

## PEV107:VERBAL ABILITY-II

L:1 T:2 P:0 Credits:3

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

CO1 :: recall sentences to form paragraphs reflecting different patterns of organization by using distinct transition words

CO2 :: examine the elements of an effective articulation in professional conversation

CO3 :: apply the learned strategies of skimming and scanning to discover the general idea and to find specific information in a familiar text

CO4 :: analyze simple sentences containing learned vocabulary and using appropriate grammatical structures in speaking and writing

CO5 :: evaluate the different strategies to understand new vocabulary and grammatical structures in context

CO6 :: compose grammatically structured questions related to basic needs and respond appropriately using short phrases and sentences

### Unit I

**Sentence correction** : modifiers, parallelism, subject-verb agreement, pronoun agreement, comparisons, redundancy, error of participles, verb tenses

### Unit II

**Voice and accent** : introduction to vowels and consonants, introduction to syllable, stress and intonation

### Unit III

**Vocabulary enrichment** : one- word substitution, Cloze test, Sentence Synonyms, Vocabulary with pictures

**E-mail writing** : purpose and functional role of e-mail, structural components of e-mail, do's and don'ts of e-mail writing, exercise based on e-mail writing scenarios

### Unit IV

**Essay writing** : idea elaboration, writing an introduction, logical sequencing of ideas, generating points or supporting ideas and examples, concluding the essay

**Reading comprehension passages** : types of question- inference, main idea, supporting idea, assumption

### Unit V

**Narration** : direct and indirect speech, conversion of one speech to another, key terminologies, rules of conversion, exercises based on conversion

**Cover letter** : key elements of cover letter, useful words and phrases for cover letter, format of cover letter, exercise based on cover letter writing scenarios

### Unit VI

**Critical reasoning** : concepts - premise, assumption, conclusion, strengthening statement, weakening statement, types and patterns of questions, tips and tricks to understand and solve critical reasoning, indicators to identify basic concepts of critical reasoning

### References:

1. COLLINS COMMON ERRORS IN ENGLISH by COLLINS DICTIONARIES, HARPERCOLLINS PUBLISHERS
2. ESSENTIALS OF ENGLISH GRAMMAR by BAUGH, L. SUE, MC GRAW HILL
3. OXFORD LIVING GRAMMAR by KEN PATERSON , MARK HARRISON , NORMAN COE, OXFORD UNIVERSITY PRESS