

Lesson One : Introduction to Information and Communication Sciences

* **Definition of Communication :** (تعريف الاتصال) (it is the process of using verbal and non-verbal and written communication to express or exchange information, ideas, thought, feelings... etc to others, using verbal communication (oral or verbal words and phrases) and non-verbal communication (facial expressions and body language).

***Communication Components :** (عناصر العملية الاتصالية)

1/ **the sender (source):** (المرسل) the starting point of the communication process, and the sender may be a human or a machine, so the process begins by sending multiple symbols, awareness of the message that is directed to the receiver.

2/ **The reciever (the addressee):**(المرسل اليه) It is the person, group or audience to whom the message is directed by the sender with the intention of participating in their experience, communicating information and opinions to them, or modifying their behavior or attitudes.

3/ **The message:** (الرسالة) It is the set of meanings that the sender sends to the future in order to influence his behavior, and the message is the content of the communication, and of course the types of messages vary according to the multiplicity of types, purposes and parties of communication.

4/ **The medium:** (الوسيلة) It is the physical medium for communicating the symbols carrying the meanings that constitute the message. There are many types of channels such as Verbals, Writings, Phone, TV, Radio, Posters, Graffiti, and Billboards.

5/ **Feedback :** (رجع الصدى) is any response to a communicated message. It takes the form of a message itself, and may be verbal, visual, or written. Often, feedback is essential, because it's what turns one-way communication into two-way communication. Feedback may be positive or negative.

*Communication Forms : (اشكال الاتصال)

1- *Self-communication between a person and himself*: (اتصال ذاتي بين الشخص و نفسه) the individual's awareness of himself and his relations with the surrounding world, and his awareness of his qualities and abilities, thus achieving normalcy for his personality.

2- *Communication between the individual and others*: اتصال بين الفرد و الاخرين the individual's awareness of himself is the basis of his connection with others. Communication begins from childhood and develops with the development of his roles in life.

3- *Communication between social groups*: (اتصال بين الجماعات الاجتماعية) Communication is the basis for all social relationships of whatever kind.

***Importance of Communication** (اهمية العملية الاتصالية) it is significant for expressing information, behavior, and feelings, and helps to understand and respond to others feelings, emotions, knowledge and thoughts. It also develop social relationships, maintain self expression, and share culture.

*Barriers of Communication : (عوائق الاتصال)

a/ unclear process : receiver and sender may not share the same language, vocabulary, or symbols.

b/ chain of command : there may be layers between the sender and the receiver (social class, educational differences...etc)

c/personal limitations : such as physical and mental disabilities, inattention, lack of feedback.

*Effective communication : (مقومات الاتصال الفعال)

Make sure those principles should be founded in your communication ; **completeness, conceisness, clarity, correctness, consideration, courtsey, concreteness.**

- Good transmission and reception. حسن الارسال و الاستقبال
- Sensitivity to the feelings of others الإدراك و الاحساس بمشاعر الاخرين the sensitivity of the individual to the needs and feelings of others is an art of the principles of human relationships acquired through communicative interactions with others.
- **Cognitive clarity**: الوضوح المعرفي the transmission and reception of information. Individuals participating in the communication process must be cognitively aware of all its components: clarity of goals / roles / jobs / relationships.

.Lesson Two : Tenses (Past simple tense / Present simple tense)

1- Simple Past Tense

Definition of the simple past tense : is used to talk about a **completed action** in a time **before now**. The simple past is the basic form of past tense in English. The time of the action can be in the recent past or the distant past and action duration is not important.

Examples

- John Cabot **sailed** to America in 1498.
- My father **died** last year.
- He **lived** in Fiji in 1976.
- We **crossed** the Channel yesterday.

You always use the simple past when you say **when** something happened, so it is associated with certain past time expressions

- **frequency:** *often, sometimes, always*
I sometimes **walked** home at lunchtime.
I often **brought** my lunch to school.
- **a definite point in time:** *last week, when I was a child, yesterday, six weeks ago*
We **saw** a good film *last week*.
Yesterday, I **arrived** in Geneva.
She **finished** her work *at seven o'clock*
I **went** to the theatre *last night*
- **an indefinite point in time:** *the other day, ages ago, a long time ago*
People **lived** in caves *a long time ago*.
She **played** the piano *when she was a child*.

Note: the word *ago* is a useful way of expressing the distance into the past. It is placed **after** the period of time: *a week ago, three years ago, a minute ago*.

Forming the Simple Past Tense

- 1- affirmative : Subject + verb (ed) eg : i played football yesterday.
- 2- Negative : Subject + did+ not+ verb (stem) eg : he did not play football yesterday
- 3- Interogative : Did + Subject + verb infinitive (without to)
eg : did she play football yesterday ?
- 4- Negative interogative : Did not + subject+ verb infinitive eg : Didn't they play football yesterday ?

Simple past tense of to be, to have, to do

Subject	Verb		
	Be	Have	Do
I	was	had	did
You	were	had	did
He/She/It	was	had	did
We	were	had	did
You	were	had	Did
They	were	had	Did

Simple past, irregular verbs : Some verbs are irregular in the simple past. These verbs change such as

to go

- He **went** to a club last night.
- **Did he go** to the cinema last night?
- He **didn't go** to bed early last night.

to give

- We **gave** her a doll for her birthday.
- They **didn't give** John their new address.
- **Did Barry give** you my passport?

to come

- My parents **came** to visit me last July.
- We **didn't come** because it was raining.
- **Did he come** to your party last week?

Other irregular verbs remain in all tenses without changing eg : set, put, run, cut...etc

Simple Present Tense

The simple present tense is used to talk about actions happen at the moment or Now.

-> to talk about habits.

Examples:

(1) he Drinks tea at breakfast.

(2) She only eats fish.

(3) They watch television regularly.

-> to talk about repeated actions or events.

Examples:

(1) We catch the bus every morning.

(2) They drive to Monaco every summer.

-> to express general truths or facts.

Examples:

(1) Water boils at one hundred degrees.

(2) My mother is Spanish.

-> to talk about fixed arrangements.

Examples:

(1) The library opens at eight.

(2) Our holiday starts on the 26th of April.

-> to give instructions or directions.

Examples:

(1) Open the packet and **Put** the contents into warm water.

(2) You Take the No.7 bus to Watney and then the No.10 to Bedford.

- affirmative form : subject+ verb (+ s/ es / ies) with (he/ she / it)

eg : She sings english songs / he cries like babies

it takes long time to be ready.

-Negative form of the simple present :

Subject + **do** (i/ we/ they/ you) or **does** (She/ He/ it) **not** + verb infinitive (stem)

eg : she **does not work** in that school. I **do not know** where.

Interogative form :

Do/ does+ subject+ verb ? eg : does he play Tennis ? do you need some help ?

Subject	Verb		
	Be	Have	Do
I	am	have	do
You	are	have	do
He/She/It	is	has	does
We	are	have	do
You	are	have	do
They	are	have	do

Exercise : put the verbs in both simple present and simple past tense in each sentence

- * I _____ at a bank. (to work)
- * She _____ with her parents. (to live)
- * Cows _____ on grass. (to feed)
- * He _____ a handsome salary. (to earn)
- * Janet _____ to be a singer. (to want)
- * Emily _____ delicious cookies. (to make)
- * Arti and her husband _____ Americans (to be)

*Stay safe , may Allah the almighty protect you ,your family, and beloved once
from the disease.*