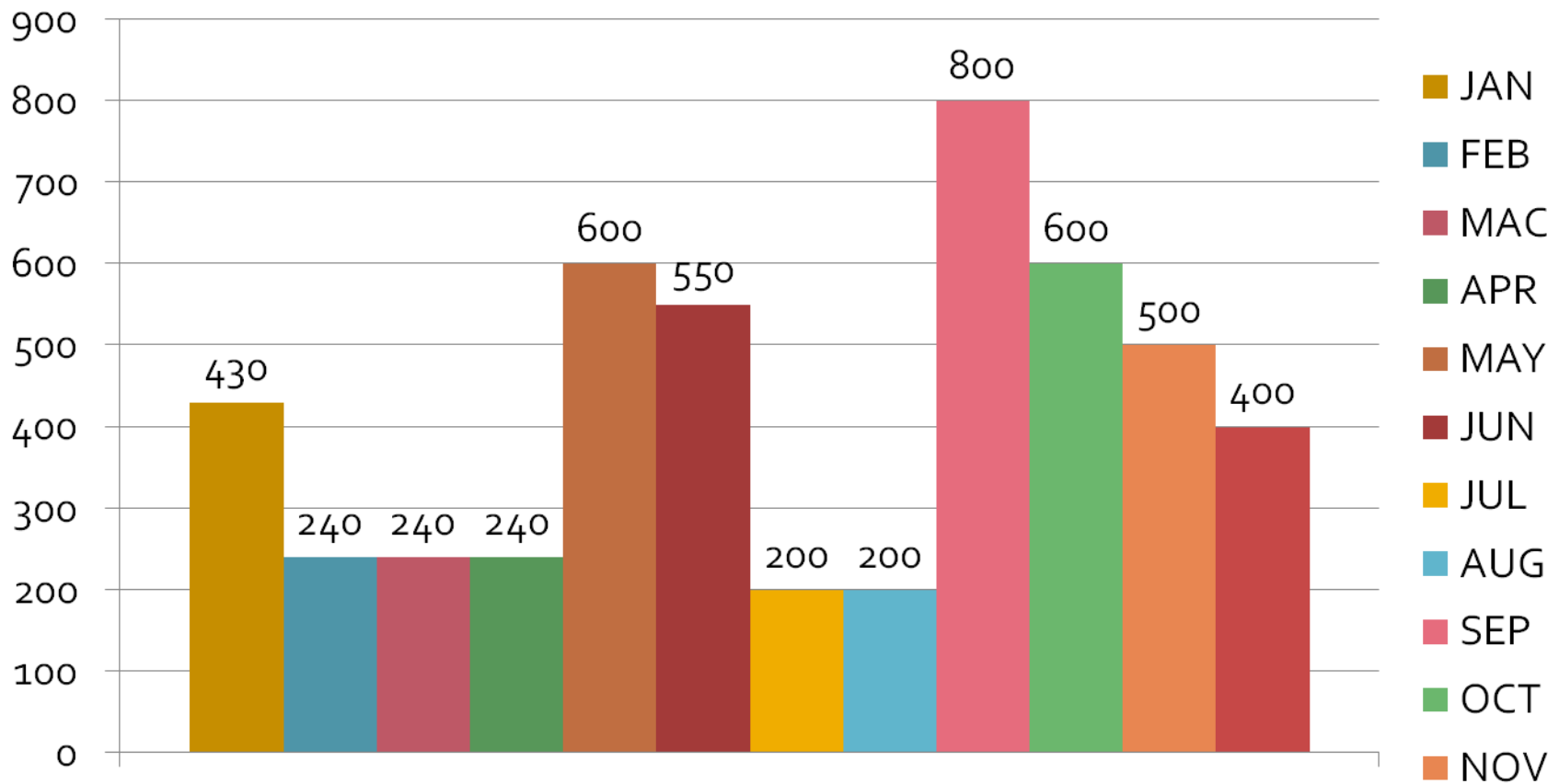
DESCRIBING DEGREE & SPEED OF CHANGE

<p>To level off</p> 	<p>Change of Direction</p>	
<p>No Change To stabilise To remain stable To remain constant</p> 	<p>To top out</p>	
	<p>To recover To rebound To bottom out To pick up</p>	

DESCRIBING DEGREE & SPEED OF CHANGE

Degree of Change		Speed of Change	
Adjective	Adverb	Adjective	Adverb
Sharp	Sharply	Sudden	Suddenly
Considerable	Considerably	Abrupt	Abruptly
Significant	Significantly	Rapid	Rapidly
Substantial	Substantially	Quick	Quickly
Dramatic	Dramatically	Slow	Slowly
Slight	Slightly	Steady	Steadily
Moderate	Moderately	Gradual	Gradually

DESCRIBING SALES PATTERN



Sale of Cars in 2008

Reference

1. **Metcalfe, S. (2004). Building a Speech. Belmont, USA. Thomson Learning**
2. **Sahirah Marzuki, Abdul Halim Abdul Raof, Fatimah Puteh, Haliza Jaafar, Noor Zainab Abdul Razak (2006). Towards Effective Oral Communication. Pearson-Prentice Hall.**