

## PEL136: ADVANCED COMMUNICATION SKILLS-II

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

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

- understand nuances and subtleties of English grammar ensuring effective communication
- apply active listening techniques to enhance engagement during spoken communication
- analyze the structure of the context and extract relevant information from written correspondence
- evaluate texts critically that reflect multiple perspectives
- devise & deliver coherent speeches or presentations on varied situations
- construct diverse written compositions using accurate grammar, lexical resources and a wide range of sentence structures

### Language Skills

**Listening:** multiple choice questions, subjective questions, taking detailed notes on given information, giving opinion, fill in the blanks, matching the statements, correcting the order, completing the chart

**Speaking:** role plays, group activities, pair activities, individual presentations, storytelling, problem-solving discussions, simulations

**Reading:** subjective questions, matching statements with authors, word meaning, multiple choice questions, answering true, false and not given questions, matching paragraphs with summary, fill in the blanks, finding title, matching the word with correct definition, fact or opinion based questions

**Writing:** paragraph writing, message writing, story writing, critical review writing, website post writing, taking notes, writing biography, essay writing, personal statement writing

### ASSOCIATED LANGUAGE SKILLS

**Grammar:** gerund phrases as subjects and objects, usage of past participles as adjectives, specified structure of words like Need & Keep, Simple past tense, Past continuous tense & Past Perfect tense, making requests & suggestions, past modals for degree of certainty, judgments & suggestions, Passive form of present continuous & present perfect tenses, prepositions of cause, infinitive clauses & phrases, would rather, would prefer and By +gerund, referring to time in past, time clauses, predicting the future, expressing regret & describing hypothetical situations, giving recommendations & opinion with passive modals, tag Questions, past and future accomplishments using simple past, present perfect and future tense

**Vocabulary:** suffixes, verb-noun collocations, exceptional events, problems with electronics, global challenges, life skills, three-word phrasal verbs, historic events, personal characteristics, reactions, community issues, antonyms

**Practical:** listening to description of jobs, requests, important events, and various problems, listening to issues, complaints and solutions, listening to experts and news stories, speaking on various topics, narrating a story, possible careers, making requests, problems and preferences, talking about historic events, describing milestones, giving opinions, drawing conclusions, reading about different workplaces, reading about online content, reading about contemporary issues, reading about various study styles, reading about future, reading about personal conflict, reading about sports, paragraph writing, writing about internet and social sites, writing essay, review and various types of messages, story writing, biography writing, writing about career and personal statement for an application

### Text Books:

1. INTERCHANGE LEVEL 3 by JACK C. RICHARDS, with JONATHAN HULL, with SUSAN PROCTOR, CAMBRIDGE UNIVERSITY PRESS

### References:

1. ENGLISH GRAMMAR IN USE by RAYMOND MURPHY, CAMBRIDGE UNIVERSITY PRESS