

ENGLISH ORAL SKILLS GRADE 8 LESSON NOTES

a. Polite words and phrases in telephone conversation

Certainly! Using polite words and phrases in telephone conversations is key to effective communication and maintaining good etiquette. Here are some polite words and phrases to use in various stages of a phone call:

Greeting and Introduction

- **Greeting:** "Good morning/afternoon/evening."
- **Introduction:** "This is [Your Name] from [Your Company/Organization]."
- **Offering Help:** "How may I assist you today?"

During the Conversation

- **Asking for Information:** "Could you please provide me with...?" / "May I ask...?"
- **Clarifying Information:** "I just want to confirm..." / "Could you please clarify...?"
- **Expressing Understanding:** "I understand." / "I see." / "Thank you for explaining that."

Holding the Line

- **Requesting Patience:** "Could you please hold for a moment?" / "May I put you on hold for a brief moment?"
- **Apologizing for Wait:** "Thank you for holding." / "I appreciate your patience."

Ending the Conversation

- **Offering Further Assistance:** "Is there anything else I can assist you with today?"
- **Thanking the Caller:** "Thank you for calling." / "I appreciate your time."
- **Saying Goodbye:** "Have a great day." / "Goodbye."

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General Politeness

- **Using "Please" and "Thank You":** Always include "please" when making requests and "thank you" when receiving information or assistance.
- **Showing Empathy:** "I understand how you feel." / "I'm sorry to hear that."
- **Apologizing for Mistakes:** "I apologize for any inconvenience." / "I'm sorry for the misunderstanding."

Example Conversation

Caller: "Hello, I need some help with my account."

You: "Good morning! This is [Your Name] from [Your Company]. How may I assist you today?"

Caller: "I'm having trouble accessing my account."

You: "I'm sorry to hear that. Could you please provide me with your account number so I can look into this for you?"

Caller: "Sure, it's 123456."

You: "Thank you. I just need to put you on hold for a brief moment while I check your account details. Could you please hold?"

Caller: "Okay."

You: "Thank you for holding. I've checked your account, and I can see what the issue is. I'll help you resolve it right away."

Scenario: Booking an Appointment with a Doctor

Receptionist: "Good morning, [Medical Office Name]. This is [Receptionist's Name]. How may I assist you today?"

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Caller: "Good morning. My name is [Caller's Name], and I'd like to schedule an appointment with Dr. Smith."

Receptionist: "Of course, Mr./Ms. [Caller's Name]. May I please have your date of birth to look up your information?"

Caller: "Certainly, it's [Date of Birth]."

Receptionist: "Thank you. I see that you are a patient here. What date and time would be most convenient for you?"

Caller: "I'm available next Tuesday in the afternoon. Do you have any openings then?"

Receptionist: "Let me check for you. Please hold for a moment... Thank you for holding. We have an opening at 2:30 PM next Tuesday. Does that work for you?"

Caller: "Yes, 2:30 PM works perfectly. Thank you."

Receptionist: "Great! I have scheduled you for an appointment with Dr. Smith at 2:30 PM next Tuesday. Is there anything else I can assist you with today?"

Caller: "No, that's all. Thank you for your help."

Receptionist: "You're welcome, Mr./Ms. [Caller's Name]. Have a wonderful day! Goodbye."

Caller: "Thank you. Goodbye."

Summary of Polite Phrases

- **Greetings and Introduction:** "Good morning. My name is [Caller's Name]."
- **Requesting Information:** "May I please have your date of birth?"
- **Providing Information:** "Certainly, it's [Date of Birth]."
- **Expressing Gratitude:** "Thank you."

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- **Requesting Patience:** "Please hold for a moment..."
- **Offering Further Assistance:** "Is there anything else I can assist you with today?"
- **Closing Remarks:** "Have a wonderful day! Goodbye."

Reasons why one should be polite when speaking over telephone

Being polite during telephone conversations is crucial for effective communication and relationship-building. Here are several reasons why politeness is important:

1. Creates a Positive Impression

- **Reason:** Politeness helps create a positive first impression.
- **Importance:** A courteous and respectful tone sets the stage for a productive and pleasant conversation, whether it's in a personal or professional context.

2. Enhances Clarity and Understanding

- **Reason:** Polite language encourages clear and respectful communication.
- **Importance:** It ensures that both parties feel heard and understood, reducing the likelihood of misunderstandings and conflicts.

3. Builds Trust and Rapport

- **Reason:** Politeness fosters a sense of trust and rapport between the parties involved.
- **Importance:** It helps build strong relationships, making future interactions smoother and more enjoyable.

4. Reduces Tension and Conflict

- **Reason:** A polite and respectful tone can defuse potential tension or conflict.

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- **Importance:** It creates a calm and cooperative atmosphere, allowing for more effective problem-solving and decision-making.

5. Reflects Professionalism

- **Reason:** Politeness is a key aspect of professionalism in business and customer service settings.
- **Importance:** It demonstrates respect for the other person's time and needs, enhancing the overall customer experience and professional reputation.

6. Encourages Positive Reciprocity

- **Reason:** Being polite often encourages the other person to respond in kind.
- **Importance:** It creates a cycle of positive communication, leading to more respectful and productive conversations.

Summary

- **Positive Impression:** Sets a courteous and respectful tone.
- **Clarity and Understanding:** Encourages clear and respectful communication.
- **Trust and Rapport:** Fosters strong relationships.
- **Reduces Tension:** Defuses potential conflicts.
- **Professionalism:** Demonstrates respect and professionalism.
- **Positive Reciprocity:** Encourages mutual politeness.

b. Oral presentation: Songs

Features of songs

Oral presentations of songs are unique forms of expression that involve both verbal and musical elements. Here are some key features to consider:

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1. Introduction

- **Description:** Begin with a brief introduction to the song, including the title, artist, and any relevant background information.
- **Importance:** Provides context and engages the audience right from the start.

2. Lyrics and Themes

- **Description:** Discuss the lyrics of the song, focusing on the main themes, messages, and any notable literary devices (such as metaphors, similes, or imagery).
- **Importance:** Helps the audience understand the deeper meaning of the song and its emotional impact.

3. Musical Elements

- **Description:** Highlight the key musical components, such as melody, harmony, rhythm, tempo, and instrumentation.
- **Importance:** Provides insight into how the music complements the lyrics and enhances the overall experience.

4. Performance Techniques

- **Description:** Describe the vocal delivery and any performance techniques used by the artist, such as dynamics, phrasing, and vocal expression.
- **Importance:** Demonstrates how the artist's interpretation adds depth and emotion to the song.

5. Cultural and Historical Context

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- **Description:** Provide information about the cultural or historical context in which the song was created and how it reflects or influences societal issues.
- **Importance:** Offers a broader perspective on the song's significance and relevance.

6. Personal Connection

- **Description:** Share your personal connection to the song and why it resonates with you.
- **Importance:** Adds a personal touch and helps the audience connect with the presentation on an emotional level.

7. Engagement and Interaction

- **Description:** Engage the audience with questions, encourage sing-alongs, or invite them to share their thoughts and interpretations.
- **Importance:** Creates an interactive and participatory experience, making the presentation more memorable and enjoyable.

Performance techniques when singing

1. Vocal Technique

- **Breath Control:** Ensure proper breathing to support your voice and maintain consistent tone and volume.
- **Pitch Accuracy:** Stay on pitch and in tune with the music, using techniques such as ear training and warm-up exercises.
- **Vocal Dynamics:** Vary your volume and intensity to add emotional expression and emphasize important parts of the song.

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2. Articulation and Diction

- **Clear Pronunciation:** Enunciate words clearly to ensure the lyrics are understood by the audience.
- **Phrasing:** Pay attention to how you group words and phrases, using natural speech patterns to convey meaning and emotion.

3. Emotional Expression

- **Connection with the Lyrics:** Understand the meaning and emotion behind the lyrics, and convey that emotion through your performance.
- **Facial Expressions and Body Language:** Use facial expressions and gestures to enhance the emotional impact of the song and engage the audience.

4. Stage Presence

- **Confidence:** Project confidence and poise, even if you feel nervous. Practice can help build confidence over time.
- **Eye Contact:** Make eye contact with the audience to create a connection and draw them into your performance.
- **Movement:** Use purposeful movements to add visual interest and enhance the storytelling aspect of the song.

5. Audience Interaction

- **Engagement:** Interact with the audience through smiles, gestures, and acknowledgment, creating a shared experience.
- **Responsiveness:** Be aware of the audience's reactions and adjust your performance accordingly to maintain their interest.

6. Preparation and Practice

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- **Rehearsal:** Practice regularly to refine your vocal technique, memorize the lyrics, and become comfortable with the song.
- **Feedback:** Seek feedback from others to identify areas for improvement and fine-tune your performance.

Non-verbal aspects of performance

Non-verbal aspects play a crucial role in enhancing the impact of a song performance.

Here are some key non-verbal elements to consider:

1. Facial Expressions

- **Description:** Express emotions such as joy, sadness, anger, or excitement through your facial expressions.
- **Importance:** Helps convey the emotional tone of the song and connect with the audience on a deeper level.

2. Body Language and Gestures

- **Description:** Use your body and hand movements to emphasize the lyrics and add visual interest.
- **Importance:** Enhances the storytelling aspect of the song and engages the audience visually.

3. Eye Contact

- **Description:** Make eye contact with the audience or camera to create a sense of connection.
- **Importance:** Builds rapport and makes the performance more intimate and engaging.

4. Posture and Stance

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- **Description:** Maintain a confident and open posture while performing.
- **Importance:** Reflects confidence and poise, making the performance more convincing and impactful.

5. Movement and Stage Presence

- **Description:** Move around the stage or performance area to create dynamic energy.
- **Importance:** Adds excitement and keeps the audience engaged throughout the performance.

6. Costume and Appearance

- **Description:** Choose clothing and accessories that complement the theme and style of the song.
- **Importance:** Enhances the overall visual presentation and helps convey the character or mood of the performance.

7. Breath Control and Pacing

- **Description:** Use controlled breathing and pacing to maintain vocal quality and expression.
- **Importance:** Ensures a polished and professional performance, allowing you to deliver the song effectively.

Role of songs in society

Songs play a multifaceted and influential role in society, touching various aspects of human life and culture. Here are some key roles of songs in society:

1. Cultural Expression and Preservation

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- **Description:** Songs often reflect and preserve the cultural heritage, traditions, and values of a society.
- **Importance:** They serve as a means of passing down stories, customs, and beliefs from one generation to the next, helping to maintain cultural identity.

2. Emotional Expression and Connection

- **Description:** Songs provide a powerful medium for expressing and evoking emotions.
- **Importance:** They help individuals process and communicate their feelings, creating a sense of shared experience and connection with others.

3. Social Commentary and Change

- **Description:** Songs can address social issues, raise awareness, and inspire change.
- **Importance:** They have the power to influence public opinion, advocate for justice, and mobilize social movements.

4. Entertainment and Recreation

- **Description:** Songs provide enjoyment and entertainment, offering a source of relaxation and fun.
- **Importance:** They enhance social gatherings, celebrations, and personal leisure time, contributing to overall well-being.

5. Education and Learning

- **Description:** Songs can be used as educational tools to teach language, history, and other subjects.

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- **Importance:** They make learning engaging and memorable, especially for children and young learners.

6. Religious and Spiritual Practices

- **Description:** Songs play a significant role in religious ceremonies, worship, and spiritual practices.
- **Importance:** They help convey religious teachings, facilitate communal worship, and foster a sense of spiritual connection.

7. Identity and Belonging

- **Description:** Songs can reinforce personal and collective identity, providing a sense of belonging.
- **Importance:** They resonate with individuals' experiences and cultural backgrounds, helping people feel connected to their communities.

c. Listening comprehension

What to look for when listening to a text

When listening to a text, it's important to pay attention to several key elements to fully understand and appreciate the content. Here are some things to look for:

1. Main Idea and Purpose

- **Description:** Identify the main idea or purpose of the text. What is the speaker trying to convey or achieve?
- **Importance:** Understanding the central message helps you grasp the overall meaning and intent of the text.

2. Supporting Details

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- **Description:** Listen for specific details, examples, and evidence that support the main idea.
- **Importance:** These details provide depth and context, helping to reinforce and clarify the main message.

3. Structure and Organization

- **Description:** Pay attention to how the text is structured and organized. Look for transitions, headings, and the logical flow of ideas.
- **Importance:** A well-organized text is easier to follow and understand, making it clear how different parts relate to each other.

4. Tone and Emotion

- **Description:** Notice the speaker's tone of voice and emotional cues. Are they enthusiastic, serious, sad, or excited?
- **Importance:** The tone and emotion help convey the speaker's attitude and can enhance your understanding of the text's mood and intent.

5. Vocabulary and Language

- **Description:** Listen to the choice of words and language used. Are there any unfamiliar terms or figurative language?
- **Importance:** Understanding the vocabulary and language used can provide insights into the speaker's message and style.

6. Inferences and Implications

- **Description:** Make inferences based on the information provided. What can you deduce about the speaker's perspective or the context?

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- **Importance:** Inferences help you read between the lines and gain a deeper understanding of the text beyond the explicit content.

7. Engagement and Interaction

- **Description:** Consider how the speaker engages with the audience. Are there rhetorical questions, anecdotes, or interactive elements?
- **Importance:** Engagement techniques can make the text more relatable and memorable, enhancing your overall listening experience.

Summary

- **Main Idea:** Identify the central message or purpose.
- **Supporting Details:** Listen for specific examples and evidence.
- **Structure:** Notice the organization and flow of ideas.
- **Tone:** Pay attention to the speaker's tone and emotion.
- **Vocabulary:** Understand the choice of words and language.
- **Inferences:** Make inferences based on the information provided.
- **Engagement:** Consider how the speaker interacts with the audience.

d. Selective Listening

Importance of getting main points from an oral text

Identifying the main points from an oral text is essential for effective listening and comprehension. Here are some reasons why it's important:

1. Understanding the Core Message

- **Reason:** The main points represent the core message or essential information being conveyed.

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- **Importance:** Grasping the main points helps you understand the speaker's primary objectives and the overall context of the discussion.

2. Retention and Recall

- **Reason:** Focusing on the main points makes it easier to remember and recall information later.
- **Importance:** Effective retention and recall of key information are crucial for tasks such as studying, taking notes, or participating in discussions.

3. Efficient Note-Taking

- **Reason:** Identifying main points allows for more efficient and organized note-taking.
- **Importance:** Well-organized notes that highlight main points are valuable for review, study, and reference.

4. Active Listening

- **Reason:** Concentrating on the main points encourages active listening and engagement with the speaker.
- **Importance:** Active listening leads to better comprehension, critical thinking, and meaningful interaction.

5. Critical Thinking

- **Reason:** Distinguishing between main points and supporting details involves analysis and critical thinking.
- **Importance:** This skill enhances your ability to evaluate and synthesize information, leading to a deeper understanding.

6. Effective Communication

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- **Reason:** Understanding the main points helps you respond appropriately and contribute effectively to conversations.
- **Importance:** Clear and relevant responses demonstrate good listening skills and facilitate productive dialogue.

7. Time Management

- **Reason:** Focusing on the main points allows for more efficient use of time during presentations and discussions.
- **Importance:** It helps prioritize important information, making it easier to manage and process large amounts of data.

How to ensure you capture relevant information from a speaker

Capturing relevant information from a speaker requires active listening and certain strategies to ensure you understand and remember key points. Here are some tips:

1. Active Listening

- **Description:** Focus fully on the speaker without distractions.
- **Techniques:** Maintain eye contact, nod in agreement, and avoid interrupting. Show interest through body language and verbal affirmations like "I see" or "Go on."

2. Take Notes

- **Description:** Write down important points as you listen.
- **Techniques:** Use bullet points, abbreviations, and keywords to quickly capture information. Highlight or underline key points for emphasis.

3. Ask Clarifying Questions

- **Description:** Seek clarification if something is unclear.

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- **Techniques:** Politely ask questions like "Could you please elaborate on that?" or "What do you mean by...?" This ensures you fully understand the speaker's message.

4. Summarize and Reflect

- **Description:** Paraphrase and summarize what the speaker has said.
- **Techniques:** Repeat back key points in your own words, such as "So, what you're saying is..." This helps confirm your understanding and reinforces retention.

5. Focus on Main Points

- **Description:** Identify and concentrate on the main ideas and key points.
- **Techniques:** Look for repeated themes, highlighted points, and emphasized information. Prioritize the speaker's central message.

6. Use Visual Aids

- **Description:** Utilize visual aids to reinforce information.
- **Techniques:** Pay attention to slides, charts, and diagrams if available. Visual aids can help you better understand and remember key points.

7. Engage with the Content

- **Description:** Actively engage with the content being presented.
- **Techniques:** Relate the information to your own experiences, ask relevant questions, and participate in discussions. Engaging helps deepen your understanding and retention.

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e. Pronunciation

words with sounds /n/, /ɔ:/, /θ/ and /ð/

Here are some examples of words containing the specified sounds:

/n/

- **Hot:** /hɒt/
- **Dog:** /dɒg/
- **Stop:** /stɒp/
- **Pot:** /pɒt/

/ɔ:/

- **Thought:** /θɔ:t/
- **Door:** /dɔ:/
- **Talk:** /tɔ:k/
- **More:** /mɔ:/

/θ/

- **Think:** /θɪŋk/
- **Path:** /pɑ:θ/
- **Both:** /bəʊθ/
- **Teeth:** /ti:θ/

/ð/

- **This:** /ðɪs/
- **Other:** /'ʌðə/

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- **They:** /ðeɪ/
- **Mother:** /'mʌðə/

Emphatic stress is used in speech to give extra emphasis to a particular word or phrase, making it stand out and convey stronger emotion or importance. Here's how you can apply emphatic stress in various contexts:

1. Expressing Strong Feelings

- **Context:** Emphasizing emotions such as anger, joy, surprise, or frustration.
- **Example:** "I **can't believe** you did that!" (Emphasis on "can't believe" shows strong surprise or disbelief.)
- **Example:** "She **absolutely** loves that movie." (Emphasis on "absolutely" conveys strong affection.)

2. Clarifying Information

- **Context:** Stressing a particular detail to ensure it is understood.
- **Example:** "I need the report by **Monday**, not Tuesday." (Emphasis on "Monday" clarifies the deadline.)
- **Example:** "The meeting is at **2 PM**, not 3 PM." (Emphasis on "2 PM" ensures the correct time is noted.)

3. Contrasting Ideas

- **Context:** Highlighting the difference between two ideas or choices.
- **Example:** "I wanted the blue one, not the **red** one." (Emphasis on "red" contrasts the color choices.)
- **Example:** "He likes coffee, but I prefer **tea**." (Emphasis on "tea" contrasts the preferences.)

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4. Expressing Certainty

- **Context:** Conveying strong assurance or conviction.
- **Example:** "I **will** finish this project on time." (Emphasis on "will" shows determination.)
- **Example:** "She **definitely** knows the answer." (Emphasis on "definitely" conveys certainty.)

5. Correcting Misunderstandings

- **Context:** Addressing and correcting incorrect information.
- **Example:** "I said I wanted the **large** size, not the small one." (Emphasis on "large" corrects the size preference.)
- **Example:** "We agreed to meet on **Wednesday**, not Thursday." (Emphasis on "Wednesday" corrects the meeting day.)

6. Highlighting Important Information

- **Context:** Making crucial information stand out.
- **Example:** "Remember to bring your **ID card** to the event." (Emphasis on "ID card" highlights the important item.)
- **Example:** "The deadline for the submission is **tomorrow**." (Emphasis on "tomorrow" highlights the urgency.)

f. Conversational skills: Disagreeing politely

ways of Disagreeing Politely

Disagreeing politely is a valuable skill that helps maintain respectful and constructive conversations. Here are some effective ways to disagree politely:

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1. Use Softening Phrases

- Examples:
 - "I see what you mean, but..."
 - "I understand your point, however..."

2. Acknowledge the Other Person's Perspective

- Examples:
 - "You make a good point, and I also think..."
 - "That's an interesting perspective, but I feel..."

3. Use "I" Statements

- Examples:
 - "I feel that..."
 - "I believe that..."

4. Stay Calm and Respectful

- Examples:
 - "I understand where you're coming from, but I have a different view."
 - "I respect your opinion, but I see it differently."

5. Provide Reasons and Evidence

- Examples:
 - "I disagree because I think that..."
 - "My experience has been different, and here's why..."

6. Offer a Compromise or Alternative

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- **Examples:**

- "Perhaps we could find a solution that works for both of us."
- "What if we tried...?"

Summary

- **Softening Phrases:** "I see what you mean, but..."
- **Acknowledge Perspective:** "You make a good point, and I also think..."
- **Use "I" Statements:** "I feel that..."
- **Stay Calm and Respectful:** "I understand where you're coming from, but I have a different view."
- **Provide Reasons and Evidence:** "I disagree because..."
- **Offer a Compromise:** "Perhaps we could find a solution..."

conversational strategies to disagree appropriately

Disagreeing appropriately requires tact and good communication skills. Here are some strategies to help you disagree in a respectful and constructive manner:

1. Use Softening Phrases

- **Example:** "I see what you mean, but..."
 - **Usage:** This phrase acknowledges the other person's point of view before introducing your own perspective.

2. Acknowledge the Other Person's Perspective

- **Example:** "You make a good point, and I also think..."
 - **Usage:** Recognizing the validity of the other person's argument shows respect and opens the door for your own input.

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3. Use "I" Statements

- **Example:** "I feel that..."
 - **Usage:** Expressing your disagreement from your own perspective helps avoid sounding accusatory or confrontational.

4. Stay Calm and Respectful

- **Example:** "I understand where you're coming from, but I have a different view."
 - **Usage:** Maintaining a calm and respectful tone helps keep the conversation constructive.

5. Provide Reasons and Evidence

- **Example:** "I disagree because I think that..."
 - **Usage:** Supporting your disagreement with clear reasons and evidence makes your argument more persuasive.

6. Offer a Compromise or Alternative

- **Example:** "Perhaps we could find a solution that works for both of us."
 - **Usage:** Suggesting a compromise or alternative solution demonstrates a willingness to find common ground.

7. Ask for Clarification

- **Example:** "Can you explain why you think that?"
 - **Usage:** Asking for clarification shows that you are genuinely interested in understanding the other person's perspective and can lead to a more informed discussion.

Summary

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- **Softening Phrases:** "I see what you mean, but..."
- **Acknowledge Perspective:** "You make a good point, and I also think..."
- **Use "I" Statements:** "I feel that..."
- **Stay Calm and Respectful:** "I understand where you're coming from, but I have a different view."
- **Provide Reasons and Evidence:** "I disagree because..."
- **Offer a Compromise:** "Perhaps we could find a solution..."
- **Ask for Clarification:** "Can you explain why you think that?"

applying non-verbal cues to express varied moods and feelings

Non-verbal cues play a significant role in expressing moods and feelings. Here are some examples of how you can use non-verbal cues to convey different emotions:

1. Happiness

- **Facial Expression:** Smiling, with eyes slightly squinted (genuine smile).
- **Body Language:** Open posture, relaxed shoulders, and arms.
- **Gestures:** Clapping, giving thumbs up, or animated hand movements.
- **Eye Contact:** Bright, direct eye contact.

2. Sadness

- **Facial Expression:** Frowning, downturned lips, and a sad or distant look in the eyes.
- **Body Language:** Slouched posture, shoulders hunched forward.
- **Gestures:** Minimal hand movements, arms crossed or resting on the lap.
- **Eye Contact:** Avoiding eye contact, looking down or away.

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3. Anger

- **Facial Expression:** Furrowed brows, clenched jaw, and narrowed eyes.
- **Body Language:** Tense posture, clenched fists, and rigid stance.
- **Gestures:** Pointing, aggressive hand movements, or pacing.
- **Eye Contact:** Intense, piercing eye contact.

4. Surprise

- **Facial Expression:** Raised eyebrows, wide-open eyes, and mouth agape.
- **Body Language:** Sudden change in posture, body leaning forward or backward.
- **Gestures:** Hands raised or placed over the mouth, quick movements.
- **Eye Contact:** Brief, widened eye contact.

5. Fear

- **Facial Expression:** Wide eyes, eyebrows raised and drawn together, and mouth slightly open.
- **Body Language:** Tense posture, shrinking back or protective stance.
- **Gestures:** Covering the face, clutching objects, or backing away.
- **Eye Contact:** Rapid, darting eye movements or looking away.

6. Disgust

- **Facial Expression:** Wrinkled nose, raised upper lip, and narrowed eyes.
- **Body Language:** Leaning away or turning the body away.
- **Gestures:** Waving hand in a dismissive manner, covering the mouth.
- **Eye Contact:** Brief, averted eye contact.

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7. Interest

- **Facial Expression:** Slight smile, raised eyebrows.
- **Body Language:** Leaning slightly forward, open posture.
- **Gestures:** Nodding, small hand movements to emphasize points.
- **Eye Contact:** Consistent, engaged eye contact.

g. Listening for details

Listening for details is a skill that can greatly enhance various aspects of life. Here's why it's so important:

1. Effective Communication

- **Explanation:** When you listen attentively, you grasp the full message being conveyed.
- **Benefit:** This leads to clear, meaningful conversations, reducing misunderstandings and fostering better relationships.

2. Building Trust and Rapport

- **Explanation:** Showing that you value and respect the other person's perspective by listening attentively.
- **Benefit:** Builds trust and rapport, enhancing personal and professional relationships.

3. Problem-Solving

- **Explanation:** Gathering all relevant information through detailed listening.
- **Benefit:** Helps identify the root cause of issues and come up with effective solutions.

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4. Enhanced Learning

- **Explanation:** Paying attention to details helps you understand and remember new concepts and information more thoroughly.
- **Benefit:** Leads to better retention and understanding, whether in academic settings or personal growth.

5. Informed Decision-Making

- **Explanation:** Listening carefully provides comprehensive information for well-informed decisions.
- **Benefit:** Reduces the risk of errors and increases the likelihood of successful outcomes.

6. Empathy and Emotional Intelligence

- **Explanation:** Understanding the nuances in someone's words helps you grasp their emotions and perspectives.
- **Benefit:** Enhances your ability to empathize and connect with others on a deeper level.

7. Professional Success

- **Explanation:** In the workplace, listening for details is crucial for understanding tasks, following instructions, and collaborating effectively.
- **Benefit:** Leads to higher productivity, better teamwork, and career advancement.

Summary

- **Effective Communication:** Leads to clear, meaningful conversations.
- **Building Trust:** Enhances relationships by showing respect and value.

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- **Problem-Solving:** Helps identify and address the root cause of issues.
- **Enhanced Learning:** Leads to better retention and understanding of new information.
- **Informed Decision-Making:** Reduces the risk of errors and increases success.
- **Empathy:** Enhances emotional intelligence and connection with others.
- **Professional Success:** Increases productivity, teamwork, and career advancement.

h. Oral Narratives: Myths

To identify characters in a mythical story, it's important to pay close attention to the narrative and the roles each character plays. Here's a general approach to identifying characters in a myth:

Steps to Identify Characters in a Myth

1. **Listen or Read Carefully:** Pay attention to the entire story, focusing on the names mentioned and their actions.
2. **Note the Main Characters:** Identify the central figures around whom the story revolves.
3. **Identify Supporting Characters:** Note the characters who interact with the main characters and contribute to the story.
4. **Recognize the Mythical Creatures:** Identify any supernatural beings or creatures that play a significant role.
5. **Understand Their Roles:** Determine the roles each character plays (e.g., hero, villain, helper, deity).

Example: The Myth of Hercules

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Here are the characters from the myth of Hercules:

Main Characters

1. **Hercules:** The hero known for his incredible strength and bravery.
2. **Hera:** The queen of the gods who opposes Hercules and puts him through trials.

Supporting Characters

1. **Zeus:** The king of the gods and Hercules' father.
2. **Eurystheus:** The king who assigns Hercules his twelve labors.
3. **Megara:** Hercules' first wife.

Mythical Creatures

1. **Nemean Lion:** The lion with impenetrable skin that Hercules must defeat.
2. **Hydra:** The multi-headed serpent Hercules battles.

Mythical stories often carry moral lessons that teach valuable life principles and cultural values. Here are some examples of well-known myths and their moral lessons:

1. The Myth of Icarus

- **Story:** Icarus and his father Daedalus attempt to escape from Crete using wings made of feathers and wax. Despite his father's warning, Icarus flies too close to the sun, causing the wax to melt and he falls into the sea.
- **Moral Lesson:** The story teaches the importance of humility and heeding wise advice. It also warns against the dangers of overambition and hubris.

2. The Myth of King Midas

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- **Story:** King Midas is granted a wish that everything he touches turns to gold. However, this blessing turns into a curse when he cannot eat, drink, or touch his loved ones.
- **Moral Lesson:** The myth illustrates the dangers of greed and the importance of being careful with what you wish for. It teaches that true wealth is not found in material possessions.

3. The Myth of Narcissus

- **Story:** Narcissus, a handsome young man, falls in love with his own reflection in a pool of water. Unable to look away, he eventually dies by the water's edge.
- **Moral Lesson:** This story highlights the consequences of excessive self-love and vanity. It teaches the value of humility and the importance of caring for others.

4. The Myth of Prometheus

- **Story:** Prometheus defies the gods by stealing fire and giving it to humanity. As punishment, he is bound to a rock where an eagle eats his liver every day.
- **Moral Lesson:** The myth emphasizes the value of self-sacrifice and the pursuit of knowledge for the greater good. It also serves as a cautionary tale about the consequences of defying authority.

5. The Myth of Pandora's Box

- **Story:** Pandora is given a box (or jar) and instructed not to open it. Curiosity gets the better of her, and she releases all the evils of the world, leaving only hope inside.
- **Moral Lesson:** The story teaches about the consequences of curiosity and disobedience. It also highlights the idea that hope remains even in the face of adversity.

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Importance of Oral literature

Oral literature plays a vital role in lifelong learning, offering a wealth of benefits that contribute to personal growth, cultural understanding, and intellectual development.

Here are some key reasons why oral literature is important in lifelong learning:

1. Cultural Preservation

- **Explanation:** Oral literature, such as myths, folktales, and legends, helps preserve and transmit cultural heritage and traditions.
- **Benefit:** It provides a deeper understanding of cultural values, beliefs, and history, fostering a sense of identity and continuity.

2. Moral and Ethical Lessons

- **Explanation:** Many oral narratives contain moral and ethical lessons that guide behavior and decision-making.
- **Benefit:** These lessons can help individuals develop a strong moral compass and make informed choices throughout their lives.

3. Critical Thinking and Problem-Solving

- **Explanation:** Listening to and interpreting oral stories encourages critical thinking and problem-solving skills.
- **Benefit:** It enhances cognitive abilities and helps individuals approach challenges with creativity and insight.

4. Language and Communication Skills

- **Explanation:** Engaging with oral literature improves listening, speaking, and comprehension skills.

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- **Benefit:** Strong language and communication skills are essential for effective interaction and lifelong learning.

5. Emotional and Social Intelligence

- **Explanation:** Oral narratives often explore complex emotions and social dynamics.
- **Benefit:** They help individuals develop empathy, emotional intelligence, and social awareness, which are crucial for building meaningful relationships.

6. Memory and Cognitive Development

- **Explanation:** The practice of memorizing and recounting oral stories enhances memory and cognitive functions.
- **Benefit:** It supports mental agility and lifelong cognitive health.

7. Intergenerational Connections

- **Explanation:** Oral literature often involves the sharing of stories between generations.
- **Benefit:** It strengthens family and community bonds, creating a sense of belonging and mutual respect.

8. Adaptability and Resilience

- **Explanation:** Oral stories frequently address themes of overcoming adversity and adapting to change.
- **Benefit:** They inspire resilience and adaptability, helping individuals navigate life's challenges.

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i. Pronunciation

To identify words with the specified sounds from a sample text, we need to analyze the text for the presence of those phonetic sounds. Here are the sounds and examples of words containing them:

Vowels

- /ɑ:/: Calm, father, start, car
- /ɜ:/: Bird, fur, nurse, work

Consonants

- /tʃ/: Chair, catch, watch, nature
- /dʒ/: Judge, badge, age, giant

Sample Text

"Charles decided to watch the giant bird fly calmly over the park. The badge on his jacket was shiny and new, making him feel proud."

Identified Words

- /ɑ:/: Calmly, park
- /ɜ:/: Bird
- /tʃ/: Charles, watch
- /dʒ/: Giant, badge

Stressed and unstressed words

In spoken English, some words are stressed while others are unstressed. This difference often depends on whether the words are content words or function words.

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Content Words

- **Definition:** Content words carry the main meaning in a sentence.
- **Examples:** Nouns, main verbs, adjectives, and adverbs.
- **Characteristics:** Usually stressed in speech.

Function Words

- **Definition:** Function words serve a grammatical purpose rather than carrying significant meaning.
- **Examples:** Pronouns, auxiliary verbs, prepositions, conjunctions, and articles.
- **Characteristics:** Usually unstressed in speech.

Example Sentence

"She bought a beautiful new dress at the store."

Analysis

- **Content Words (Stressed):**
 - **bought** (main verb)
 - **beautiful** (adjective)
 - **new** (adjective)
 - **dress** (noun)
 - **store** (noun)
- **Function Words (Unstressed):**
 - **She** (pronoun)
 - **a** (article)

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- **at** (preposition)
- **the** (article)

Summary

- **Content Words:** bought, beautiful, new, dress, store
- **Function Words:** She, a, at, the

Here is how you pronounce these vowels and consonants:

Vowels

1. /ɑ:/

- Pronounced as the "a" in "father" or "car".
- Example: "Calm" (/kɑ:m/)

2. /ɜ:/

- Pronounced as the "ir" in "bird" or "ur" in "fur".
- Example: "Bird" (/bɜ:d/)

Consonants

1. /tʃ/

- Pronounced as the "ch" in "chair" or "watch".
- Example: "Chair" (/tʃeər/)

2. /dʒ/

- Pronounced as the "j" in "judge" or "g" in "giant".
- Example: "Judge" (/dʒʌdʒ/)

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j. Oral Presentation

Parts of a speech

When crafting a speech, it typically follows a structured format to effectively convey the message to the audience. Here are the key components often found in the format of a speech:

1. Introduction

- **Greeting:** A warm welcome to the audience, acknowledging any special guests or dignitaries.
 - Example: "Good morning, esteemed guests, ladies and gentlemen..."
- **Attention Grabber:** An engaging opening to capture the audience's interest, such as a quote, question, or anecdote.
 - Example: "Imagine a world where everyone has equal access to education..."
- **Purpose:** Clearly stating the purpose or main topic of the speech.
 - Example: "Today, I will be discussing the importance of sustainable development..."

2. Body

- **Main Points:** Dividing the speech into key points or arguments, each supported by evidence, examples, or anecdotes.
 - **Point 1:** Introduce the first main point.
 - Example: "Firstly, sustainable development ensures the conservation of natural resources for future generations..."

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- **Point 2:** Introduce the second main point.
 - Example: "Secondly, investing in renewable energy creates job opportunities and stimulates economic growth..."
- **Point 3:** Introduce the third main point.
 - Example: "Lastly, promoting sustainable practices enhances the quality of life and health of communities..."

3. Transition Statements

- **Definition:** Phrases or sentences that smoothly connect one idea or section to the next.
 - Example: "Having discussed the environmental benefits, let's now consider the economic impact of sustainable development..."

4. Conclusion

- **Summary:** Recapping the main points or arguments presented in the speech.
 - Example: "In summary, sustainable development is crucial for conserving resources, creating jobs, and improving community health..."
- **Call to Action:** Encouraging the audience to take specific actions or adopt certain behaviors.
 - Example: "I urge each of you to support sustainable initiatives in your community..."
- **Closing Remark:** A final thought or remark to leave a lasting impression.
 - Example: "Together, we can create a better and more sustainable future for all."

5. Q&A Session (Optional)

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- **Definition:** An opportunity for the audience to ask questions and engage with the speaker.
 - Example: "I am now open to any questions you may have about sustainable development..."

Summary

- **Introduction:** Greeting, Attention Grabber, Purpose
- **Body:** Main Points (with supporting evidence)
- **Transition Statements:** Connecting ideas smoothly
- **Conclusion:** Summary, Call to Action, Closing Remark
- **Q&A Session:** Optional engagement with the audience

Here is an example of a written speech that uses effective speaking skills:

Title: The Importance of Sustainable Development

Introduction

Good afternoon, esteemed guests, ladies and gentlemen. Today, I am honored to speak with you about a topic that is crucial for the future of our planet: sustainable development. Imagine a world where everyone has equal access to resources, where nature thrives, and where future generations can enjoy a healthy and prosperous life. This vision can become a reality if we commit to sustainable development.

Body

Firstly, sustainable development ensures the conservation of natural resources for future generations. By adopting sustainable practices, we can protect our forests, oceans, and biodiversity. This not only preserves the beauty of our planet but also maintains the balance of ecosystems that support life.

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Secondly, investing in renewable energy creates job opportunities and stimulates economic growth. Solar, wind, and hydroelectric power are not only environmentally friendly but also offer a sustainable solution to our energy needs. By transitioning to renewable energy sources, we can reduce our dependence on fossil fuels and mitigate the effects of climate change.

Thirdly, promoting sustainable practices enhances the quality of life and health of communities. Access to clean water, air, and healthy food is a fundamental human right. By implementing sustainable agricultural practices and reducing pollution, we can ensure that everyone has access to these essential resources.

Transition Statement

Having discussed the environmental and economic benefits of sustainable development, let us now consider the social impact and how it can lead to a more equitable and just society.

Fourthly, sustainable development addresses social inequalities and ensures that everyone has a fair chance to succeed. By prioritizing education, healthcare, and social services, we can uplift marginalized communities and create a more inclusive society. When we invest in people, we invest in the future.

Conclusion

In summary, sustainable development is crucial for conserving natural resources, creating job opportunities, improving the quality of life, and addressing social inequalities. It is a collective responsibility that requires commitment from individuals, communities, businesses, and governments.

I urge each of you to support sustainable initiatives in your community. Together, we can create a better and more sustainable future for all. Thank you for your attention, and I am now open to any questions you may have about sustainable development.

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Tips for Effective Speaking:

1. **Make Eye Contact:** Engage with your audience by making eye contact to build connection and trust.
2. **Use Gestures:** Use hand gestures to emphasize key points and add dynamism to your speech.
3. **Vary Your Tone:** Modulate your voice to maintain interest and convey emotion.
4. **Pause for Effect:** Use pauses strategically to allow your audience to absorb important points.
5. **Practice:** Rehearse your speech multiple times to ensure smooth delivery and confidence.

Title: The Power of Art in Our Lives

Introduction

Good afternoon, everyone. Today, I am excited to talk about a subject that transcends boundaries, cultures, and time itself—art. Art is not just a mere expression of creativity; it is a powerful force that shapes our lives, our societies, and our world.

Body

Firstly, art is a universal language that connects people across the globe. Regardless of our backgrounds or spoken languages, art has the ability to communicate emotions, ideas, and stories. A painting, a sculpture, or a piece of music can evoke feelings that words alone cannot capture. Art bridges gaps and fosters understanding among diverse communities.

Secondly, art has the power to inspire and transform individuals. It encourages us to see the world from different perspectives and to think critically about our surroundings. Through art, we can challenge societal norms, question the status quo, and imagine new possibilities. It ignites our imagination and fuels our creativity, driving innovation and progress.

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Thirdly, art plays a crucial role in preserving and celebrating our cultural heritage. It reflects the history, traditions, and values of different societies, allowing us to learn from the past and appreciate the richness of human experience. Museums, galleries, and cultural institutions safeguard these treasures, ensuring that future generations can continue to explore and appreciate the diverse tapestry of human expression.

Transition Statement

Having discussed the universal and transformative power of art, let us now consider its impact on our well-being and mental health.

Fourthly, art has a profound effect on our emotional and mental well-being. Engaging with art—whether creating it or simply appreciating it—can be a therapeutic experience. It provides an outlet for self-expression, helping us process emotions and cope with life's challenges. Studies have shown that art therapy can reduce stress, anxiety, and depression, promoting overall mental health.

Conclusion

In summary, art is a powerful force that connects us, inspires us, preserves our heritage, and enhances our well-being. It enriches our lives in countless ways, reminding us of the beauty, complexity, and diversity of the human experience.

I encourage each of you to embrace art in its various forms. Visit a museum, attend a concert, create something new, or simply take a moment to appreciate the world around you. By doing so, you will not only enrich your own life but also contribute to the vibrant tapestry of our shared human culture.

Thank you for your attention.

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How to make a speech interesting

Making a speech presentation interesting involves engaging your audience and keeping their attention throughout. Here are some effective strategies to achieve this:

1. Start with a Hook

- **Example:** Begin with a compelling story, a surprising fact, a thought-provoking question, or a relevant quote.
 - **Example:** "Did you know that every minute, 20 people are displaced from their homes due to conflicts and disasters?"

2. Use Visual Aids

- **Example:** Incorporate slides, images, charts, and videos to complement your speech and illustrate key points.
 - **Example:** "Here is a chart that shows the dramatic rise in global temperatures over the past century."

3. Tell Stories

- **Example:** Share personal anecdotes or real-life examples to make your points more relatable and memorable.
 - **Example:** "When I first visited a remote village in Kenya, I saw firsthand the impact of clean water on the community's health and well-being."

4. Vary Your Tone and Pace

- **Example:** Use changes in tone and pace to emphasize important points, convey emotion, and maintain interest.
 - **Example:** Slow down when making a significant point and use a more animated tone when sharing an exciting story.

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5. Engage the Audience

- **Example:** Ask questions, encourage participation, and invite feedback to make the audience feel involved.
 - **Example:** "By a show of hands, how many of you have ever experienced...?"

6. Use Humor

- **Example:** Incorporate appropriate humor to lighten the mood and create a positive connection with the audience.
 - **Example:** "They say public speaking is more feared than death. So here I am, facing my biggest fear!"

7. Be Passionate and Authentic

- **Example:** Show enthusiasm for your topic and speak from the heart. Authenticity resonates with the audience.
 - **Example:** "I am truly passionate about this cause because I believe it has the power to change lives."

8. Use Powerful Visual Imagery

- **Example:** Use descriptive language to paint vivid pictures in the audience's minds.
 - **Example:** "Imagine a world where every child has access to quality education, where dreams are within reach for everyone."

9. Practice and Prepare

- **Example:** Rehearse your speech multiple times to ensure smooth delivery and build confidence.

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- **Example:** "The more you practice, the more comfortable you'll feel, and the more engaging your presentation will be."

10. End with a Strong Conclusion

- **Example:** Summarize your main points, leave the audience with a powerful message, and provide a clear call to action.
 - **Example:** "In conclusion, let's work together to create a brighter future for the next generation. Your support can make a world of difference."

Techniques for concluding a speech

Certainly! Here are some techniques for effectively introducing and concluding a speech:

Techniques for Introducing a Speech

1. **Start with a Hook:** Capture the audience's attention right from the beginning.
 - **Example:** Use a compelling quote, a surprising fact, a rhetorical question, or an intriguing story.
 - "Did you know that every minute, 20 people are displaced from their homes due to conflicts and disasters?"
2. **State the Purpose:** Clearly define the topic and purpose of your speech.
 - **Example:** "Today, I am here to discuss the importance of sustainable development and how it affects our future."
3. **Preview Main Points:** Give a brief overview of the main points you will cover.
 - **Example:** "We will explore the environmental, economic, and social benefits of sustainable development."
4. **Establish Credibility:** Highlight your expertise or connection to the topic.

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- **Example:** "As an environmental scientist with over 10 years of experience, I have witnessed the impact of sustainable practices firsthand."

5. **Build Rapport:** Create a connection with your audience by showing empathy or sharing personal experiences.

- **Example:** "Like many of you, I am deeply concerned about the future of our planet and the well-being of future generations."

Techniques for Concluding a Speech

1. **Summarize Key Points:** Recap the main points you covered in your speech.

- **Example:** "In summary, sustainable development is crucial for conserving resources, creating job opportunities, and improving quality of life."

2. **Call to Action:** Encourage your audience to take specific actions or adopt certain behaviors.

- **Example:** "I urge each of you to support sustainable initiatives in your community and make environmentally conscious choices."

3. **End with a Memorable Statement:** Leave a lasting impression with a powerful closing remark.

- **Example:** "Together, we can create a better and more sustainable future for all."

4. **Use a Quotation:** Conclude with a relevant and impactful quote.

- **Example:** "As Mahatma Gandhi once said, 'Be the change you wish to see in the world.'"

5. **Circle Back to the Introduction:** Refer back to your opening hook or story to bring your speech full circle.

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- **Example:** "Remember the story I shared at the beginning about the displaced families? By embracing sustainable development, we can help create a world where such stories become rare."

k. Conversational skills: Interviews

Identifying polite words and expressions in a radio or television interview involves recognizing language that shows respect, consideration, and courtesy towards others. Here are some common polite words and expressions you might encounter:

Polite Words and Expressions

1. Greetings:

- "Good morning/afternoon/evening."
- "Hello and welcome."

2. Expressions of Gratitude:

- "Thank you for having me."
- "I appreciate your time."
- "Thanks for the opportunity to speak."

3. Polite Requests:

- "Could you please elaborate on that?"
- "May I ask a question?"
- "Would you mind sharing your thoughts on this?"

4. Expressions of Agreement:

- "I completely agree with you."
- "That's a great point."

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- "Absolutely."

5. Expressions of Respect:

- "With all due respect..."
- "I understand your perspective."
- "You make a valid point."

6. Polite Acknowledgments:

- "I see what you're saying."
- "That's an interesting insight."
- "Thank you for your input."

7. Polite Disagreements:

- "I respectfully disagree."
- "That's an interesting viewpoint, but I have a different perspective."
- "I see your point, however..."

8. Closing Remarks:

- "Thank you for your time."
- "It was a pleasure speaking with you."
- "I look forward to our next conversation."

Example Analysis from a Hypothetical Interview

Interviewer: "Good afternoon, and welcome to the show. We're delighted to have you here."

- Greeting: "Good afternoon"

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- Polite Expression: "We're delighted to have you here."

Guest: "Thank you for having me. It's a pleasure to be here."

- Expression of Gratitude: "Thank you for having me."
- Polite Expression: "It's a pleasure to be here."

Interviewer: "Could you please share your thoughts on the recent developments in sustainable energy?"

- Polite Request: "Could you please share your thoughts..."

Guest: "Absolutely. With all due respect to the previous speakers, I believe that sustainable energy is the key to our future."

- Expression of Agreement: "Absolutely."
- Expression of Respect: "With all due respect to the previous speakers..."

Here's a sample interview on choosing a career, demonstrating the use of polite expressions:

Interviewer: Good afternoon, and welcome to our career guidance segment. We are delighted to have with us Ms. Jane Doe, a career coach with over 15 years of experience. Thank you for joining us, Ms. Doe.

- Polite Greeting: "Good afternoon"
- Expression of Gratitude: "Thank you for joining us"

Ms. Doe: Good afternoon, and thank you for having me. It's a pleasure to be here.

Interviewer: Let's start with an important question. How should one begin the process of choosing a career?

- Polite Request: "Let's start with an important question"

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Ms. Doe: That's a great question. First and foremost, one should consider their interests, strengths, and values. It's important to choose a career that aligns with what you are passionate about and what you excel in.

Interviewer: Could you please elaborate on the role of education in career selection?

- Polite Request: "Could you please elaborate"

Ms. Doe: Absolutely. Education plays a crucial role in career selection as it provides the necessary knowledge and skills for various professions. Additionally, it opens up opportunities for networking and gaining practical experience through internships and projects.

Interviewer: What advice would you give to someone who is unsure about their career path?

- Polite Request: "What advice would you give"

Ms. Doe: I would advise them to take time to explore different fields. They can start by researching various careers, attending career fairs, and speaking to professionals in those fields. Career assessments and counseling can also provide valuable insights.

Interviewer: How important is it to seek guidance from mentors or career coaches?

- Polite Request: "How important is it"

Ms. Doe: Seeking guidance from mentors or career coaches is extremely important. They can provide personalized advice, share their experiences, and help navigate challenges. Mentors and coaches can also offer support and motivation throughout the career journey.

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Interviewer: Thank you for your valuable insights, Ms. Doe. Lastly, is there any final piece of advice you would like to share with our audience?

- Expression of Gratitude: "Thank you for your valuable insights"
- Polite Request: "Is there any final piece of advice you would like to share"

Ms. Doe: My pleasure. I would like to encourage everyone to be proactive in their career planning. Stay open to learning and growth, and don't be afraid to take risks. The journey to finding the right career can be challenging, but with perseverance and the right support, it is certainly achievable.

Interviewer: Thank you once again, Ms. Doe, for your time and wisdom. It was wonderful having you on the show.

- Expression of Gratitude: "Thank you once again"
- Closing Remark: "It was wonderful having you on the show"

Ms. Doe: Thank you. It was a pleasure being here. Have a great day, everyone.

Showing respect for other people's opinions in an interview is crucial for creating a positive and constructive conversation. Here are some techniques to demonstrate respect:

Techniques for Showing Respect in an Interview

1. Active Listening:

- **Example:** Maintain eye contact, nod, and show genuine interest in what the other person is saying.
- **Expression:** "I hear you."

2. Acknowledgment:

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- **Example:** Acknowledge the other person's perspective before sharing your own thoughts.
- **Expression:** "That's an interesting point you made. I appreciate your perspective."

3. Polite Phrasing:

- **Example:** Use polite and respectful language when responding to opinions, even if you disagree.
- **Expression:** "I understand where you're coming from, but I have a different viewpoint."

4. Open-Ended Questions:

- **Example:** Ask open-ended questions to encourage further elaboration and show that you value their opinion.
- **Expression:** "Can you explain more about why you feel that way?"

5. Avoiding Interruptions:

- **Example:** Allow the other person to finish speaking before responding.
- **Expression:** "I see, please go on."

6. Expressing Gratitude:

- **Example:** Thank the other person for sharing their thoughts and opinions.
- **Expression:** "Thank you for sharing your insights."

7. Non-Verbal Cues:

- **Example:** Use positive body language, such as nodding and smiling, to show that you are engaged and respectful.

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- **Expression:** Smiling and nodding to show agreement or understanding.

Example Interview Excerpt

Interviewer: "Good morning, Mr. Smith. Thank you for joining us today to discuss the impact of remote work on productivity."

- **Polite Greeting and Gratitude:** "Good morning, Mr. Smith. Thank you for joining us."

Mr. Smith: "Good morning, and thank you for having me. I believe that remote work has both positive and negative impacts on productivity."

Interviewer: "That's an interesting point you made. Could you explain more about why you feel that remote work has mixed effects on productivity?"

- **Acknowledgment and Open-Ended Question:** "That's an interesting point you made. Could you explain more about why you feel that..."

Mr. Smith: "Sure. On one hand, remote work provides flexibility and can increase focus without office distractions. On the other hand, it can lead to feelings of isolation and difficulty in collaboration."

Interviewer: "I understand where you're coming from. It's important to consider both the benefits and challenges of remote work. Thank you for sharing your insights."

- **Polite Phrasing and Gratitude:** "I understand where you're coming from. Thank you for sharing your insights."

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I. Listening to respond

Message in a song

Oral literature, including songs, often carries messages that reflect the culture, values, and experiences of the people who create and share them. To explain the message in a given song, we need to analyze its lyrics, themes, and cultural context. Here's an example of how to approach this analysis:

Example Analysis

Let's consider a traditional folk song with the following themes and lyrics (hypothetical example):

Lyrics: "In the fields of green, we sow our dreams, With hands that toil, under the sun's bright beams. Through seasons change, our spirits stay, Bound by the earth, in harmony each day."

Analysis of the Song's Message

1. Theme of Hard Work:

- **Explanation:** The lyrics highlight the physical labor involved in working the fields, emphasizing the importance of hard work and dedication.
- **Lines:** "With hands that toil, under the sun's bright beams."

2. Connection to Nature:

- **Explanation:** The song underscores a deep connection to the land and nature, suggesting that the people see themselves as an integral part of the natural world.
- **Lines:** "Bound by the earth, in harmony each day."

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3. Hope and Dreams:

- **Explanation:** The act of sowing dreams in the fields symbolizes hope for the future and aspirations for a better life.
- **Lines:** "In the fields of green, we sow our dreams."

4. Resilience and Perseverance:

- **Explanation:** Despite the changing seasons, the people's spirits remain strong and resilient, indicating their ability to endure challenges.
- **Lines:** "Through seasons change, our spirits stay."

Expressing your attitude towards a given song in oral literature involves using appropriate words and expressions to convey your feelings, appreciation, and analysis.

Here are some ways to do that:

Positive Attitude

1. **Admiration:** "I truly admire the way this song captures the essence of our cultural heritage. The melody and lyrics are simply beautiful."
2. **Appreciation:** "I appreciate the intricate storytelling in this song. It paints a vivid picture and evokes strong emotions."
3. **Inspiration:** "This song is incredibly inspiring. It motivates me to reflect on my own experiences and values."
4. **Enjoyment:** "I thoroughly enjoy listening to this song. It brings a sense of joy and nostalgia."

Analytical Attitude

1. **Insightful:** "The song provides insightful commentary on societal issues. It makes me think deeply about the challenges we face."

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2. **Reflective:** "This song is reflective of the community's struggles and triumphs. It captures the resilience and spirit of the people."
3. **Thought-Provoking:** "The lyrics are thought-provoking and encourage listeners to ponder the message behind the words."

Neutral Attitude

1. **Objective:** "The song tells a story that is central to our culture. It presents both the positive and negative aspects of our traditions."
2. **Descriptive:** "The song's melody is gentle, and the lyrics narrate a tale of love and loss."

Constructive Attitude

1. **Constructive Critique:** "While the song has a compelling message, I feel that the melody could be more varied to keep the listener engaged."
2. **Balanced View:** "The song's lyrics are powerful, but I think the arrangement could benefit from additional instrumental layers."

Example Analysis

Let's take a hypothetical example of a song with themes of love and loss:

Lyrics: "In the whispering winds, I hear your name, A love once bright, now a fading flame. Through tears and smiles, we journeyed far, But now you're gone, a distant star."

Expressing Attitude

- **Positive:** "I truly admire the heartfelt emotion conveyed in this song. The lyrics beautifully express the depth of love and loss."

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- **Analytical:** "The song provides insightful commentary on the fleeting nature of love. It captures the bittersweet reality of relationships."
- **Neutral:** "The song narrates a tale of love and loss, with gentle melodies that evoke a sense of nostalgia."
- **Constructive:** "While the song's lyrics are poignant, I feel that adding a bridge could enhance the emotional impact."

People's preferences for songs or oral literature can be influenced by a variety of factors, both personal and cultural. Here are some common reasons why someone might like or dislike a particular song or piece of oral literature:

Factors Influencing Liking a Song or Oral Literature

1. Emotional Connection:

- **Explanation:** Songs or stories that evoke strong emotions, such as joy, nostalgia, or sadness, can resonate deeply with listeners.
- **Example:** A love song that reminds someone of a cherished memory.

2. Relatability:

- **Explanation:** Lyrics or narratives that reflect personal experiences, values, or struggles can make a song or story more meaningful.
- **Example:** A song about overcoming challenges that mirrors the listener's own journey.

3. Cultural Significance:

- **Explanation:** Songs and stories that are rooted in cultural traditions or heritage can create a sense of identity and pride.
- **Example:** A folk song that celebrates a cultural festival.

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4. Melody and Rhythm:

- **Explanation:** The musical elements, such as melody, rhythm, and harmony, can greatly influence enjoyment.
- **Example:** A catchy melody that stays in the listener's mind.

5. Performance and Delivery:

- **Explanation:** The way a song or story is performed, including the artist's voice, expression, and energy, can impact its appeal.
- **Example:** A powerful vocal performance that captivates the audience.

6. Lyrics and Storytelling:

- **Explanation:** Well-crafted lyrics or engaging storytelling can enhance the overall experience.
- **Example:** A song with poetic lyrics or a compelling narrative.

7. Genre Preferences:

- **Explanation:** Individual preferences for specific genres or styles of music and literature play a significant role.
- **Example:** A listener who enjoys classical music might prefer a symphonic piece over a rock song.

Factors Influencing Disliking a Song or Oral Literature

1. Lack of Connection:

- **Explanation:** If a song or story does not resonate emotionally or personally, it may not be appealing.
- **Example:** A song with themes that the listener finds unrelatable.

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2. Cultural Differences:

- **Explanation:** Cultural differences can affect how a song or story is perceived and appreciated.
- **Example:** A song in a language the listener does not understand.

3. Dislike for Musical Elements:

- **Explanation:** Certain musical elements, such as a particular instrument or rhythm, might not be appealing.
- **Example:** A listener who dislikes heavy bass lines might not enjoy electronic dance music.

4. Performance Quality:

- **Explanation:** A poor performance or delivery can detract from the enjoyment of a song or story.
- **Example:** Off-key singing or monotonous storytelling.

5. Negative Associations:

- **Explanation:** Previous negative experiences or memories associated with a song or story can affect enjoyment.
- **Example:** A song that reminds the listener of a difficult time in their life.

6. Genre Dislike:

- **Explanation:** Some listeners may have a strong dislike for certain genres or styles of music and literature.
- **Example:** A listener who dislikes rap music may not enjoy a rap song.

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m. Extensive listening: Poems

Messages in Poems

Identifying messages in poems and oral literature involves analyzing the themes, symbols, language, and cultural context of the piece. Here are some steps and examples to help you identify the messages in poems and oral literature:

Steps to Identify Messages

1. **Read or Listen Carefully:** Pay close attention to the words, phrases, and overall flow.
2. **Identify Themes:** Look for recurring ideas or concepts.
3. **Analyze Symbols:** Consider any symbols or metaphors used in the piece.
4. **Consider Cultural Context:** Think about the cultural background and traditions that may influence the piece.
5. **Reflect on Emotions:** Notice the emotions the piece evokes.
6. **Look for the Author's Intent:** Consider what the author or storyteller might be trying to convey.

Example Analysis

Let's analyze a hypothetical poem to identify its messages.

Poem: "In the quiet of the night, stars whisper tales, Of dreams and hopes, that never pale. Through darkness deep, and shadows cast, A light within, forever lasts."

Analysis

1. **Theme of Hope and Resilience:**
 - **Lines:** "Of dreams and hopes, that never pale."

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- **Message:** The poem conveys a message of hope and resilience, suggesting that dreams and hopes remain strong even in difficult times.

2. Symbol of Stars:

- **Lines:** "In the quiet of the night, stars whisper tales."
- **Message:** Stars symbolize guidance and inspiration, indicating that even in the darkest moments, there is always something to guide and inspire us.

3. Internal Light:

- **Lines:** "A light within, forever lasts."
- **Message:** The poem emphasizes the importance of an inner light or inner strength that persists regardless of external circumstances.

4. Overcoming Darkness:

- **Lines:** "Through darkness deep, and shadows cast."
- **Message:** The poem acknowledges the presence of challenges and obstacles but underscores the idea of overcoming them through inner strength and hope.

Cultural Context and Emotional Reflection

- **Cultural Context:** If this poem is from a culture that values perseverance and inner strength, it reflects those cultural values.
- **Emotional Reflection:** The poem evokes feelings of inspiration, hope, and comfort, reminding readers or listeners that they can overcome challenges.

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Poem on Consumer Protection

Title: Voice for the Consumers

In markets vast and bustling streets, Where buyers and sellers daily meet, A silent plea, a whisper heard, For fair trade, for honest word.

Protect the rights of those who buy, From deceptive schemes and hidden lies. Ensure each product's tested well, So safety reigns and trust can swell.

From labels clear to practices fair, Let vigilance be our constant care. For in this world, so vast and grand, Each consumer must take a stand.

Together we can raise our voice, For fairness, equity, and choice. Let justice guide each transaction made, In a world where trust can never fade.

Poem on Patriotism

Title: A Love for Our Land

Beneath the flag that proudly waves, In hearts of many, courage saves. A love for country, strong and deep, In waking hours and when we sleep.

From mountains high to oceans wide, We stand together, side by side. In unity, our strength is found, In every city, every town.

For freedom fought and peace sustained, Through trials faced and victories gained. Our ancestors' dreams we hold so near, With every step, their voices hear.

To serve our nation, hand in hand, For justice, liberty, we stand. In moments dark, in times of light, Our patriot hearts burn ever bright.

Performance techniques in Poems

Performing poems in oral literature involves using various techniques to bring the words to life and engage the audience. Here are some key techniques to consider:

Techniques for Performing Poems

1. Clear Articulation:

- **Explanation:** Pronounce words clearly to ensure the audience understands the poem.

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- **Example:** Practice enunciating each word, especially complex or unfamiliar terms.

2. Expressive Tone:

- **Explanation:** Use variations in pitch, volume, and pace to convey emotions and emphasize important parts of the poem.
- **Example:** Lower your voice to create a sense of mystery or raise it to convey excitement.

3. Pausing for Effect:

- **Explanation:** Use pauses to highlight significant lines or give the audience time to absorb the meaning.
- **Example:** Pause briefly after a powerful line to let its impact sink in.

4. Body Language and Gestures:

- **Explanation:** Use appropriate gestures and body movements to enhance the performance and make it more dynamic.
- **Example:** Use hand movements to illustrate concepts or step forward to emphasize a particular point.

5. Eye Contact:

- **Explanation:** Engage with the audience by making eye contact, creating a connection and drawing them into the performance.
- **Example:** Look at different members of the audience to make everyone feel included.

6. Facial Expressions:

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- **Explanation:** Use facial expressions to convey emotions and add depth to the performance.
- **Example:** Smile to convey happiness or furrow your brows to show concern.

7. Rhythm and Flow:

- **Explanation:** Pay attention to the natural rhythm and flow of the poem, ensuring a smooth and engaging delivery.
- **Example:** Practice reading the poem aloud to maintain a consistent and pleasing pace.

Example Performance Techniques for the Poem "Voice for the Consumers"

Line: "In markets vast and bustling streets,"

- **Technique:** Start with a clear and loud voice to capture attention.

Line: "Where buyers and sellers daily meet,"

- **Technique:** Use a steady pace to convey the routine nature of daily interactions.

Line: "A silent plea, a whisper heard,"

- **Technique:** Lower your voice to create a sense of urgency and subtlety.

Line: "For fair trade, for honest word."

- **Technique:** Emphasize "fair trade" and "honest word" with a firm tone.

Line: "Protect the rights of those who buy,"

- **Technique:** Use a compassionate tone and make eye contact with the audience.

Line: "From deceptive schemes and hidden lies."

- **Technique:** Show concern with facial expressions and a slightly slower pace.

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Line: "Ensure each product's tested well,"

- **Technique:** Use a confident and reassuring tone.

Line: "So safety reigns and trust can swell."

- **Technique:** End with a hopeful and uplifting tone, smiling at the audience.

n. Pronunciation and intonation

Silent consonant letters

Words with Silent Consonants

1. Silent /r/

- **Word:** "February"
- **Pronunciation:** /'feb.ru.ər.i/

2. Silent /h/

- **Word:** "Honor"
- **Pronunciation:** /'ɒn.ər/

3. Silent /k/

- **Word:** "Knife"
- **Pronunciation:** /naɪf/

4. Silent /g/

- **Word:** "Gnaw"
- **Pronunciation:** /nɔ:/

5. Silent /p/

- **Word:** "Psychology"

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- Pronunciation: /saɪ'kɒl.ə.dʒi/

6. Silent /t/

- Word: "Castle"
- Pronunciation: /'kæsl/

7. Silent /b/

- Word: "Debt"
- Pronunciation: /dɛt/

Pronunciation Practice

Let's practice the pronunciation of these words:

1. February:

- Pronounce as: "Feb-ru-ary"
- Focus on: Silent /r/, pronounced /'fɛb.ru.ɛr.i/

2. Honor:

- Pronounce as: "O-nor"
- Focus on: Silent /h/, pronounced /'ɒn.ər/

3. Knife:

- Pronounce as: "Nife"
- Focus on: Silent /k/, pronounced /naɪf/

4. Gnaw:

- Pronounce as: "Naw"
- Focus on: Silent /g/, pronounced /nɔ:/

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5. Psychology:

- Pronounce as: "Sy-cology"
- Focus on: Silent /p/, pronounced /saɪ'kɒl.ə.dʒi/

6. Castle:

- Pronounce as: "Cas-le"
- Focus on: Silent /t/, pronounced /'kæsl/

7. Debt:

- Pronounce as: "Det"
- Focus on: Silent /b/, pronounced /dɛt/

Certainly! Intonation is an important aspect of conveying meaning and emotion in spoken language. Here's how to use the correct intonation in declarative and exclamatory sentences:

Declarative Sentences

Intonation: In declarative sentences, the intonation usually falls at the end. This drop in pitch signals the completion of a statement.

- **Example:** "She went to the store."
 - **Pronunciation Tip:** Start with a neutral pitch and let your voice fall slightly at the end.

Exclamatory Sentences

Intonation: In exclamatory sentences, the intonation typically rises and falls more dramatically to convey strong emotion or emphasis.

- **Example:** "What a beautiful day!"

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- **Pronunciation Tip:** Begin with a higher pitch, emphasize the emotional word (like "beautiful"), and then allow your voice to fall towards the end.

Practical Examples

1. Declarative Sentence: "I finished my homework."

- **Pronunciation:** /aɪ 'fɪn.ɪʃt maɪ 'həʊm.wɜ:k./
- **Intonation Tip:** Start with a neutral pitch and let your voice fall slightly on "homework."

2. Exclamatory Sentence: "That was amazing!"

- **Pronunciation:** /ðæt wəz ə'meɪ.zɪŋ!./
- **Intonation Tip:** Start with a higher pitch on "That," emphasize "amazing," and let your voice fall at the end.

Practice Sentences

1. Declarative Sentence: "He loves chocolate."

- **Pronunciation:** /hi lʌvz 'tʃɒk.lɪt./
- **Intonation Tip:** Let your voice fall slightly on "chocolate."

2. Exclamatory Sentence: "Wow, that's incredible!"

- **Pronunciation:** /waʊ, ðæts ɪn'krɛd.ɪ.bəl!./
- **Intonation Tip:** Start with a high pitch on "Wow," emphasize "incredible," and let your voice fall at the end.

Using the right intonation when speaking is crucial for several reasons, as it greatly impacts communication and understanding. Here are some key reasons:

1. Conveys Meaning

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- **Explanation:** Intonation helps convey the meaning and intent behind your words. It distinguishes statements from questions, expresses emotions, and highlights important information.
- **Example:** "You're going to the party." (Statement) vs. "You're going to the party?" (Question)

2. Expresses Emotions

- **Explanation:** Intonation allows you to express emotions such as excitement, surprise, disappointment, or sarcasm, making your speech more engaging and relatable.
- **Example:** "I can't believe it!" (Excitement) vs. "I can't believe it." (Disappointment)

3. Clarifies Intent

- **Explanation:** The right intonation helps clarify your intent, making it easier for listeners to understand whether you are making a request, giving a command, or simply sharing information.
- **Example:** "Could you pass the salt?" (Request) vs. "Pass the salt." (Command)

4. Improves Listener Engagement

- **Explanation:** Varied intonation keeps your speech interesting and dynamic, capturing the listener's attention and preventing monotony.
- **Example:** A storyteller uses rising and falling intonation to maintain the audience's interest.

5. Enhances Persuasion and Influence

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- **Explanation:** Effective use of intonation can make your speech more persuasive and influential by emphasizing key points and conveying confidence.
- **Example:** Public speakers use intonation to emphasize their main arguments and motivate their audience.

6. Facilitates Effective Communication

- **Explanation:** Proper intonation helps avoid misunderstandings and ensures that your message is communicated clearly and accurately.
- **Example:** "I didn't say he stole the money." (Neutral) vs. "I didn't say he stole the money." (Implying someone else said it)

Summary

Using the right intonation is essential for:

- Conveying meaning
- Expressing emotions
- Clarifying intent
- Improving listener engagement
- Enhancing persuasion and influence
- Facilitating effective communication

o. Oral Reports: Events

Creating and delivering an effective oral report involves several key steps.

Here's a guide to help you prepare and present with confidence:

Steps for Preparing an Oral Report

1. Choose a Topic:

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- Explanation: Select a topic that interests you and is relevant to your audience.
- Tip: Ensure the topic is specific enough to cover within the time allotted.

2. Research and Gather Information:

- Explanation: Collect reliable and accurate information from various sources.
- Tip: Use books, articles, and credible websites to gather data.

3. Organize Your Content:

- Explanation: Structure your report logically with an introduction, body, and conclusion.
- Tip: Create an outline to organize your main points and supporting details.

4. Write the Report:

- Explanation: Draft your report based on the outline, ensuring clarity and coherence.
- Tip: Use simple and clear language, and avoid jargon.

5. Prepare Visual Aids:

- Explanation: Create visual aids such as slides, charts, or posters to enhance your presentation.
- Tip: Keep visual aids clear and concise, and use them to support your points.

6. Practice Your Presentation:

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- Explanation: Rehearse your report multiple times to build confidence and fluency.
- Tip: Practice in front of a mirror or with a friend to get feedback.

7. Time Your Presentation:

- Explanation: Ensure your presentation fits within the allotted time.
- Tip: Time yourself during practice sessions to make any necessary adjustments.

Steps for Delivering an Oral Report

1. Introduction:

- Explanation: Start with a brief introduction that captures the audience's attention and introduces your topic.
- Tip: Use a quote, question, or interesting fact to engage your audience.

2. Present the Body:

- Explanation: Present the main points of your report in a logical order, supported by evidence.
- Tip: Use transition words and phrases to guide your audience through the presentation.

3. Use Visual Aids:

- Explanation: Refer to your visual aids to illustrate key points.
- Tip: Ensure visual aids are visible to everyone and don't rely on them entirely.

4. Maintain Eye Contact:

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- Explanation: Engage with your audience by making eye contact.
- Tip: Look at different members of the audience to make everyone feel included.

5. Speak Clearly and Confidently:

- Explanation: Use a clear and confident voice, and vary your tone to maintain interest.
- Tip: Avoid reading directly from your notes; instead, use them as a guide.

6. Conclude Effectively:

- Explanation: Summarize your main points and end with a strong conclusion.
- Tip: Leave the audience with a memorable statement or call to action.

7. Handle Questions:

- Explanation: Be prepared to answer questions from the audience.
- Tip: Listen carefully to each question, answer clearly, and be honest if you don't know the answer.

Example Outline for an Oral Report

Topic: The Importance of Renewable Energy

1. Introduction:

- Attention-grabber: "Did you know that the sun provides enough energy in one hour to power the entire world for a year?"
- Brief overview of the topic: The significance of renewable energy in today's world.

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2. Body:

- Point 1: Types of renewable energy (solar, wind, hydro, etc.)
 - Visual Aid: Chart showing different types of renewable energy.
- Point 2: Benefits of renewable energy (environmental, economic, etc.)
 - Visual Aid: Slide with bullet points of benefits.
- Point 3: Challenges and solutions in implementing renewable energy.
 - Visual Aid: Diagram illustrating challenges and solutions.

3. Conclusion:

- Summary of main points: "In conclusion, renewable energy offers numerous benefits and is essential for a sustainable future."
- Call to action: "Let's make a conscious effort to support and invest in renewable energy sources."

Certainly! Here's an example of how to present a report on occurrences taking place outside the classroom, utilizing both verbal and non-verbal cues:

Topic: Recent Field Trip to the National Museum

Verbal Cues:

1. Introduction:

- Begin with a Greeting: "Good afternoon, everyone."
- State the Purpose: "Today, I will report on our recent field trip to the National Museum."

2. Main Content:

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- Describe the Events: "We arrived at the museum at 10 AM and were greeted by our tour guide, Mr. Mwangi. The first exhibit we visited was the Prehistoric Gallery."
- Highlight Key Points: "One of the highlights was seeing the fossilized remains of early humans, which provided a fascinating insight into our evolutionary history."

3. Personal Reflections:

- Share Your Thoughts: "I was particularly impressed by the art collection, showcasing traditional Kenyan art. It was a vivid reminder of our rich cultural heritage."

4. Conclusion:

- Summarize: "In summary, the field trip to the National Museum was an enriching experience that enhanced our understanding of history and culture."
- Express Gratitude: "Thank you for listening. Does anyone have any questions?"

Non-Verbal Cues:

1. Eye Contact:

- Explanation: Make eye contact with different members of the audience to create a connection.
- Tip: Look around the room to ensure everyone feels included.

2. Gestures:

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- Explanation: Use hand gestures to emphasize key points and add dynamism to your presentation.
- Tip: For example, spread your arms wide when describing the vast museum galleries.

3. Facial Expressions:

- Explanation: Use facial expressions to convey enthusiasm and interest.
- Tip: Smile when talking about exciting exhibits and show a thoughtful expression when reflecting on your experience.

4. Posture:

- Explanation: Stand upright with a confident posture to convey authority and confidence.
- Tip: Avoid slouching or leaning on the podium.

5. Movement:

- Explanation: Move around the stage or presentation area to engage with different parts of the audience.
- Tip: Walk to different sides of the room when highlighting various sections of your report.

Example Presentation

Introduction: "Good afternoon, everyone. Today, I will report on our recent field trip to the National Museum."

Eye Contact: Look at different members of the audience.

Main Content: "We arrived at the museum at 10 AM and were greeted by our tour guide, Mr. Mwangi. The first exhibit we visited was the Prehistoric Gallery."

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One of the highlights was seeing the fossilized remains of early humans, which provided a fascinating insight into our evolutionary history."

Gestures: Use hand gestures to illustrate the tour and exhibits.

Personal Reflections: "I was particularly impressed by the art collection, showcasing traditional Kenyan art. It was a vivid reminder of our rich cultural heritage."

Facial Expressions: Show enthusiasm when talking about the art collection.

Conclusion: "In summary, the field trip to the National Museum was an enriching experience that enhanced our understanding of history and culture. Thank you for listening. Does anyone have any questions?"

Posture: Stand upright with a confident posture.