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Basic English Skills

Employability Skills

Module 4 - Basic English Skills

Basic English conversation skills in different everyday situations, both in person and over the telephone, with simple example sentences.

1. Greetings

Used to begin a conversation politely.

In Person:

- Hello! How are you?
- Good morning!
- Nice to meet you.

On the Phone:

- Good morning, this is [your name].
- Hi, may I speak with [name], please?
- Hello! How are you today?

2. Making Small Talk

Used to start casual conversations with people.

In Person:

- Lovely weather today, isn't it?
- What do you do for work?
- Do you live nearby?

On the Phone:

- How has your day been so far?
- Is this a good time to talk?
- I hope I'm not disturbing you.

3. Asking for Help or Information

Used to politely ask questions or seek help.

In Person:

- Can you help me, please?
- Where is the nearest ATM?
- Could you tell me how to get to the market?

On the Phone:

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- I'm calling to ask about your office hours.
- Could you please repeat that?
- Can you give me more information about your services?

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4. Making Requests

Used to politely ask someone to do something.

In Person:

- Can I borrow your pen?
- Would you mind helping me?
- Please wait here.

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On the Phone:

- Could you send that to my email?
- Please hold for a moment.
- Can I call you back in 10 minutes?

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5. Saying Thanks and Responding

Used to show appreciation.

In Person:

- Thank you so much!
- I really appreciate your help.
- You're welcome.

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On the Phone:

- Thanks for your time.
- I appreciate your help over the phone.
- No problem, happy to help.

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6. Ending a Conversation

Used to close a conversation politely.

In Person:

- It was nice talking to you.
- I'll see you later.
- Have a great day!

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On the Phone:

- Thanks again for your time.
- Talk to you soon.
- Goodbye, take care.

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Read and Interpret text written in basic English

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1. Read;

This means to look at the words and understand what they say. In Basic English, this is easier because the words are simple and common.

2. Interpret;

• To interpret means to explain or understand the meaning behind the words. Even if the words are simple, you still need to understand:

- What the writer is trying to say
- The message or idea behind the text

3. Text written in Basic English;

This kind of text uses only easy, common words and simple grammar. It avoids hard words, slang, and complex ideas.

Example:

Basic English sentence:

"The man goes to the market every day."

• Reading: You see and understand the words: "man," "goes," "market," "every day."

• Interpreting: You understand that this sentence means:
A man regularly walks or travels to a place (market) each day.

Write a short Note/ Paragraph/ Letter/ E-mail using Basic English

1. Short Note (Basic English):

Hello Ravi,

I hope you are well. I am writing to tell you about the meeting tomorrow. It will start at 10 in the morning. Please come early so we can talk before it begins. Bring your report with you.

Thank you,
Sita

2. Paragraph written in Basic English:

(Topic - My Self)

My name is Rani. I am eight years old. I live in a small house with my parents and my brother. I go to school every day. I like to read books and play with my friends. My favorite color is blue. I want to be a teacher when I grow up. I try to be kind and help others.

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3. Letter written in Basic English:
(Topic - letter to Grandmother)

Dear Anna,

I hope you are well. I want to tell you about my new school. It is big and clean. The teachers are nice, and I have many new friends. We read, write, and play every day. My best friend is Jane. She is kind and helps me with my work. I miss you and hope to see you soon.

Take care,
Maria

4. Email version of that letter written in Basic English:
(Topic - leave in office)

Subject: Leave Request for One Day

Dear Sir/Madam,

I hope you are well. I want to ask for leave on [insert date] because I am not feeling well / I have some personal work. I will finish my work before I go. Please give me leave for one day.

Thank you,
[Rahul]

Assignment

1. What is a polite way to start a conversation on the phone?

- A. Who are you?
- B. Give me the phone.
- C. Hi, may I speak with [name], please?
- D. Why are you calling?

2. Which sentence is an example of making a request?

- A. Where are you going?
- B. Can I borrow your pen?
- C. Thank you very much.
- D. It was nice talking to you.

3. What does it mean to interpret a text?

- A. To copy the text exactly
- B. To look at the pictures

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- C. To explain or understand the meaning
D. To read the words quickly

4. Which of the following is used to end a phone conversation politely?
A. Call me later!
B. I'm busy now.
C. Goodbye, take care.
D. Why are you talking so much?

5. Which sentence is written in Basic English?
A. The atmosphere was exhilarating beyond imagination.
B. The man goes to the market every day.
C. He endeavored to accomplish his mission.
D. She articulated her thoughts clearly and fluently.

