

PEL132: COMMUNICATION SKILLS -II

L-1 T-0 P-3 Credits: 3

Course Outcomes: Through this course students should be able to

- CO1:: apply appropriate vocabulary, intonation and style of connected discourse as the basis for developing lifelong listening and reading skills
- CO2:: demonstrate the unique qualities of professional writing style in individual and group tasks
- CO3:: employ correct linguistic structures when expressing ideas
- CO4:: appraise the written & spoken text to understand the various components of comprehension
- CO5:: develop adequate skills to communicate effectively in personal and societal scenarios
- CO6:: produce different pieces of communication using appropriate grammar and lexical resources

Language Skills

Listening: listening to people in different roles and situations, listen to answers, fill ups, understanding context, matching statements, true/false, making comparisons, making inferences, understanding details, understanding theme, understanding the analysis and reviews

Speaking/Pronunciation: giving self-introduction, giving description, discussions in small groups, presenting information, giving opinions, initiating short talk, interviewing a partner, working in groups and enacting roles, discussing possible scenarios, describing change, comparing different times and their consequences, describing abilities and skills, showing agreement and disagreement, syllable stress, word stress and recreating dialogues, group discussions and debates, techniques to generate points in group discussions (Keyword Analysis, Point, Reason, Example, Point, Pros and Cons)

Reading: read and recall, understanding meaning in context, understanding themes, matching questions and answers, inferring information, finding comparisons, writing crux, and making notes

Writing: paragraph writing, email writing, cover letter, report, review, writing articles, making notes, making lists, blogs, messaging, story writing, making profile, précis, paraphrasing, CV writing and portfolio making, format and techniques to design general and specialized CV

Associated Language Skills

Grammar: parts of speech, compound adjectives, verb + infinitives, noun phrases, articles, tenses, auxiliary verbs, narrative tenses, modals, direct and indirect speech, active and passive voice, conditionals, prefix, and suffix, time expressions, reported statements, indirect questions, commands, requests, possessive and reflexive pronouns

Vocabulary: vocabulary for describing personality, word formation, collocations, vocabulary for leisure activities, homophones, literal, idiomatic expressions, phrasal verbs without and up, prefix, suffix

Practical: listening to conversations, and interviews, listening to radio programs, listening to preferences and dialogues, role-play, self-description, polite requests, and offers, expressing facts and opinions and talking in clichés, word stress, syllable and intonation, sounds, reading comprehensions and descriptions, writing formal letters and informal emails, story writing, writing description, discursive writing, message writing

Text Book:

1. 5th EDITION HEADWAY INTERMEDIATE STUDENT'S BOOK by LIZ & JOHN SOARS, PAUL HANCOCK

References:

1. ENGLISH GRAMMAR IN USE by RAYMOND MURPHY, CAMBRIDGE UNIVERSITY PRESS
2. 11th EDITION OXFORD ADVANCED LEARNER'S DICTIONARY