What is Elocution?

Broadly speaking, the word “elocution” refers to one’s manner of speaking or oral delivery. Elocution is particularly used in reference to an orator’s manner of speech when speaking or reading aloud in public. Elocution can also refer to the study of proper public speaking, with particular attention paid to pronunciation, grammar, style, and tone.

There is more to elocution, however, than a tidy definition. During the 1700s, elocution was considered an art form, and a formal discipline. In this capacity, elocution has common ties with pronunciation, the art of public speaking, which was one of the five integral disciplines in Western classical **rhetoric**. In following the syllabus of this art form, academic orators would have studied diction, dress, stance, and the appropriate use of gestures. It seems that in the study of speech delivery, the communications of the unspoken word were equally important to those of the spoken word.

Like any Bonafede subject of course material, elocution encompasses a number of important principles. These are commonly considered to be articulation, inflection, accent, voice, and gesture. Articulation refers to the speech sounds and their proper pronunciation. Inflection refers to the pitch or tone of the orator’s voice, and the modulation of these. Accent refers to the emphasis placed on a particular syllable, word, or phrase, in comparison to the lack of emphasis on other surrounding syllables or parts of the sentence. In terms of elocution, accent does not indicate any written marking or regional pronunciation of a particular language. Voice refers particularly to the quality, clarity and effectiveness of that which is being spoken or expressed. Gesture, of course, refers to any movement of the body that accompanies a spoken word, particularly a movement designed to emphasize or aid in the communication of the spoken word.

An example can be used to clarify the ideas of elocution and pronunciation as they might have been studied and understood during the 16th century. Let's say that an orator approaches a podium in shabby clothing, stands slouching and perfectly still throughout his speech, yet delivers the speech with the correct intonation and volume, using effective wording and a rich tone of voice. In critique, we could say that the orator had exhibited proper elocution, since the sound of his speech was acceptable. Yet the orator would not have exhibited proper pronunciation, since he was visually boring and nondescript.

Etiquettes & Manners

It is essential for an individual to behave in a responsible manner acceptable to the society. People around us must not feel embarrassed by our behaviour. One should not behave irrationally or illogically in public.

What is Etiquette?

Etiquette in simpler words is defined as good behaviour which distinguishes human beings from animals.

Human Being is a social animal and it is really important for him to behave in an appropriate way. Etiquette refers to behaving in a socially responsible way.

Etiquette refers to guidelines which control the way a responsible individual should behave in the society.

Need for Etiquette

- Etiquette makes you a cultured individual who leaves his mark wherever he goes.
- Etiquette teaches you the way to talk, walk and most importantly behave in the society.

- Etiquette is essential for an everlasting first impression. The way you interact with your superiors, parents, fellow workers, friends speak a lot about your personality and up-bringing.
- Etiquette enables the individuals to earn respect and appreciation in the society. No one would feel like talking to a person who does not know how to speak or behave in the society. Etiquette inculcates a feeling of trust and loyalty in the individuals. One becomes more responsible and mature. Etiquette helps individuals to value relationships.

Types of Etiquette

1. **Social Etiquette-** Social etiquette is important for an individual as it teaches him how to behave in the society.
2. **Bathroom Etiquette-** Bathroom etiquette refers to the set of rules which an individual needs to follow while using public restrooms or office toilets. Make sure you leave the restroom clean and tidy for the other person.
3. **Corporate Etiquette-** Corporate Etiquette refers to how an individual should behave while he is at work. Each one needs to maintain the decorum of the organization. Don't loiter around unnecessary or peep into other's cubicles.
4. **Wedding Etiquette-** Wedding is a special event in every one's life. Individuals should ensure they behave sensibly at weddings. Never be late to weddings or drink uncontrollably.
5. **Meeting Etiquette-** Meeting Etiquette refers to styles one need to adopt when he is attending any meeting, seminar, presentation and so on. Listen to what the other person has to say. Never enter meeting room without a notepad and pen. It is important to jot down important points for future reference.
6. **Telephone Etiquette-** It is essential to learn how one should interact with the other person over the phone. Telephone etiquette refers to the way an individual should speak on the phone. Never put the other person on long holds. Make sure you greet the other person. Take care of your pitch and tone.

7. **Eating Etiquette-** Individuals must follow certain decorum while eating in public. Don't make noise while eating. One should not leave the table unless and until everyone has finished eating.
8. **Business Etiquette-** Business Etiquette includes ways to conduct a certain business. Don't ever cheat customers. It is simply unethical.

Corporate Etiquette - Do's and Don'ts

It is essential for every individual to behave in a socially acceptable way.

Etiquette refers to good manners which help an individual leave his mark in the society.

An individual must know how to behave at the workplace. There is a huge difference between college and professional life. One needs to be disciplined at the workplace.

Corporate Etiquette refers to set of rules an individual must follow while he is at work. One must respect his organization and maintain the decorum of the place.

Corporate Etiquette refers to behaving sensibly and appropriately at the workplace to create an everlasting impression. No one would take you seriously if you do not behave well at the workplace. Remember we can't behave the same way at work place as we behave at our homes. One needs to be professional and organized.

It is important to behave well at the workplace to earn respect and appreciation.

Let us go through some Do's and Don'ts at workplace:

- **Never adopt a casual attitude at work**. Your office pays you for your hard work and not for loitering around.

- **Don’t peep into other’s cubicles and workstations**. Knock before entering anyone’s cabin. Respect each other’s privacy.
- **Put your hand phone in the silent or vibrating mode at the workplace**. Loud ring tones are totally unprofessional and also disturb other people.
- **Don’t open anyone else’s notepads registers or files without his permission**.
- **It is bad manners to sneeze or cough in public without covering your mouth**. Use a handkerchief or tissue for the same.
- Popping chewing gums in front of co-workers is simply not expected out of a professional.
- **Stay away from nasty politics** at the workplace. Avoid playing blame games.
- **Keep your workstation clean and tidy**. Throw unwanted paper in dustbin and keep files in their respective drawers. Put a label on top of each file to avoid unnecessary searching.
- **Never criticize or make fun of any of your colleagues**. Remember fighting leads to no solution. There are several other ways to express displeasure. Sit with your colleagues, discuss issues face to face and decide on something which is mutually acceptable.
- **Take care of your pitch and tone at the workplace**. Never shout on anyone or use foul words. It is unprofessional to lash out at others under pressure. Stay calm and think rationally.
- **Never attend meetings or seminars without a notepad and pen**. It is little tough to remember each and everything discussed in the meeting. Jot down the important points for future reference. Wait for your turn to speak.
- **Pass on information to all related recipients in the desired form**. Communicate through written modes of communication preferably through emails. Keep your reporting boss in the loop. Make sure your email signatures are correct.

- **Reach office on time**. One must adhere to the guidelines and policies of the organization. Discipline must be maintained at the workplace.
- **No organization likes to have a shabbily dressed employee**. Shave daily and do not use strong perfumes.
- **Never wear revealing clothes to work**. Body piercing and tattoo are a strict no at the workplace. Females should avoid wearing heavy jewellery to work.
- Don’t pass lewd comments to any of your fellow workers.
- **While having lunch together, do not start till the others have received their food**. Make sure your spoon and fork do not make a clattering sound. Eat slowly to avoid burping in public.
- Respect your fellow workers and help them whenever required.
- It is unethical to share confidential data with external parties and any other individual who is not related to the organization. Data in any form must not be passed to anyone outside the organization.
- Office Stationery is meant to be used only at work. Taking any office property back home is equivalent to stealing.
- **Make sure you turn off the monitor while you go out for lunch or tea breaks**. Switch off the fans, lights, printer, fax machine, scanner before you leave for the day.
- Don’t bring your personal work to office. Avoid taking kids to office unless and until there is an emergency.
- **Park your car at the space allocated to you**. Don’t Park your vehicle at the entrance as it might obstruct someone’s way.
- **Never ever drink while you are at work**. Smoke only at the smoking zones.
- Do not leave the restroom with taps on.
- Female Employees should stick to minimal make up.

Clothing Etiquette/Dress Code

Etiquette helps human beings to behave in a socially responsible way. Etiquette helps you gain respect, trust and appreciation from others.

There is a huge difference between an individual's college and professional life. One needs to follow a proper dress code at the workplace for the desired impact.

It is essential to dress appropriately at the workplace for an everlasting impression. Individuals who dress shabbily are never taken seriously at work.

One must dress as per the occasion. Avoid wearing jeans, capris, shorts, T - Shirts or sleeveless dresses to work. Follow a professional dress code. Make sure you feel comfortable in whatever you wear. It is not always necessary to wear expensive clothes rather wear something which looks good on you.

Choose professional colours like black, blue, brown, grey for official attire. Bright colours look out of place in corporates. Light and subtle colours exude elegance and professionalism and look best in offices.

Make sure your clothes are clean and ironed. One should never go shabbily dressed to work. Prefer wrinkle free clothes.

Hair should be neatly combed and kept short. Spikes hairstyle looks good only in parties and informal get together. Females should tie their hair. It gives a neat look.

Male Employees

- Male employees ideally should combine a simple shirt with trousers. Make sure the colours are well coordinated. Prefer a light colour shirt with a dark trouser and vice a versa. **Do not wear designer shirts to work**. Prefer plain cotton or linen wrinkle free shirts in neutral colours. Go for brands like Zodiac, Arrow, Color plus, Louis Philippe, Allen Solly

etc. These brands offer good collection of formal office shirts.

- The **shirt should be properly tucked into the trouser** for the professional look. Prefer full sleeves shirts at workplace. Never roll up your sleeves.
- **Silk ties look best on professionals**. Don't go for designer ties. The tie should neither be too short nor too long. The tip of the tie ideally should touch the bottom of the belt buckle. Slim ties are not meant for offices.
- Wear leather belts to work preferably in black or brown shades. **Do not wear belts with flashy and broad buckles**.
- Socks must be well coordinated with the outfit.
- Don't wear shoes that make noise while walking. Prefer soft leather shoes in black or brown colour. Make sure your shoes are polished and laces properly tied. Never wear sports shoes or sneakers to work.
- **Shave daily**. Use a good after shave lotion and make sure your skin does not look dry and flaky.
- Body odour is a big turn off. One must always smell good in public. **Use a mild perfume or deodorant**.

Female Employees

- **Females should not wear revealing clothes to work**. Avoid wearing outfits which expose much of your body parts. Wear clothes which fit you best. Don't wear too tight or loose clothes.
- Understand the basic difference between a party wear and office attire. Never wear low neck blouses to work. Blouses with deep back or noodle straps are a strict no no at the workplace. Avoid transparent saris.
- Females who prefer westerns can opt for light coloured shirts with dark well fitted trousers. A scarf makes you look elegant.
- **Never wear heavy jewellery to work**. Avoid being a makeup box. Nude make up does wonders. Nails should be trimmed and prefer natural shades for nail paint.
- Avoid wearing sharp pointed heels to work.

- The colour of the handbag must coordinate with the outfit.
- Eyebrow, naval, lip piercing must be avoided at the workplace.

Interacting with Co-Workers

It is essential for an individual to behave in a socially acceptable way. Etiquette helps an individual to be different and stand apart from the crowd.

One needs to be serious and a little sensible at the workplace. An individual can't behave the same way at office as he behaves at home. People who lack etiquette are never taken seriously by their fellow workers.

An individual all alone finds it difficult to survive at the workplace. One needs to be a good team player to make his mark at the workplace. He needs to interact with his fellow workers and share ideas to reach to better solutions. Employees must work in unison for faster and effective results. It is essential to maintain healthy relationships with fellow workers as an individual spends his maximum time at the workplace.

Respect your fellow workers. Misbehaving with colleagues spoils the ambience and leads to negativity all around. Treat all co workers as one irrespective of their race, caste, nationality, designation etc.

Spreading baseless rumours about fellow workers is something which is not at all expected out of a professional. Spotting any of your colleagues with his girlfriend has nothing to do with office and thus must not be discussed at the workplace. Avoid playing blame games in organization. An individual should have enough guts to accept his/her mistakes. If you do not like someone, it is better to ignore the other person rather than fighting with him. Remember conflicts lead to no solution.

Be cordial to all. Greet everyone with a smile. It is bad manners to make faces at others. Learn to be a little more adjusting. Things don't always go your way. Do not take things to heart.

Help your colleagues in whatever way you can. Never give them any wrong suggestions. You will like your job more if you have a friend at the workplace.

Be polite to your fellow workers. If someone shouts on you, never shout back on him. Don't do what others do. You will not become small if you say "sorry".

Too much of friendship at the workplace is bad. Being emotional at work is harmful. The other person might take undue advantage of your generous attitude.

Never overreact. It pays to be calm and composed at the workplace.

Avoid taking sides at the workplace. Don't ask for personal favours from any of your fellow workers. Never ask anyone to do grocery shopping on your behalf or pick your son from school. It is unprofessional.

Avoid being rude to anyone. You never know when you might need any of your fellow workers. Never lash out at others under pressure.

Never interfere in your colleague's work. It is bad manners to open anyone else's envelopes or check fellow worker's emails. Respect your colleague's privacy. Do not peep into anyone else's cubicles. Knock before entering your boss's cabin.

Never make fun of any one at the workplace.

It is bad manners to overhear anyone else's conversation.

Avoid criticizing others. One needs to be flexible at the workplace. Being rigid spoils relationships.

Telephone Etiquettes to Improve Communication

What are Telephone Etiquettes?

Telephone is an important device with the help of which people separated by distance can easily interact and exchange their ideas. Got a brilliant idea and want to convey it to your friend staying out of the country, use the telephone. Telephone is one of the easiest and cheapest modes of communication.

Telephone etiquettes - An individual needs to follow a set of rules and regulations while interacting with the other person over the phone. These are often called as telephone etiquettes. It is important to follow the basic telephone etiquettes as our voice plays a very important role in creating an impression of our personality, education, family background as well as the nature of job we are engaged in. The person giving the information is called the sender and the second party is the recipient.

Let us now study the various telephone etiquettes. Please find below the various telephone etiquettes.

- Always remember your **voice has to be very pleasant** while interacting with the other person over the phone. Don't just start speaking, before starting the conversation use warm greetings like "good morning", "good evening" or "good noon" depending on the time.
- **Never call any person at odd hours** like early morning or late nights as the person will definitely be sleeping and will not be interested in talking to you.
- **In any official call, don't use words like" Any guess who I am?** "As the person on the other side might be occupied with something and can get disturbed. Always say "Is it Ted?", and do ask him, "Is it the good time to talk to you?" and then start communicating. If the person sounds busy always wait for the appropriate time.

- **Make sure your content is crisp and relevant**. Don't play with words, come to the point directly and convey the information in a convincing manner. First prepare your content thoroughly and then only pick up the receiver to start interacting.
- After dialling, always reconfirm whether the person on the other side is the desired person whom you want to interact with. Always ask "Am I speaking to Mike?" or "Is this Jenny?" before starting the conversation.
- Always carefully dial the numbers, never be in a rush or dial the numbers in dark as it would lead to a wrong call. If by mistake you have dialled a wrong number, don't just hang up, do say sorry and then keep the phone courteously.
- **Never put the second party on a very long hold**. Always keep the information handy and don't run for things in between any call as the listener is bound to get irritated.
- While interacting over the phone, don't chew anything or eat your food. First finish your food and then only dial the number. If you are reading, please leave the book aside, first concentrate what the other person wishes to convey and then continue with the book.
- After completing the conversation, don't just hang up. Reconfirm with the receiver whether he has downloaded the correct information or not and do end your conversation with pleasant words like "Take care", "nice speaking with you" and a warm bye. Never say Goodbye.
- Always speak each and every word clearly. The person on the other hand can't see your expressions so remember your tone should be apt to express your feelings in the correct form.
- **Don't take too long to pick up any call**. If you miss the call, make sure you give a call back as the other person might have an important message to convey. Avoid giving missed calls at work places as it irritates the other person.
- In professional talks, never keep the conversation too long as the other person might be busy. Always keep the content

crisp and relevant and do come to the point after formal greetings.

- If you are not the correct person and the speaker needs to speak to your fellow worker, always say “one moment please- I will call him in a minute”. If the colleague is not in the office premises, always take a message on his behalf and don’t forget to convey him when he is back.
- Decrease the volume of the television or turn off the speakers while speaking over the phone as noise acts as a hindrance to effective communication
- If there is any disturbance in the network, don’t just keep speaking for the sake of it; try to call after sometime with a better line.

Remember all the above telephone etiquettes must be practiced for an effective and healthy telephonic discussion and smooth flow of information.

Interview Etiquette - Codes of Conduct for Interviews

Etiquette refers to good manners which help transform a man into a gentleman. An individual must behave well in public to gain respect and appreciation from others. It is essential to behave in a socially acceptable way.

Interview is nothing but an interaction between the employer and potential employee where the employer tries to judge the individual on various parameters for prospective employment in organization.

An individual must do well in interviews to be a part of his dream job.

Interview Etiquette

Interview etiquette refers to codes of conduct an individual must follow while appearing for interviews.

Let us go through some interview etiquette:

- While appearing for telephonic interviews, make sure you have your resume in front of you. **Move to a quiet place** and keep a pen and paper handy to jot down address or other necessary details.
- **An individual must be present at the interview venue before time**. Start from your home a little early and allow a margin for traffic congestions, car problems, route diversions and other unavoidable circumstances. Check the route well in advance to avoid last minute confusions.
- If you do not have own conveyance, book a cab or ask your friend or family member to drop you right outside the venue. Avoid going by public transport that day.
- **Be very particular about your appearance**. Follow the professional dress code for an everlasting first impression. Wear something which looks good on you. Coordinate a light colour shirt with a dark colour well fitted trouser. Make sure your shoes are polished and do not make noise. Hair should be neatly combed and do apply a mild perfume. It is essential to smell good.
- **Enter the interviewer's cabin with confidence**. Greet him with a warm smile. A firm handshake says that an individual is confident, aggressive and willing to take challenges. Do not offer to shake hands if the interviewer is a female. Do not sit unless you have been told to so.
- **Make an eye contact with the interviewer**. Avoid looking here and there.
- Be honest with the interviewer. Remember a single lie leads to several other lies. Avoid fake stories. It might land you in trouble later.
- Take care of your pitch and tone. Be polite but firm.
- **Stay calm**. Avoid being nervous during interviews. Remember no one will hang you till death if you do not clear the interview. There is always a second chance.
- One must sit straight for the desired impact. Avoid fiddling with pen and paper. It is important to have the right attitude as it helps you stand apart from the crowd.

- Keep your cell phone in the silent mode while attending interviews. Cell phone ringing during interviews is an offence.
- Chewing gum during interview is childish.
- Do not fold your resume; instead keep it in a proper folder. Carry all other relevant documents which you might need during interview. Keep a passport size photograph handy.
- **Slangs and one-liners must not be used in interviews**.
- **Avoid cracking jokes with the interviewer**.
- Once you are done with the interview, do not forget to thank the interviewer.

Tips for Conducting Interviews

Whether it is a job interview or a follow-up interview with selected respondents who filled a survey questionnaire, it is essential that right questions are asked. However, asking a right question is just not it... There is more to conducting effective interviews.

Read on to know how an interview conversation can be made effective...

1. **Avoid distraction in the meeting area:** Make sure that there is no or minimal distraction where the interview is being conducted. A phone ringing all the time in the background can distract the interviewer and interviewee
2. **Make the candidate comfortable:** The candidates are usually nervous especially if it is their first interview. Ask them some ice breaker questions to make them comfortable.
3. **Racial/Sexual Bias - A BIG NO:** Do not discriminate between the potential candidates on basis of race, color, religion, gender. The only basis for selection should be merit + required qualification. Be fair.
4. **Invite questions:** make sure the candidate asks/clarifies the questions he has. When selected a candidate should not feel he was not told about a certain aspect of the job.
5. **Make Notes:** A candidate's resume might not cover all the details and there could be a lot of other details which could

come up while conducting an interview. Make sure notes are taken during the interview.

6. **Interview Approach:** The interview could be a mix of formal and informal and could have a blend of open and close ended questions. An extreme of either formal or informal could be disastrous.
7. **Interview Questions:** Few areas to ask questions on could be behaviours, values, knowledge, background or demographics.
8. **Company Policy & Procedures:** Brief the candidate about company's values, policies, and required procedures. A candidate if selected should not have problem in imbibing the culture.

Finally, make sure the candidate is involved in the interview and it is not just one way.

What are Manners?

Manners are **polite behaviour**. These types of behaviour are rather general. From childhood onwards children are taught good manners by parents and also in schools. This highlights the importance given to good manners within the societal context. As the child grows, he internalizes good manners that then become a part of their behaviour. For example:

Saying 'Thank you' after receiving something, saying 'please' when requesting something, saying 'sorry' one you have hurt someone, respecting elders are all manners that are taught to children at a very small age.

When an individual displays good manner, he is considered as a well brought up person. This highlights that Etiquette and manners are not the same but refer to two different things.

Table Manners

Table manners are all about eating properly at the table and holding your cutlery correctly. It's also about eating with your mouth closed, not talking with your mouthful, asking people to pass stuff such as the water to you instead of reaching across the table and not farting and/or belching at the table. Personally, believe people should be allowed to be allowed to hold their cutlery how they want.
Everyone is taught how to hold their cutlery from a very young age and is also taught that eating with your mouth open and talking with your mouthful are quite rude.

Politeness

Being polite is really about putting other people's feelings first, saying please and thank you, talking to people calmly and politely, generally being nice to people and showing consideration for other people. Some people mistake niceness and politeness for weakness which we all know isn't.

The world is full of rude, inconsiderate, brash, mean and horrible people who only think about themselves and don't care about anyone else's feelings. A little politeness goes a long way. It is generally better to be polite and friendly than to be rude and obnoxious. Politeness and niceness aren't a weakness it is actually a strength, although some people do see it as a weakness, they seem to think that if you are nice, then it is the gateway for people taking advantage.

Social Skills

When people have good social skills, it means they are able to start and have conversations with someone, they are able to read people and

situations, they have the confidence to interact and socialise with people and they can genuinely adapt to any social situation. Therefore, this makes it easy for them to build relationships with people and therefore, people seem to warm to them as a result. I mentioned that part of having social skills is about reading people and situations. It is also about being able to meet people halfway and to back down from time to time.

Assertiveness

Being assertive means being able to get your point across in a calm, polite but firm manner. You stand your ground rather than allowing yourself to be swayed by other people's opinions all the time. You say whatever you want to say without shouting, getting angry or being rude. However, assertiveness is also about learning to meet people halfway and knowing when to back down.

Many people have difficulty differentiating between assertiveness and aggression. Aggressive people shout at people to get their point across. They are rude, they are unable to say what they want to say without getting angry, they use bad language when they are angry, instead of calmly saying what they want or need to say, they don't know when or how to back down from an argument and they are incapable of meeting people halfway. Apart from that, they always think they are right and are only interested in their own opinion. Therefore, this makes it easy for people to walk all over them and take advantage of their lovely nature. Finding the right balance actually gets you far in life.

Respect

Having respect means being able to show consideration for other people Rings, showing compassion, saying please and thank you, respecting people's rules and boundaries, being polite and friendly. If you are respectful to people then people will be respectful towards

you. However, if you disrespect people then obviously people will disrespect you and treat you like dirt.

Some people think that if they throw their weight around, if they are rude, condescending, judgemental and controlling then they will be respected. They also believe that if they are highly educated and have a high-powered job then people will give them respect. Most people are taught how to respect rules and boundaries from a very young age, as well as being taught manners in general. However, some people sadly aren't lucky enough to learn how to behave appropriately.

Why We Need Manners

Manners and rules are what makes society. Therefore, it is important to have respect for yourself and other people, as well as good manners and being able to conduct yourself properly. People prefer to be around other people who show respect and decorum, rather than around people who are inconsiderate and lack compassion for others. Some people sadly think that manners and respect is an old-fashioned thing which no longer exists, which actually isn't true. Many foreign cultures are very big on manners, respect and decorum. They don't believe people should be allowed to just do what they like and behave how they like, which is quite right. Not everyone will behave the way you want them to, but that doesn't mean you shouldn't behave appropriately.

What is the difference between Etiquette and Manners?

Etiquette refers to the code of polite behaviour in society whereas Manners refer to the way of behaving, speaking and living in accordance with the expected patterns of behaviour.

• Manners are more generalized, unlike etiquette that dictate a specific code of conduct.

• Individuals learn manners from childhood through instruction and socialization, but etiquette has to be specially learned.

• It is manners that lay the foundation for an individual whereby the individual progresses by learning etiquette.

Phonetics

What is phonetics?

Before delving into phonetics in English, it is important to define what we mean by phonetics. It is key to have clear terms so that you can dedicate time and effort to practice it.

Phonetics is the most identifying component of a language. This is a representation scheme of sounds, as they should be pronounced, through graphic figures which usually correspond to modified letters.

These modified letters or symbols are known as phonemes. Learning them implies exercise enough memory and hearing, plus the results are worth the effort.

The use of phonemes ranges from language teaching spaces to the content of translation dictionaries. Additionally, they help those who do not speak the language to differentiate the resonance of each word.

Why should you know about phonetics for English?

In a language as globalized and necessary as English, **it is useful to know its phonetic structure**. Recognizing phonemes will allow you even Pronounce correctly words you have never heard.

Phonetics can be used for the understanding and generic use of English. Regardless of the differences in specific terms and the accents of each English-speaking country, the phonetic structure is similar.

Knowledge and mastery of phonetics and phonology in English is essential in the study of the language. However, in traditional teaching systems, learning phonetics in English is often marginally used.
Consequently, there are usually situations in which the development of reading and writing is achieved at a sustained level. **But there are always greater difficulties in listening comprehension and oral communication.**
The interesting thing is that phonetics can be approached, in a general way, from the beginning of contact with the language. In addition, it can be studied individually with the appropriate rigor and support.
For example, there are numerous websites that offer free audio-visual content with pictures of phonemes and sounds; others allow interactive practices. There are also online tutorials with native English teachers.
This type of learning, personal and self-directed, **constitutes an important differential that can be quickly developed**. You can also have a face-to-face learning method that focuses on phonetics.
In any case, the use of phonetics in English is a basic aspect of fluency in the use of the language.

Phonetics: How do you pronounce it in English?

Phonetics in English allows us to recognize those sounds of the language that differ greatly from Spanish. And it is that the movements of the mouth and tongue to produce the different sounds vary from one language to another.
In this sense, something as simple as placing the lips in a different way can make a big difference in pronunciation. In the same way, the accentuation of the words will play a fundamental role.

One of the main differences that we can find in words with phonetics in English is the pronunciation of the letter “R”. **In Spanish this sound has much more force than in English.**

In order to correctly produce the letter “R” in English, you must bring the tip of your tongue to the centre of your palate. When making this arc, you will be able to clearly notice the difference with the “R” of Spanish.

On the other hand, the stress of words is an element of phonetics in English that will allow you to improve your pronunciation. In Spanish, we have accent marks to recognize the accent. In English, this symbol does not exist.

If you don't know how to stress a word when you pronounce it, it can be helpful to look up its transcription. Some online translators present symbols or phonemes that will allow you to adjust the articulation of the sound.

The phoneme that will tell you which syllable should have the greatest voice strength is known as the “apostrophe” and is located just before it. Let's look at some examples:

Prepare /prɪˈpeə/ - prepare

Rather /ˈrɑːðə/ - to prefer

It is important to keep in mind that, just like in Spanish, the meaning of some words can vary depending on the accent.

To record /rɪˈkɔːd/ (to record sounds or information)

A record /ˈrekɔːd/ (a written or audio copy of the information)

Basic rules of phonetics in English

Phonetics in English follows a series of rules that you must know in order to master this aspect of the language. While there are many, spending a little time learning and practicing them will pay off.

Let's look at some basic rules:

- The "E" is usually silent if it is at the end of a word: Pine (pine) Ride (mount), Drive (drive).
- When the "B" is after an "M" at the end of a word, it is not pronounced: Crumb (crumb), Comb (comb), Numb (numb).
- The “GH” combination sounds a lot like an “F”: Cough (cough), Laugh (laugh), Tough (rough).
- In the combination "SC" the "C" is silent: Scent (essence), Scene (scene), Muscle (muscle).
- When the "G" is followed by an "N", it is also not pronounced: Sign (signal), Reign (reign), Design (design).
- In general, the "D" followed by a consonant in the middle of words is silent: Handsome (handsome), Wednesday (Wednesday), Bridge (bridge).
- Whenever the "H" is preceded by a "W", it is silent: Why (why), When (when), Where (where), White (blank).
- Similarly, the "H" remains silent if it goes after C, G or R: Chemistry (chemistry), Echo (echo), School (school), Ghost (ghost).
- Another silent letter is sometimes the "K", when it is found before the "N" at the beginning of a word: Knife (knife), Know (to know), Knackered (exhausted).
- The combination of "PH" sounds like an "F": Elephant (elephant), Orphan (orphan), Dolphin (dolphin).

- When the "P" is at the beginning of words with the combinations PS, PT and PN, it does not sound: Pneumonia (Pneumonia), Psychology (psychology), Psalm (psalm).
- In some specific words the "T" is silent: Castle (castle), Often (often), Ballet (ballet), Christmas (Christmas).
- In words beginning with WR, the W is silent: Wrinkle (wrinkle), Write (write), Wrong (wrong).
- In the following cases the "S" is silent: Island (island), Isle (island), Aisle (corridor).
- When the “U” is between a “G” and another vowel, it is also not pronounced: Guitar (guitar), Tongue (tongue), Guard (guard)

Conclusion

Phonetics in English is quite complete and its conscientious study offers the possibility of significantly improving your oral communication skills. For this reason, it should be an area to consider within your learning process.