

UNIVERSITE BATNA -2-
FACULTE DES LANGUES ETRANGERES
DEPARTEMENT D'ANGLAIS
Année Universitaire 2020/2021



Module : **EXPRESSION ORALE**

Niveau : **1ère année**

Unité : **Fondamentale**

Coefficient: **02**

Crédit: **04**

Mode d'évaluation : **EXAMEN 50%** + **CC 50%** (contrôle continu)

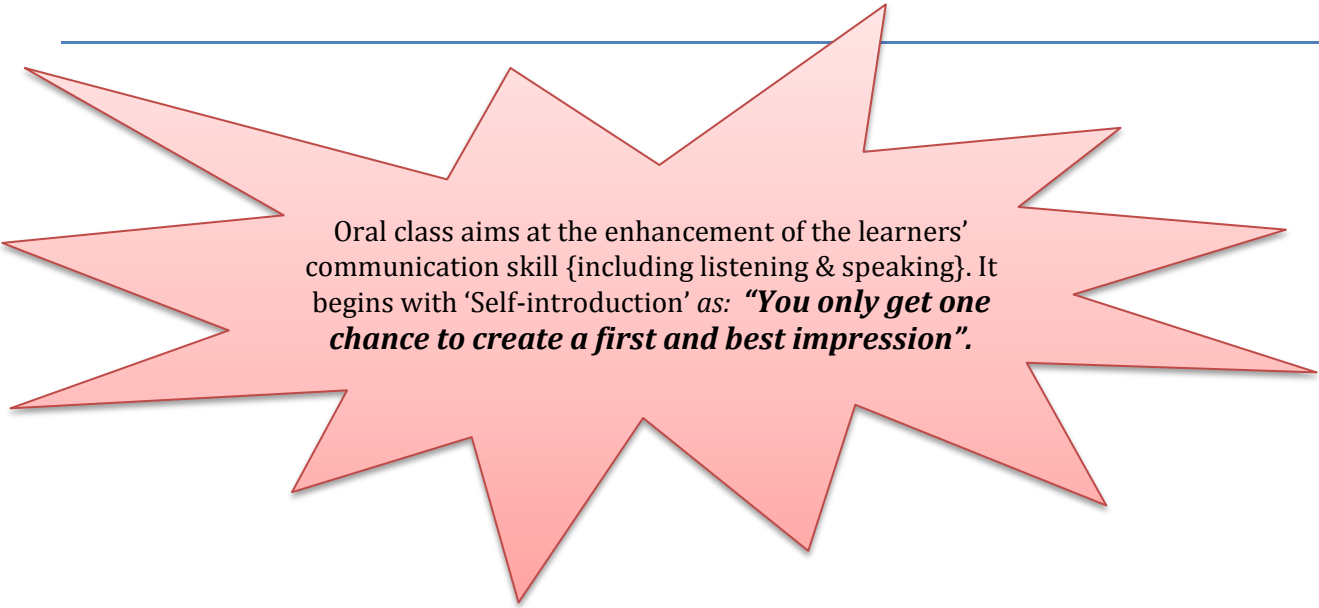
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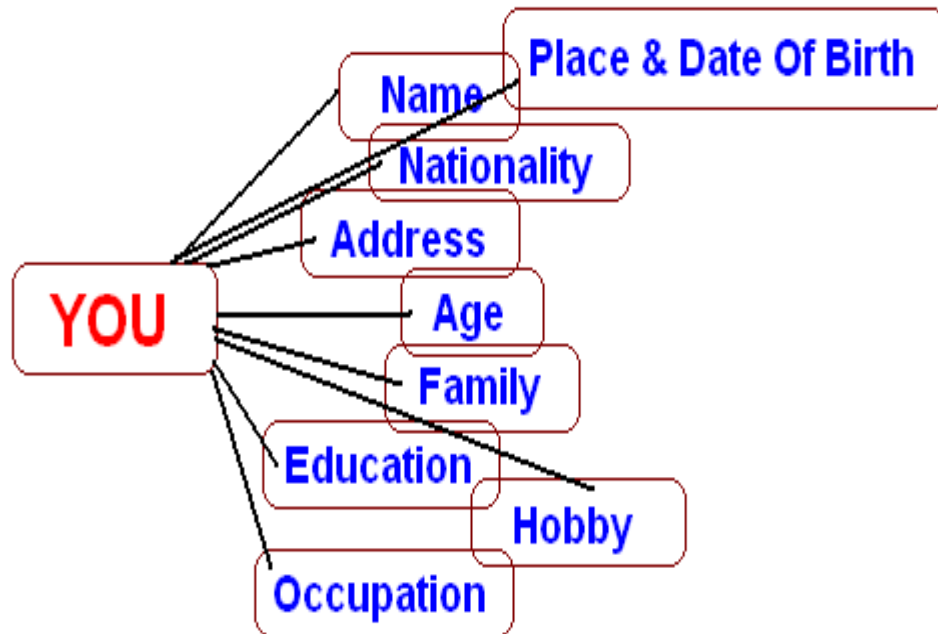
Oral class aims at the enhancement of the learners' communication skill {including listening & speaking}. It begins with 'Self-introduction' as: ***"You only get one chance to create a first and best impression".***

Introduction

The arrival of a new academic year brings a lot of energy and enthusiasm to students, teachers and parents (although in a different way). The 2020-2021 academic year has come in a different form and unexpected circumstances. You will be studying English more on an online and a home setting than in class. This is an opportunity for you to learn how to become an independent learner and develop your language communication skills out of context (i.e. classroom). You have to practise self-introductions independently.

1. SELF-INTRODUCTION

Here are two ways of introducing oneself - in **educational atmosphere** and for **career**. Both are indispensable in your life.



1.1. INTRODUCING ONESELF – IN AN EDUCATIONAL ATMOSPHERE

Take the following communication as an example.

Model 1:

TOM IS INTRODUCING HIMSELF AT A VOLLEYBALL CAMP:

Hi! My name is Tom. I am 19 years old. I live in Sattur with my parents and brothers. I am a first year Computer Science student. I am pursuing a Certificate Course in Communicative and Functional English after my college hours to improve my language skills. I like Programming and Mathematics. During weekends, I take dancing lessons, swimming and painting. I like puppies. My favourite colour is pink. My favourite food is pizza. I want to learn how to play volleyball better. Thank you.

Explanation

Each of the sentences in this self-introduction has a grammatical structure. But, the message of Tom is more than just subjects, verbs and objects. Each sentence has a purpose or topic.

The topics are:

- Hi - **GREETING**
- My name is Tom. – **NAME**
- I am 19 years old. - **AGE**
- I live in Sattur with my parents and brothers – **WHERE YOU LIVE & FAMILY**
- I am a first year Computer Science student.
I am pursuing a Certificate Course in Communicative and Functional English after my college hours to improve my language skills – **CLASS & DISCIPLINE**
- I like Programming and Mathematics. – **SUBJECTS**
- During weekends, I take dancing lessons, swimming and painting. – **HOBBIES**
- I like puppies. – **ANIMALS**
- My favorite colour is pink- **COLOUR**
- My favorite food is pizza. - **FOOD**
- I want to learn how to play volleyball better. – **PURPOSE FOR BEING AT CAMP**
- Thank you.- **CLOSING**

Once you are clear about the purpose or topic of each sentence, you can choose which words to say by using the topic as cues to **CHOOSE** your **OWN WORDS** to deliver the message.

Some cues for each topic are given below for your use.

☐ 1.GREETING

Hello Hi
 Good day Good morning Good afternoon Good evening

☐ 2.NAME, AGE and WHERE YOU LIVE

I am _____ . (I am in my twenties / I am nineteen.)
 I live in _____ I am from _____ I come from _____

☐ 3.FAVOURITES / FOOD

I like _____ I enjoy _____ I am fond of _____
 I love _____ I find _____ enjoyable
 My favorite food is _____

4. HOBBIES / COLOURS

I like _____ I enjoy _____ I am fond of _____
 I love _____ I find _____ enjoyable
 My favorite colour is _____

5. FAREWELL

Thank you. I hope to talk with you soon (or) I hope to meet you again soon.

1.2. SELF-INTRODUCTION – FOR CAREER

Self-introduction during an interview is a crucial one in any networking situation. It is both a personal and professional communication skill that is needed in your everyday life. Think about how you can use this short period of time to not only introduce yourself but also convey something about who you are and what you do.

N.B/

When you introduce yourself, it is not for anyone else's benefit but YOURS! In brief, self-introduction is marketing your skills. First impressions count a great deal in an interview.

A job interview is a tough competition with one or a few winners. And the manner in which you introduce yourself in an interview will be remembered so much so that it might be the deal breaker. Self-introductions are a natural oral form that help to assess the workers' confidence, vocabulary, grammar and attitude, and also help the employers get to know them.

HERE ARE SOME TIPS FOR INTRODUCING YOURSELF

- 1. Dress appropriately and be perfectly in good shape.** These are things over which one can have control, so make the most of them. Since first impressions count, introduce yourself with style before you even open your mouth.
- 2. Walk into an interview confidently.** Avoid slouching, slumping or crossing your body with your arms. You are going to win, so face them with confidence.

3. Greet your interviewers immediately. Offer your hand for a handshake, make eye contact and smile.

4. Open your interview with a comment about being pleased to have the opportunity to be interviewed by the firm or organization. Thank the interviewers for the opportunity. This should be brief, genuine and not flowery.

5. When asked to sum up who you are, be ready for such a question.

How would you describe yourself? Write a list now and remove non-job related qualities to arrive at your list for a job interview. Craft this into a neat, short reply that sums up who you truly are.

- **When asked questions at the start about why you want the job, be prepared with an interesting and genuine statement.**

6. Enjoy the rest of your interview. If you've made a good impression by this point, the rest is simply about displaying your knowledge and your confidence level should be boosted.

Points to remember before you attend this interview question i.e. introducing yourself:

- Assume, now you are sitting in front of the HR manager.
- Take the initiative to attend this question and tell your real answers.

Prepare your answer as per THE USUAL PROCEDURE –

1. Your name (spell out your name clearly) and place (where you are living)
2. Your current educational status (PG / UG with the name of the institution and percentage you have scored)
3. Your Plus Two and Tenth (place where you studied) with percentage
4. Your co-curricular activities (related to your Subject)
5. Your extra-curricular activities (apart from regular class hours)
6. Awards / trophies / distinctions won by you for academic excellence if any
7. Reasons for choosing the discipline in your education
8. Your interests and hobbies
9. Family particulars (Father, Mother, Brothers, Sisters, Spouse, Children)
10. Employment history and reasons for leaving each employment.
11. Achievements in each employment.
12. Reason for quitting employment now.
13. The languages you know (speak, read and write)

- **N° 9 : If you are asked to talk about your family, then say about your family members. Otherwise, there is no need.**

CAUTION

1. Do not talk ill of your family members, faculties in institutions, past employers.
2. Do not sit on the edge of the chair while answering.
3. Look into the eyes of the interviewer while answering.
4. Remember to say 'sorry' if your opinions or answers are rejected.
5. Don't say anything about the field which you are not interested.
6. If you have finished your presentation, just hang up. Do not answer beyond what you have already said even if the interviewer has not shot his next question.
7. Say 'Thank you' at the last part of the interview to every interviewer before leaving the room.
8. Don't look back and walk out confidently after shutting the door gently behind you.

Before you attend the interview, thoroughly make enquiries of the organization, their business, special matters etc. as they may ask for what you know about their company. Just feel free and be at ease. Display assertiveness while introducing yourself. Do not use very difficult English words. Make it plain and simple. Be honest and truthful because you can be grilled on any word uttered by you.

Rehearse "self-introduction" in front of mirror everyday till you achieve mastery.

MODEL SELF-INTRODUCTION

Some samples are given below for reference. Go through each and every sample and prepare a self-introduction highlighting your abilities and skills.

SAMPLE 1 : Introduce yourself briefly.

Good morning Sir.

My name is Seenu; I am from Madrid.

I completed my PG and UG Micro-biology in GT College, Madrid.



I completed my schooling in T.V.S. Hr. Sec. School, Madrid.

My hobbies are drawing, painting and listening music.

My aim is to do a good job in Micro-biology industry and I would like to help my country to develop economically.

Thank you Sir.

SAMPLE 2: May I know something about you and your family?

Good morning Madam.

I am Nita **from** Milano.

I have completed M.A., History from Bologna College, Italy.

In my family, there are 4 members including me. My father is a retired Clerk and my mother is a home maker. I have one elder brother.

My hobbies are cricket, listening songs and surfing net.

My strength is - I'm a self- confident quick learner and I don't give up easily.

My weakness is – I am somewhat lazy but I am trying to do my work faster now.

My aim is to place in any organization where I can upgrade my knowledge.

Thank you Madam.

SAMPLE 3: Introducing you and your family

It's my pleasure to introduce myself and thank you for giving this golden opportunity to me.

I'm N.Robert **from** Roma.

About my academic qualification:

Now I am doing B-Tech final year.

I completed my Degree from Sapienza University of Rome with 85% marks.

I did my tenth in Government High School in Florence with 95%.

About my family:

My family consists of 5 members including me. I am the eldest. My father is a Government employee and my mother is a home maker. My brother and sister are busy with their studies.

My hobbies are listening to music, painting, and reading books.

About my strength:

Positive thinking, being optimistic, and self-confidence boost me up always.

My weakness:

I am believing people very easily and I never feel happy until I finish my work.

My short term goal is to complete my degree.

My long term goal is I want to become a great programmer.

Thank you very much Sir.

SAMPLE 4: Introducing yourself

Good morning Madam,

Firstly I would like to thank you for giving me an opportunity to introduce myself.

My name is Anu. My native place is Jaipur.

Now, I am pursuing (doing) B.A., Economics in M T N College, Paris.

I did my schooling from M. L. Higher Secondary School in my native place.

My strength is self confidence. I am a positive thinker.

My weakness is I never feel comfortable until I finish my work.

I am a fresher so you can melt me as your requirement.

My goal is to work in a group where I can get knowledge related to my field and my skill is useful for the organization.

Thank you Madam.

SAMPLE 5: Tell me about yourself and your family.

Good morning Sir.

It's my pleasure to introduce myself.

My name is Albert Suresh. My native is Tashkent. I am a fresher.

About my qualification:

I have completed my M.A., English with aggregate of 65% in 2012. I did my schooling with 66% in 12th standard and 65% in 10th standard in N M V Higher Secondary School, Tashkent.

My technical skills are C, C++, HTML and XML.

About my family,

My family consists of 4 members including me, my father - a Business man, my mother – a Dentist and my elder brother - a worker in Sutherland Global Service.

Coming to my hobbies,

My hobbies are like playing table tennis, making new friends, watching movies a lot and listening to songs. I have done some short films too.

To say about my Working Experience,

I worked as a Part-Time Educational consultant in a Consultancy, when I was doing my under graduation (UG).

My greatest strength is I don't give up easily. I am cool, calm and very friendly. I am very broad minded and hardworking too. I'm also a quick learner.

My weakness is my laziness, and believing others easily.

I never feel comfortable until I finish my work in time.

About my **professional interest:**

My short term goal is to complete my degree and to get a good job in a famous company like yours, where I can upgrade my skills and knowledge efficiently.

My long term goal is to reach a respectable position in a company where I am working, in which they never want to lose me at any cost.

Regarding languages

I know English and French very well. I can read Russian.

Thank you Sir.

Note

If your educational qualification is one discipline, but you attend interview for another related discipline, what to do?

For example, your educational qualification is IT based one. But you are attending an interview for BPO.

They may ask, "Why do you prefer BPO to IT?"

At such occasions, reply like this:

*I believe in this quote. "The real success is in finding a work which you love."
I love working in BPO. So I am here and I believe that here I can upgrade and enhance my knowledge.*

Other related questions such as –

- i. What are your goals?
- ii. How do you feel about working nights and weekends?
- iii. Tell me honestly about your strong points and weak points. Sometimes, the strong and weak points of your previous working place (your boss, management team etc.) might be asked.
- iv. What was the toughest challenge you have ever faced?
- v. Why did you resign from your previous job?

are also to be prepared and answered with care.

Self- introduction is really necessary for any job and this text will help you to prepare yourself for any kind of interview and it also shows you the shortest and smartest way to build up your self- introduction and gives you confidence.

1.3. INTRODUCING ONESELF IN A TELEPHONIC CONVERSATION

Start any telephonic conversation by introducing yourself. The person who makes a call is referred to as 'caller' and the other person who attends the call is mentioned as 'receiver' here.

Sample 1: When the receiver attends and answers the caller directly:

Caller : Hello! This is John (or) It's John calling.

Receiver: Good morning John.

Maya speaking. Is there any news?

Caller : Yes. This is just a reminding call.

Receiver: For what?

Caller : Today at 4 p.m., we have a meeting in our conference hall.

Receiver: Don't worry. I remember it. I will be there sharply at 4 p.m.

Caller : Okay. Would you make a call when you go there?

Receiver: Certainly. Any other.....?

Caller : No, please.

Receiver: Okay. Thanks for calling.

Bye for now.

Sample 2: The caller doesn't introduce himself. The person whom the caller wants to speak is not there. When some other person attends the call:



Caller : Hello!

Receiver : This is Raj.

May I ask / know who is calling please?

Caller : Oh, I'm Suresh.

Your brother Vivek's friend.

Receiver : Hello. Vivek is not here at the moment. Any message for him?

Caller : No, thanks. Please inform him about my call. I will call him again in the afternoon.

Receiver : Oh, yes. May I hang up now?

Caller : Okay. Thank you.

Receiver: You're welcome.

ASSIGNMENT

(This assignment will be graded and added to your CC mark)

WORKSHEET

1. Assume you are attending an interview for a famous company in Algiers. Introduce yourself to your employer highlighting your skills.
 2. Introduce yourself to your class teacher and classmates on the first day of study at English Department.
 3. Draft a telephonic conversation in which the receiver attends and answers the call directly.
 4. Draft a telephonic conversation in which the caller's call is attended by some other person.
- ☺ Each of the above activities should be written in a [PDF or DOC] format and submitted through email to my professional electronic address.
- ☺ Prepare yourself to do the same activity in an oral form, when you come to class in February (incha-Allah)

