



PEL130

Advanced Communication skills (Lovely Professional University)



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# Lovely Professional University, Punjab

Course Code	Course Title	Course Planner	Lectures	Tutorials	Practical	Credits
PEL130	ADVANCED COMMUNICATION SKILLS-I	25869 : Nandini Budhia	1	0	3	3
Course Weightage	ATT:15 CA:30 MTT:15 ETT: 40	Exam Category: 13				
Course Orientation	PLACEMENT EXAMINATION, PLACEMENT EXAMINATION(Mass Recruiters), SKILL ENHANCEMENT					

	Textbooks (T)		
Sr. No.	Title	Author	Publisher Name
T-1	ENGLISH GRAMMAR IN USE	RAYMOND MURPHY	CAMBRIDGE UNIVERSITY PRESS

	Reference Books(R)		
Sr. No.	Title	Author	Publisher Name
R-1	ENGLISH GRAMMAR AND COMPOSITION	P. C. WREN and H. MARTIN	BLACKIE ELT BOOKS PUBLISHING

Relevant Websites	(for workshops -W)	
Sr. No	Web address (only if relevant to the course)	Salient Features
W-1	<a href="https://youtu.be/wiS6e7dYF8A">https://youtu.be/wiS6e7dYF8A</a>	Enhancement of LSRW skills with the media file titled-Happiness explained in two minutes
W-2	<a href="https://youtu.be/GjUEcVgiq6g">https://youtu.be/GjUEcVgiq6g</a>	Enhancement of LSRW skills with the media file titled-3 surprising habits of original thinkers
W-3	<a href="https://youtu.be/l_NYrWqUR40">https://youtu.be/l_NYrWqUR40</a>	Enhancement of LSRW skills with the media file titled-3 tips to boost your confidence
W-4	<a href="https://youtu.be/A1siJ0AnI3A">https://youtu.be/A1siJ0AnI3A</a>	Enhancement of LSRW skills with the media file titled-4 fundamentals to smart speaking

Relevant Websites	RW	
Sr. No	Web address (only if relevant to the course)	Salient Features
RW-1	<a href="https://www.englishtenses.com/grammar">https://www.englishtenses.com/grammar</a>	Extensive study of various grammatical topics
RW-2	<a href="https://www.grammar-monster.com/index.html">https://www.grammar-monster.com/index.html</a>	For detailed practice of the concepts learned
RW-3	<a href="https://www.englishtestsonline.com/english-grammar-tests/">https://www.englishtestsonline.com/english-grammar-tests/</a>	To avail quiz with varied levels.
RW-4	<a href="https://www.english-grammar-revolution.com/parts-of-speech.html">https://www.english-grammar-revolution.com/parts-of-speech.html</a>	To study parts of speech in detail.
RW-5	<a href="https://learnenglish.britishcouncil.org/grammar/english-grammar-reference/determiners-and-quantifiers">https://learnenglish.britishcouncil.org/grammar/english-grammar-reference/determiners-and-quantifiers</a>	For thorough self study of determiners and quantifiers
RW-6	<a href="https://www.thepunctuationguide.com/">https://www.thepunctuationguide.com/</a>	To enrich the knowledge of punctuation marks in text
RW-7	<a href="https://learnenglish.britishcouncil.org/grammar/english-grammar-reference/clause-structure-and-verb-patterns">https://learnenglish.britishcouncil.org/grammar/english-grammar-reference/clause-structure-and-verb-patterns</a>	For detailed study of clauses.
RW-8	<a href="https://dictionary.cambridge.org/dictionary/english/">https://dictionary.cambridge.org/dictionary/english/</a>	To enhance vocabulary


LTP week distribution: (LTP Weeks)	
Weeks before MTE	7
Weeks after MTE	7
Spill Over	3

## Detailed Plan for Lectures

Week Number	Lecture Number	Broad Topic(Sub Topic)	Chapters/Sections of Text/reference Books	Other Readings, Relevant Websites, Audio Visual Aids, software and Virtual Labs	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 1	Lecture 1	Zero Lecture Parts of Speech(Different types of Nouns, Noun+Noun, Difference in Subjective and Objective Pronouns, Intensive Pronouns, Interrogative Pronouns)	T-1 R-1 units- 69, 70, 79, 80, 81, 82, and 83	RW-1, 2, 3 & 4	Orientation to the course, Explaining and practicing usage and errors based on noun and pronoun.	Acquiring appropriate grammatical skills for use in overall communication at advanced level	Text Book- English Grammar in Use	
Week 2	Lecture 2	Parts of Speech(Adjectives ending in -ing, -ed, Difference in Adjectives and Adverbs, Word order, Adverbs with the Verb, Adverbial and Compound Conjunctions, Adjectives+Prepositions, Verb+Prepositions.)	T-1 R-1 units- 98 to 112, 130 to 136	RW-1, 2, 3 & 4	Explaining and practicing usage and errors based on adjective, preposition, adverb, conjunction and interjection	Acquiring appropriate grammatical skills for use in overall communication at advanced level	Text Book- English Grammar in Use	
Week 3	Lecture 3	Articles, determiners and quantifiers (Rules of Using Articles and determiners, Names with and without Article 'The')	T-1 R-1 units- 71 to 78	RW-1, 2, 3 & 5	Explaining and practicing the usage and errors based on articles and determiners	Acquiring appropriate grammatical skills for use in overall communication at advanced level	Text Book- English Grammar in Use	
Week 4	Lecture 4	Articles, determiners and quantifiers (Use of Quantifiers with countable and uncountable Nouns)	T-1 R-1 units- 85 to 91	RW-1, 2, 3 & 5	Explaining and practicing the usage and errors based on quantifiers.	Acquiring appropriate grammatical skills for use in overall communication at advanced level	Text Book- English Grammar in Use	
Week 5	Lecture 5	Tenses (Compare and Contrast in use of Present and Past, Present Perfect and Past, Present Perfect continuous)	T-1 R-1 units- 1 to 16	RW-1, 2, 3	Explaining, identifying the similarities and differences in Tenses	Acquiring appropriate grammatical skills for use in overall communication at advanced level	Text Book- English Grammar in Use	

Week 6	Lecture 6	Tenses (Simple Use of Have and Have got, will be doing and will have done, When I do and When I have done)	T-1 R-1 units- 17, 18, 23, 24 and 25	RW-1, 2, 3	Explaining the usage of different expressions with the variation in the meaning.	Acquiring appropriate grammatical skills for use in overall communication at advanced level	Text Book- English Grammar in Use	
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Week 7	Lecture 7	Spill over						
MID-TERM								
Week 9	Lecture 8	Sentences and Clauses (Relative clauses with who,that which,Relative clauses without who, that which.Relative clauses to add extra information,-ing and -ed clauses)	T-1 R-1 units-92 to 97	RW-1, 2, 3 & 7	Explaining and practicing the usage and errors based on clause and sentence structures.	Acquiring appropriate grammatical skills for use in overall communication at advanced level	Text Book- English Grammar in Use	
Week 10	Lecture 9	Sentences and Clauses (Changes made in direct and Indirect speech in different types of Sentences like Imperative Sentences,Exclamatory sentences and Statement Sentences.Exceptions to Speech.)	T-1 R-1 units- 47 to 48	RW-1, 2, 3 & 7	Explaining and practicing the usage and transformation of speech based on the rules of direct-Indirect.	Acquiring appropriate grammatical skills for use in overall communication at advanced level	Text Book- English Grammar in Use	
Week 11	Lecture 10	Modals and punctuation (Use of Modal Verbs to represent willingness,likelihood,certainty,hability,Permission and Offers)	T-1 R-1 units- 26 to 37	RW-1, 2, 3 & 6	Explaining and practicing the usage and errors based on Modals	Acquiring appropriate grammatical skills for use in overall communication at advanced level	Text Book- English Grammar in Use	
Week 12	Lecture 11	Modals and punctuation (Use of Period, Note of Interrogation, Note of Exclamation,Comma between Independent Clauses,Comma between Independent Clauses,Comma for Adding Nonessential Ideas and Nonrestrictive Clauses,Common mistakes made in Punctuation.)	R-1	RW-1, 2, 3 & 6	Explaining and practicing the usage and errors based on Punctuation.	Acquiring appropriate grammatical skills for use in overall communication at advanced level	Text Book- English Grammar in Use	
Week 13	Lecture 12	Vocabulary: phrasal verbs, confusing words (Phrasal Verbs with up,away and back)	T-1 R-1 units- 137 to 145	RW-8	Explaining and practicing the usage and errors based on phrasal verbs	Acquiring appropriate vocabulary skills for use in overall communication at	Text Book- English Grammar in Use	

This document is available on 

						advanced level		
Week 14	Lecture 13	Vocabulary: phrasal verbs, confusing words (,Difference between commonly confused words like:- Envy and Jealousy,Connotation and Denotation,Capital and Capitol,Complement and Compliment,Choose or Chose,Different Vocabulary words to replace very.)	R-1	RW-8	Explaining and practicing the usage and errors based on confusing words	Acquiring appropriate vocabulary for use in overall communication at advanced level	Text Book- English Grammar in Use	

Week 15	Lecture 14	Spill Over
Week 16	Lecture 15	Spill Over

### Scheme for CA:

CA Category of this Course Code is: A0404 (4 out of 4)

COMPONENT	WEIGHTAGE
Test 1	25
Presentation-Individual	25
Test 2	25
Test 3	25



<b>Academic Task</b>	<b>Objective</b>	<b>Detail of Academic Task</b>	<b>Nature of Academic Task (group/individuals)</b>	<b>Academic Task Mode</b>	<b>Marks</b>	<b>Allotment/submission Week</b>
Test 1	To evaluate students' ability to solve MCQs	Assess student's grammatical skills- understanding of the application of Parts of Speech, articles, determiners and quantifiers.	Individual	Online	30	3/4
Presentation-Individual	To appraise students' speaking ability on Speechace	Assess students' speaking skills	Individual	Online	30	5/6
Test 2	To ensure enhancement of students' listening, reading and writing skills	Assess students' LRW skills	Individual	Offline	30	10/11
Test 3	To mirrorize students' grammatical knowledge in writing skills	Assess students' competence in grammatical concepts in writing	Individual	Offline	30	12/13

Plan for Practical:

Practical No	Lecture Topic	Type of pedagogical tool(s) planned (case analysis, problem solving test, role play, business game etc.)
Practical 1	Parts of Speech	Worksheets and discussion
Practical 2	Parts of Speech	Worksheets and discussion
Practical 3	Parts of Speech	Worksheets and discussion
Practical 4	Parts of Speech	Worksheets and discussion
Practical 5	Parts of Speech	Worksheets and discussion
Practical 6	Workshop1	Video based LSRW skills practice
Practical 7	Workshop2	Video based LSRW skills practice
Practical 8	Articles, determiners and quantifiers	Worksheets and discussion
Practical 9	Articles, determiners and quantifiers	Worksheets and discussion

Practical 10	Articles, determiners and quantifiers	Worksheets and discussion
Practical 11	Articles, determiners and quantifiers	Worksheets and discussion
Practical 12	Test 1	MCQs
Practical 13	Tenses	Worksheets and discussion
Practical 14	Tenses	Worksheets and discussion
Practical 15	Tenses	Worksheets and discussion
Practical 16	Tenses	Worksheets and discussion
Practical 17	Presentation-Individual	Speaking skills based assessment on Speechace
Practical 18	Tenses	Worksheets and discussion
Practical 19	Spillover	Worksheets and discussion
Practical 20	Spillover	Worksheets and discussion
Practical 21	Spillover	Worksheets and discussion

**Mid-term**

Practical 22	Sentences, clauses and direct speech	Worksheets and discussion
Practical 23	Sentences, clauses and direct speech	Worksheets and discussion
Practical 24	Sentences, clauses and direct speech	Worksheets and discussion
Practical 25	Sentences, clauses and direct speech	Worksheets and discussion
Practical 26	Sentences, clauses and direct speech	Worksheets and discussion
Practical 27	Workshop3	Video based LSRW skills practice
Practical 28	Workshop4	Video based LSRW skills practice
Practical 29	Modals and Punctuation	Worksheets and discussion
Practical 30	Modals and Punctuation	Worksheets and discussion
Practical 31	Test 2	LRW based assessment
Practical 32	Modals and Punctuation	Worksheets and discussion

Practical 33	Modals and Punctuation	Worksheets and discussion
Practical 34	Vocabulary: Phrasal verbs and confusing words	Worksheets and discussion
Practical 35	Vocabulary: Phrasal verbs and confusing words	Worksheets and discussion
Practical 36	Vocabulary: Phrasal verbs and confusing words	Worksheets and discussion
Practical 37	Vocabulary: Phrasal verbs and confusing words	Worksheets and discussion
Practical 38	Test3	Grammatical writing based assessment
Practical 39	Vocabulary: Phrasal verbs and confusing words	Worksheets and discussion

Practical 40	Spillover	Worksheets and discussion
Practical 41	Spillover	Worksheets and discussion
Practical 42	Spillover	Worksheets and discussion
Practical 43	Spillover	Worksheets and discussion
Practical 44	Spillover	Worksheets and discussion
Practical 45	Spillover	Worksheets and discussion