

# PEL121:COMMUNICATION SKILLS-I

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

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

CO1 :: remember the nuances of tenses in distinct time frames to strengthen academic and professional communication

CO2 :: understand and use lexical elements for efficient and competent verbal communication

CO3 :: apply English Grammar accurately and unambiguously to deduce flawless sentences for a variety of contexts and audiences

CO4 :: analyze their rudimentary grammatical concepts in written and spoken English

CO5 :: evaluate students' LSRW skills while delivering and receiving information

CO6 :: develop strategies to attain language competency using grammatical components.

## Unit I

**Parts of Speech:** Identifying different parts of Speech along with the classification of words categorized by their roles and functions within the structure of the language. Difference in various types of Nouns like Concrete Nouns, Abstract nouns, Collective and Compound nouns. Replacing Nouns with Pronouns, Types of Adjectives, and Adverbs along with the Royal Order of Adjectives. Difference in Possessive Pronouns and Adjectives. Use and difference of Simple (on, in, at), Double, and Compound prepositions.

## Unit II

**Articles, Determiners and Quantifiers:** Articles with Countable and Uncountable nouns, Countable Nouns with a/an and some, Use of Some and any, No/none/any, Much, many, little, few, a lot, plenty. Rules to Use Quantifiers in sentences

## Unit III

**Tenses :** Use and application of different tenses along with the structure like Present/Past/Future Indefinite, Progressive, Perfect and Perfect Continuous. Least used tenses, Using word signs to identify tense, Use of Already that comes between have/has and the past participle; yet appears with a negative form at the end of the sentence.

## Unit IV

**Sentences, clauses and Direct speech :** Relative clauses with who, that which, whose, whom and where. Clauses and their types independent and dependent clause (Adjective clause, Noun clause and Adverbial clause), Principal, Coordinate and non-finite clauses. Rules to follow while changing direct to Indirect speech along with exceptions, changes made in the tenses, pronouns and adverbs of time and place

## Unit V

**Modals and Punctuation:** Use of different modal verbs, and how these modal verbs assist to indicate possibility, potentiality, ability, permission, expectation, and obligation. The modal verbs are can, could, must, may, might, ought to, shall, should, will, and would. Punctuation: Definition, Types & Usage, Rules, and Introduction of punctuation to distinguish words and ideas in written and spoken language.

## Unit VI

**Vocabulary: phrasal verbs, confusing words :** Commonly used Phrasal Verbs Like get on, drive off, come back, turn round, Phrasal verbs followed by prepositions. Difference and usage of Transitive and Intransitive, Separable and Inseparable Phrasal Verbs. Conjugating Phrasal Verbs and its use in day-to-day speaking. Commonly confused words along with their use. Like Practice vs Practise, Breathe vs Breath

## Unit VII

**Practicals:-**

**Practice worksheets on Grammar topics**

- Parts of Speech
- Articles, Determiners and Quantifiers
- Tenses
- Sentences, clauses and Direct speech
- Modals and Punctuation
- Vocabulary

**Practice worksheets on Media files based aiming at LSRW skills**