

Communication Skills

English Conversation Practice

A practical guide to improve
conversational skills

Provides easy-to-follow
guidelines for a variety
of everyday situations

Enhances the ability
to communicate simply
and creatively

428.2
S958
2006

and
guage



Communication Skills
**ENGLISH
CONVERSATION
PRACTICE**

**K.S. SUNITA
ANNIE POTHEN
SUMITA ROY**

with a Foreword by
PROF. C. SUBBA RAO

STERLING

STERLING PAPERBACKS

An imprint of

Sterling Publishers (P) Ltd.

A-59, Okhla Industrial Area, Phase-II,

New Delhi-110020.

Tel: 26387070, 26386209; Fax: 91-11-26383788

E-mail: mail@sterlingpublishers.com

ghai@nde.vsnl.net.in

www.sterlingpublishers.com

English Conversation Practice

© 2006, Sterling Publishers Pvt. Ltd.

ISBN 978 81 207 2234 7

Reprint 2009, 2010, 2011, 2012

All rights are reserved.

No part of this publication may be reproduced, stored in a retrieval system or transmitted, in any form or by any means, mechanical, photocopying, recording or otherwise, without prior written permission of the original publisher.

Printed in India

Printed and Published by Sterling Publishers Pvt. Ltd.,

New Delhi-110 020.

CONTENTS

<i>Foreword</i>	v
<i>Preface</i>	vii
Part One : Practice Structures	
1. Auxiliary Verbs	3
2. Articles	8
3. Prepositions	9
4. Pronouns	11
<i>Exercises</i>	
Part Two : Brief Conversations	
1. Introduction	15
2. Making an Appointment	16
3. Wrong Number (a)	17
4. Assistance	18
5. Changed Number	19
6. Recently Changed Number	20
7. Wrong Number (b)	21
8. Enquiry	22
9. Enquiry — Train Arrival	23
10. Reservation Status	24
11. At the Florist's	25
12. Fire Accident	27
13. Students at the Bank	28
14. At the Polyclinic	29
15. At the Toy Shop	30
16. Children at the Park	32
17. At the Bangle Store	33
18. On the Bus	35
19. Train Journey	36
20. At the Library	38
21. New Neighbours	40

22.	At a Driving School	41
23.	TV Interview	43
24.	Shopping Plan	45
25.	At the Sweet Shop	47
26.	Newspaper	49
27.	Hotel Reservation	50
28.	Buying a Greeting Card	52
29.	Modelling	54
30.	A Quarrel	56
31.	A Business Meeting	59
32.	Spectators at a Cricket Match	61
	<i>Exercises</i>	63

Part Three : Situations

1.	Introducing a Friend	67
2.	Overseas Telephone Conversation	70
3.	At the Bank	73
4.	At the Restaurant	76
5.	At the Supermarket	79
6.	At the Bus Stop	82
7.	Visit to a Travel Agent	85
8.	At the Post Office	88
9.	At the Beauty Parlour	91
10.	Asking the Way	94
11.	Admission to School	97
12.	At a Party	100
13.	At the Exhibition	103
14.	A Housewife's Day	106
15.	Arranging a Marriage	110
16.	Group Discussion	114
17.	On the Campus	117
18.	Job Interview	120
	<i>Exercises</i>	123
	<i>Key to Exercises</i>	123