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ROLE OF STUDY SKILLS IN IMPROVING ENGLISH LANGUAGE LEARNING PROCESS

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Abstract:

This study aims at finding out inadequate English Language Proficiency in spoken English. Apart from study skills verbal blows appear mightier than the physical ones. Not just the words both written and spoken have acquired a significantly crucial and an almost decisive force in contemporary times. Essentially, ours is a society which moves on the wheels of communication though it is only a means and not the end. In English language teaching (ELT) especially, when English is connected to class room teaching (CRT) .Self endeavour plays a very significant role in engrossing the attention and attitude of the students. A student has to incorporate a variety of skills as dictionary, thesaurus, encyclopedia, extensive, reading, Exploration, four language skills (LSRW), , dialogue writing, note making, note taking, report writing, email etiquette are part in improving one's English language proficiency effectively. To achieve this object, a lot of reference work has to be done by the students effectively. Since language is acquired only proper self-efforts by the students and learners, study skills will back up the knowledge of understanding a language. When understanding sounds in English, it is easier to improve the accuracy in pronunciation. Learning a language is quite different from teaching any language like English. As English language has a peculiar in its diction of usage, word stress, sentence stress and intonations, keeping attention on them is very important. For improving proficiency, the way we study should be designed and challenged to the present era. Ancient teaching methods, approaches, techniques will be replaced by latest modern smart communication approaches and strategies. For smart learning of study Skills, several factors have been contributed to the adoption of new trends in ELT for improving a learner as adept in English language proficiency. This paper also includes some quick tips on how to teach study skills. It has also been discussed the good study techniques.

Keywords: study skills, proficiency, language skills, communication, aural-oral, stress and intonations

Introduction

A skill can be acquired through practice which makes it a habit. Language learning is essentially a habit forming process through proper practice of study skills a process

during which we acquire new habits. The language skills are basically divided into active and passive or receptive, and productive skills. Listening and speaking are known as aural -oral or audio-lingual skills

.Reading and writing skills involve the exercise of psychomotor organs, they are known as psycho motor or graphic motor skills. Speech is the natural form of a language. In speech, we make use of oral signs that are addressed to the ear. The speaking ability of an individual depends considerably upon his/her listening ability. Sub skills in speaking as Communication Skills, Soft Skills, Employability Skills, and Spoken English.

Study skills are the higher level activities. For higher education, the learner has to do reference work in the library, present papers in seminars, conferences, symposiums, writing reports, synopsis, dissertations. For all this the learner has to develop study skills as well as reference skills. The learner has to make his/her notes from listening to lecturers in the class, seminar...He/she should be able to summarize the points, prepare notes and recall them when ever required. The learner should be able to transfer the information into diagrams and other graphic modes of representation. The learner should be taught all these in the class room. He has to learn the skills like summarizing, note taking, note making and information transfer.

Apart from study skills, reading and writing play a vital role in learning, English language. Reading is recognition of a person's, author's written context or document. The recognition may be letters, words or sentences. Reading is getting meaning of the text an

individual reads. We have the type of reading as silent, aloud, intensive, and extensive reading. Writing is the communication of ideas in the written form. Writing should be introduced as soon as possible and all the four language skills should be developed in a balanced and integrated way, so that they are well coordinated and each helping to improve the other. It is a productive skill involving, manipulating, structuring and communicating.

Provide students with study tips and strategies and discuss them in class then hold a short class discussion to talk over the reading. As discussion is going on, listen to their reactions and toss in a few gentle suggestions to push students towards independent learning. The learners should be motivated to prepare them to study further on their own. And that means they need to be able to do some of the things that recently do for them. Here are some quick tips on how to teach study skills in class as

1. Provide students with study tips and strategies and discuss them in class.
2. Teach students to make their own study guides
3. Teach students that study skills go beyond studying.
4. Teach goal setting

Teach students to make their own study guides as many students will sit down with their book when it is time to study ,read it through and

call it good. If u give them a unit study guide, they do the same, unfortunately, as you will know, this does not mean the information has been absorbed. Instead of that spend time to teach students how to make a study guide on their own. It starts with teaching them how to choose important information from the reading text or class room lecture.

Organization is a basic study skill. Students need to know where their books and materials are, so they can access what they need for a task or a project, assign mentor quiz. Impart students the organizational tips and materials they need to keep their backpacks, desks, and lockers organized. Time management is a huge struggle for teenagers. Teach some strategies to help them learn how to avoid hesitation and arrange their time wisely. Apart from quick tips in study skills, teach students to have small attainable goals and then work towards them a little bit at a time.

How to Expand Vocabulary?

In teaching the recognition vocabulary, it is enough to explain the meanings of words in simple English or to give mother tongue equivalent. Supplementary reading should be encouraged to enable the pupils to widen their recognition vocabulary. The pupil may also be asked to look up the dictionary. There are various ways of expanding vocabulary. They are:

1. Expansion through the same pattern of form.

Eg:

Noun	Adjective
Care	Careful
Faith	Faithful
Grace	Graceful

Eg:

Verb	Noun
Achieve	Achievement
Amuse	Amusement
Attain	Attainment

2. Expansion through families of words.

Eg: comfort comfortable uncomfortable comfortably
reason reasonable unreasonable reasonably

3. Expansion through association.

Eg: school - teacher, headmaster, pupils, books, library, playground..

4. Expansion through reading.

5. Expansion through word games

6. Vocabulary note book

Study Skills - Reference Tools:

A. Dictionary:

A dictionary is a book that gives a list of words in alphabetical order and explains their meanings in the same or another language. A learner must own a dictionary. He will need to refer to it sometimes to find out the meaning of a word, at another time to check a spelling. In fact a dictionary is a must for an educated person or learner. Nobody can dispense with it.

B. Thesaurus:

A thesaurus is a reference book in which lists of words with similar meanings are grouped together. It is being used by writers, authors, linguists for vocabulary.

Eg: Happiness: beatitude, beautification, bliss, cheer, contentment, delight, ecstasy, enchantment, gaiety, joy, jubilation, welfare.

C. Manuals:

Reference manuals are instructional materials or guidebooks used for reference. Dictionary, thesaurus, encyclopedias, and yearbooks are all called reference manuals. You might have seen in your library some of the encyclopedias like Encyclopedia Britannica, Encyclopedia Americana, Columbia Encyclopedia, Children Encyclopedia. Good libraries generally possess these encyclopaedias and they are called quick reference books. Encyclopedia gives a comprehensive idea on a topic, subject or person but may not find the latest information on a given topic/subject.

Explanation of Reference/Sources:

D. Catalogues:

Our task is to know how to locate a volume/book in a library. It is practically impossible to walk into every room and shelf to find a book. There is a tool to locate a book or reference work in a library. The tool used to quickly locate a book is called the catalogue card. A catalogue is a set of cards designed to locate books with the help of author's name, title of the book or subject. We would see 'author catalogues', 'title catalogues', 'subject

catalogues'. Whatever be the card, all are prepared according to the alphabetical order.

E. Indices:

Index provided either to a particular book or to a reference manual is something like a dictionary or a handbook, which directs you every time to a particular volume or page. Index is the list of names or topics, referred to in a book and arranged in the alphabetical order.

F. Almanacs:

These are printed every year. They are like yearbooks of facts. They contain up to date information about different subjects including sports, champions, famous awards, weather, important events of the year

G. The computer:

It is the most commendable and predominant of educational materials now a days. It is making rich contributions to several aspects specially the teaching learning process in the class room. The Computer assisted language instruction CAL is an extension of programmed learning which was extensively used, as well as Computer Based Instruction CBI, Computer Assisted Instruction CAI have become popular in the institutions.

H. Internet:

It provides a number of learning experiences and educational resources to students, teachers, administrators and all others. The important ways in which the internet helps our students are:

1. It helps develop or improve reading, writing skills.
2. It is an exciting outlet for artistic expression.
3. It provides information about every topic required
4. It provides contact with new people, culture and civilization
5. Library facilities are available on internet

I: Supplementary readers:

It is important to bear in mind that supplementary readers are primarily meant to help the learner get a fuller and richer exposure to the language. The teacher's help will be to a very limited extent. They consist of interesting reading materials suited to the age and interest of the learners. These books mainly concentrate on developing 'reading habits' of the learners. The learners are exposed to a lot of learning material and new vocabulary which offers a good source of information to them.

J. Note making and Note taking:

Note making and note taking are useful study skills, which help a student in his/her advanced level of study. Every student needs to make and take a note of what he/she reads or listens to. It is generally not advisable to copy out large chunks from a text or every point of a lecture. Note making is making notes out of written text while note taking is taking notes from a lecture.

K. Intensive and Extensive reading:

Intensive reading involves learners reading in detail with specific learning aims and tasks. Whereas extensive reading which involves learners reading for pleasure 'recreation is a way of language learning to develop general reading skills as reading magazines, Novels, short story books, comic books for improving language and proficiency.

Conclusion:

In the very process of learning and teaching English language, correct sentence patterns 'functional grammar' which is incidental grammar which is acquired by the learners unconsciously 'by imitation or consciously by observation and deduction, pronunciation exercises in isolation are less effective than those integrated with the practice of pattern or structures. Pronunciation drills should be reduced the errors in stress and intonations. If learner will have stern and repeated practice of all such study skills, one day he/she definitely good at English language fluency and vocabulary. Practice makes a man perfect.

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