

Improve Your Presentation Skills.

Handout #1: A Lexicon of Spoken English

The three P's of text preparation: **Parsing**, **Particles**, and **Prepositions**.

- **Conjunctions** are words that link clauses together in a sentence
- **The noun** is a thing, idea, or proper name.
- **The noun-marker** is a prefix or suffix that shows a word is intended to be a thing. There are five noun-markers: the three prefix articles: **a, an, the**; the prefix capital letters '**A, B, C**, etc.' and the plural suffix '**s**'.
- **Parsing** traditionally means the deconstruction of written text in order to discover its grammatical components; however, for the purposes of this phrasing workshop, parsing means the insertion of breath spots where speech may be interrupted to take a breath without damaging the meaning of the spoken text. For the purposes of this workshop, every breath spot will be treated as a full stop whereas in normal speech these spots are actually micro stops in typical spoken dialogue.
- **Particle words** are suffixes to a verb that extend the meaning of the verb, "Karen put on her makeup and then got dressed." Particles are identical to prepositions, but silence appends itself as a suffix to a particle.
- **A phrase** is the base unit of spoken English.
- **Phrasing** is the grouping together of diverse vocal units into a single unit that acts as a bullet of information.
- **The predicate** is the verb phrase that includes either an action verb by itself or an action verb plus its object; or a state of being verb plus its completer that identifies the subject.
- **The prefix** is a vocalization, including silence, which is attached to the front end of a word.
- **Prepositions** are words that show relationships between two things, "The cup is on the table." Silence appends itself as a prefix to the prepositional phrase.
- **The subject** is the pronoun or noun that a sentence or a clause talks about.
- **The suffix** is a vocalization, including silence, which is attached to the back end of a word.
- **The verb** is either an action word; or shows a state of being.
- **A word** is a base unit of written English Grammar.

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Handout #2: The Six Silence Spots

Silence is placed where you may take a breath without damaging the meaning of your speech.

1. Isolates the subject: An isolating pair of silences may prefix and suffix the subject of a sentence or a clause.

- |Mary| likes ice cream.

2. Brackets the predicate: A bracketing pair of silences may prefix and suffix the predicate of a sentence or a clause.

- John and Mira |enjoy skipping rope| at lunchtime.

3. Introduces the prepositional phrase: A silence may append itself as a prefix to a prepositional phrase.

- The blue box is the large wastebasket |at the end |of the hall.

4. Suffixes the particle of a phrasal verb: A silence may suffix the ending particle in a phrasal verb.

- My sister was putting on| her makeup before her hot date.

5. Isolates the conjunction between clauses: An isolating pair of silences may prefix and suffix the conjunction between clauses of a compound sentence.

- I heard a knock at the door, |and then| it slowly opened.

6. Follows Regular punctuation silence:

- i. A silence follows periods, '.',
- ii. commas, ','
- iii. exclamation marks, '!',
- iv. question marks, '?',
- v. colons, ':',
- vi. and semi colons, ';',
- vii. It also takes the place of opening parenthesis or bracket marks, '(',
- viii. and closing parenthesis or bracket marks, ')' as a full silence.

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Handout #3: An Article for Paragraph Phrasing: *The Atlas*,

An atlas is a scale model of the earth. It helps us look at the entire earth or large sections of the earth's surface. There are seven large land masses called continents that make up the earth's surface. These include: Africa, Asia, South America, North America, Europe, Antarctica, and Australasia. The water surface of the earth is divided into five oceans: Atlantic, Pacific, Indian, Arctic, and Antarctic.

To help us find locations on the globe, there are lines called grids that run in east-west and north-south directions. These lines are often referred to as lines of latitude and longitude. The imaginary line that circles the globe halfway between the North Pole and the South Pole is called the equator. A similar imaginary line that runs north-south and passes through Greenwich is called the prime meridian. Lines of latitude (called parallels because they run parallel to the equator) run east-west and measure distances north-south of the equator. Lines of longitude (called meridians) run north-south and measure distances east and west of the prime meridian.

Distances on an atlas are measured in degrees ($^{\circ}$). Degrees are further divided into minutes. There are 60 minutes for each degree. The equator is at 0° while the North Pole is at 90° . Therefore, the distance from the North Pole to the South Pole is 180° in total. Similarly, the prime meridian is at 0° and distances east and west are between 0° and 180° in both directions for a total of 360° (180° E and 180° W). Therefore, it is easy to plot an exact location on a map. Toronto, for example, is at roughly 80° west of prime meridian and 45° north of the equator.

Taken from *English Smart 4*, Desmond Gilling, Kim Vicic, Popular Book Company (Canada) Limited, ISBN : 978-1-894810-67-8, p22

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The first paragraph is parsed below:

1. Each phrase is separated by a + sign placed where silences may be applied.
2. The underlined numbers indicate the type of silence, and
3. noun markers are underlined throughout this passage.

1 |An atlas| + 2 |is a scale model| + 3 |of the earth.| + 6 |It| +
2 |helps us look at|+ 4 |the entire earth| + 5 |or| + large sections + 3 |of
the earth's surface.| + 6 |There| + 1 |are seven large land masses| + 2 |
called continents| + 5 |that| + 4 |make up| + 6 |the earth's surface.|
1 |These| + 2 |include:| 6 |Africa,| + 6 |Asia,| + 6 |South America,| +
6 |North America,| + 6 |Europe,| + 6 |Antarctica,| + and 6 |Australasia.| +
1 |The water surface| + 3 |of the earth| + 2 |is divided into| + 4 |five oceans:|
6 |Atlantic,| + 6 |Pacific,| + 6 |Indian,| + 6 |Arctic,| + and 6 |Antarctic.|