

## PEL200:ENGLISH COMMUNICATION SKILLS

L:3 T:1 P:0 Credits:4

**Course Outcomes:** Through this course students should be able to

CO1 :: understand and appreciate English spoken by people from different regions as well as read and comprehend unfamiliar texts independently

CO2 :: identify deviant use of English both in written and spoken forms and understand the importance of writing in academic life

CO3 :: recognize and write simple sentences without committing errors of spelling and grammar

CO4 :: use language with confidence in an intelligible and acceptable manner

CO5 :: examine their own ability to improve their own competence in using the language

CO6 :: compose personal and professional documents with structural precision

### Unit I

**Grammar** : sentence and its types, articles, parts of speech, common errors

### Unit II

**Listening Skills** : importance of listening skills, types of listening – informational, critical and empathetic listening, problems of listening to unfamiliar dialects

### Unit III

**Speaking Skills** : aspects of pronunciation, introduction to vowels, consonants and diphthongs, fluency in speaking, intelligibility in speaking

### Unit IV

**Reading Skills** : introduction to reading skills, types of texts – narrative, descriptive, extrapolative, essential skills for reading comprehension – decoding, fluency, vocabulary, reasoning and background knowledge

### Unit V

**Writing Skills** : introduction to writing skills, cohesion and coherence, expansion of given sentence, reorganizing jumbled sentences into a coherent paragraph, paragraph writing

### Unit VI

**Composition** : types of letters, notice writing, complaint letter, appreciation letter

### Text Books:

1. OXFORD PRACTICE GRAMMAR by JOHN EASTWOOD, OXFORD UNIVERSITY PRESS

### References:

1. TEXTBOOK OF ENGLISH PHONETICS FOR INDIAN STUDENTS by T. BALASUBRAMANIAN, LAXMI PUBLICATIONS
2. OXFORD ADVANCED LEARNER'S DICTIONARY OF ENGLISH by MARGARET DEUTER, JENNIFER BRADBERRY, JOANNA TURNBULL, OXFORD UNIVERSITY PRESS
3. INTERMEDIATE GRAMMAR, USAGE AND COMPOSITION by M.L.TICKOO, A. E. SUBRAMANIAN, P. R. SUBRAMANIAM,, ORIENT BLACKSWAN PVT. LTD.
4. TOUCHSTONE LEVEL 4 by MICHAEL MCCARTHY, JEANNE MCCARTEN, HELEN SANDIFORD, CAMBRIDGE UNIVERSITY PRESS

