

Lovely Professional University, Punjab

| Course Code | Course Title | Course Planner |
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| PEL131 | COMMUNICATION SKILLS-II | 23841::Supriya Sharma |

Course Outcomes :Through this course students should be able to

CO1 :: write coherent and unified paragraphs with adequate vocabulary

CO2 :: define the meaning and usage of words in general and academic context

CO3 :: use the wider range of basic vocabulary and grammar knowledge to speak fluently

CO4 :: identify main ideas and supporting details in reading passages

CO5 :: assess the accurate usage of grammar rules in conversation

CO6 :: compose short narrative paragraphs to describe daily activities using appropriate tenses

| Reference Books (R) | | | |
|-----------------------|------------------------|----------------|----------------------------|
| Sr No | Title | Author | Publisher Name |
| R-1 | ENGLISH GRAMMAR IN USE | RAYMOND MURPHY | CAMBRIDGE UNIVERSITY PRESS |

| Relevant Websites (RW) | | |
|--------------------------|---|---------------------------------|
| Sr No | (Web address) (only if relevant to the course) | Salient Features |
| RW-1 | https://youtu.be/Nk-mA5hDaPM | Greeting and meeting people |
| RW-2 | https://www.youtube.com/watch?v=ALQ1_GjcS FA | Routine, talking about vacation |
| RW-3 | https://www.youtube.com/watch?v=kKrWneKIN wM | Small Talk |
| RW-4 | https://www.youtube.com/watch?v=oUv2BcxAvjQ | Making a reservation |
| RW-5 | http://www.oxfordonlineenglish.com/say-tell-speak-talk-video- Lesson | Direct speech |

| LTP week distribution: (LTP Weeks) | |
|------------------------------------|---|
| Weeks before MTE | 7 |
| Weeks After MTE | 7 |

An instruction plan is only a tentative plan. The teacher may make some changes in his/her teaching plan. The students are advised to use syllabus for preparation of all examinations. The students are expected to keep themselves updated on the contemporary issues related to the course. Upto 20% of the questions in any examination/Academic tasks can be asked from such issues even if not explicitly mentioned in the instruction plan.

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 | Meeting and greeting people (vocabulary and common errors related to salutation) | R-1 | RW-1 | Explaining vocabulary and common errors related to salutation and introduction | Acquiring phrases and associated vocabulary related to social etiquettes at intermediate level | Workbook | |
| | Lecture 2 | Meeting and greeting people (vocabulary and common errors related to salutation) | R-1 | RW-1 | Explaining vocabulary and common errors related to salutation and introduction | Acquiring phrases and associated vocabulary related to social etiquettes at intermediate level | Workbook | |
| | Lecture 3 | Meeting and greeting people (vocabulary and common errors related to self-introduction) | R-1 | RW-1 | Practicing vocabulary and common errors related to salutation and introduction | Acquiring phrases and associated vocabulary related to social etiquettes at intermediate level | Workbook | |
| Week 2 | Lecture 4 | Meeting and greeting people (vocabulary and common errors related to asking for help) | R-1 | RW-1 | Practicing vocabulary and common errors related to asking for help | Practicing vocabulary and common errors related to asking for help, tenses and parts of speech | Workbook | |

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| Week 2 | Lecture 5 | Meeting and greeting people (common errors related to tenses and parts of speech) | R-1 | RW-1 | Practicing vocabulary and common errors related tenses and parts of speech | Acquiring phrases and associated vocabulary related to social etiquettes at intermediate level and understanding and practicing the listening and reading based on video | Workbook and audio track | |
| | | Meeting and greeting people (introduction to etymology- understanding the root words) | R-1 | RW-1 | Practicing vocabulary and common errors related tenses and parts of speech Lecture 6- Video 1 – Brave | Acquiring phrases and associated vocabulary related to social etiquettes at intermediate level and understanding and practicing the listening and reading based on video | Workbook and audio track | |
| | Lecture 6 | Meeting and greeting people (common errors related to tenses and parts of speech) | R-1 | RW-1 | Practicing vocabulary and common errors related tenses and parts of speech | Acquiring phrases and associated vocabulary related to social etiquettes at intermediate level and understanding and practicing the listening and reading based on video | Workbook and audio track | |
| | | Meeting and greeting people (introduction to etymology- understanding the root words) | R-1 | RW-1 | Practicing vocabulary and common errors related tenses and parts of speech Lecture 6- Video 1 – Brave | Acquiring phrases and associated vocabulary related to social etiquettes at intermediate level and understanding and practicing the listening and reading based on video | Workbook and audio track | |

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| Week 3 | Lecture 7 | Usage of connectors and transition words in conversation(usage of connectors, transition words and vocabulary related to routine) | R-1 | RW-2 | Lecture 7- Video 1 – Brave , understanding and practicing the writing and speaking based on video and practicing the usage of connectors and transition words in routine | Learning to use contractions at intermediate level and understanding the usage of connectors and transition words in conversation at intermediate level | Workbook | |
| | Lecture 8 | Usage of connectors and transition words in conversation(usage of connectors, transition words and vocabulary related to routine) | R-1 | RW-2 | Lecture 7- Video 1 – Brave , understanding and practicing the writing and speaking based on video and practicing the usage of connectors and transition words in routine | Learning to use contractions at intermediate level and understanding the usage of connectors and transition words in conversation at intermediate level | Workbook | |
| | Lecture 9 | Usage of connectors and transition words in conversation(usage of connectors,transition words and vocabulary related to shopping) | R-1 | RW-2 | Explaining the usage of connectors and transition words in shopping , CA1- video presentation | Understanding the usage of connectors and transition words in conversation at intermediate level | Workbook | |
| Week 4 | Lecture 10 | Usage of connectors and transition words in conversation(usage of connectors,transition words and vocabulary related to shopping) | R-1 | RW-2 | Explaining the usage of connectors and transition words in shopping , CA1- video presentation | Understanding the usage of connectors and transition words in conversation at intermediate level | Workbook | |
| | Lecture 11 | Usage of connectors and transition words in conversation(usage of connectors,transition words and vocabulary related to shopping) | R-1 | RW-2 | Explaining the usage of connectors and transition words in shopping , CA1- video presentation | Understanding the usage of connectors and transition words in conversation at intermediate level | Workbook | |
| | Lecture 12 | Usage of connectors and transition words in conversation(usage of connectors,transition words and vocabulary related to vacation) | R-1 | RW-2 | Explaining the usage of connectors and transition words in vacation | Understanding the usage of connectors and transition words in conversation at intermediate level | Workbook | |

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| Week 5 | Lecture 13 | Usage of connectors and transition words in conversation(usage of connectors,transition words and vocabulary related to vacation) | R-1 | RW-2 | Explaining the usage of connectors and transition words in vacation | Understanding the usage of connectors and transition words in conversation at intermediate level | Workbook | |
| | Lecture 14 | Engaging in small talk(direct and indirect speech) | R-1 | RW-5 | Elaborating the rules and usage of direct-indirect speech and practicing the rules and usage of direct-indirect speech. Lecture 16- CA2- test. | Understanding the usage of direct-indirect speech in various situations at intermediate level | Workbook | |
| | | Engaging in small talk (vocabulary and phrases related to small talk) | R-1 | RW-5 | Elaborating the rules and usage of direct-indirect speech and practicing the rules and usage of direct-indirect speech. Lecture 16- CA2- test. | Understanding the usage of direct-indirect speech in various situations at intermediate level | Workbook | |
| | Lecture 15 | Engaging in small talk(direct and indirect speech) | R-1 | RW-5 | Elaborating the rules and usage of direct-indirect speech and practicing the rules and usage of direct-indirect speech. Lecture 16- CA2- test. | Understanding the usage of direct-indirect speech in various situations at intermediate level | Workbook | |
| | | Engaging in small talk (vocabulary and phrases related to small talk) | R-1 | RW-5 | Elaborating the rules and usage of direct-indirect speech and practicing the rules and usage of direct-indirect speech. Lecture 16- CA2- test. | Understanding the usage of direct-indirect speech in various situations at intermediate level | Workbook | |

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| Week 6 | Lecture 16 | Engaging in small talk(direct and indirect speech) | R-1 | RW-5 | Elaborating the rules and usage of direct-indirect speech and practicing the rules and usage of direct-indirect speech. Lecture 16- CA2- test. | Understanding the usage of direct-indirect speech in various situations at intermediate level | Workbook | |
| | | Engaging in small talk (vocabulary and phrases related to small talk) | R-1 | RW-5 | Elaborating the rules and usage of direct-indirect speech and practicing the rules and usage of direct-indirect speech. Lecture 16- CA2- test. | Understanding the usage of direct-indirect speech in various situations at intermediate level | Workbook | |
| | Lecture 17 | Engaging in small talk (importance of small talk) | R-1 | RW-3 | Discussing and practicing vocabulary and phrases related to small talk. Lecture 18 Video 2 -The Magic Roundabout - understanding and practicing the listening and reading based on video, lecture 19 Video 2 – The Magic Roundabout- Understanding and practicing the writing and speaking based on video | Discussing the importance of small talk, understanding the usage of idioms and Proverbs at intermediate level | Media file and workbook | |

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| Week 6 | Lecture 18 | Engaging in small talk (importance of small talk) | R-1 | RW-3 | Discussing and practicing vocabulary and phrases related to small talk. Lecture 18 Video 2 -The Magic Roundabout - understanding and practicing the listening and reading based on video, lecture 19 Video 2 – The Magic Roundabout- Understanding and practicing the writing and speaking based on video | Discussing the importance of small talk, understanding the usage of idioms and Proverbs at intermediate level | Media file and workbook | |
| Week 7 | Lecture 19 | Engaging in small talk (importance of small talk) | R-1 | RW-3 | Discussing and practicing vocabulary and phrases related to small talk. Lecture 18 Video 2 -The Magic Roundabout - understanding and practicing the listening and reading based on video, lecture 19 Video 2 – The Magic Roundabout- Understanding and practicing the writing and speaking based on video | Discussing the importance of small talk, understanding the usage of idioms and Proverbs at intermediate level | Media file and workbook | |
| | | SPILL OVER | | | | | | |
| Week 7 | Lecture 20 | | | | Spill Over | | | |
| | Lecture 21 | | | | Spill Over | | | |
| | | MID-TERM | | | | | | |
| Week 8 | Lecture 22 | Presenting your ideas effectively(introducing stress and intonation) | R-1 | | Elaborating the rules and usage of stress and intonation | Understanding the usage of intonation and stress in language at intermediate level | Workbook | |

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| Week 8 | Lecture 23 | Presenting your ideas effectively(introducing dignitaries using positive adjectives) | R-1 | | Discussing the usage of adjectives to introduce dignitaries | Learning the usage of positive adjectives to introduce dignitaries at intermediate level | Workbook | |
| | Lecture 24 | Presenting your ideas effectively(presenting ideas on products using positive adjectives) | R-1 | | Discussing and practicing the usage of adjectives in presenting Ideas | Learning the usage of adjectives in presenting ideas at intermediate level | Workbook | |
| Week 9 | Lecture 25 | Presenting your ideas effectively(rules of pronunciation) | R-1 | | Explaining rules of pronunciation. Lecture 26 and 27 Video3 – Why Am I Even Alive?- Understanding and practicing the listening and reading based on video and Understanding and practicing the writing and speaking based on video | Learning to communicate effectively at intermediate level | Media file and workbook | |
| | Lecture 26 | Presenting your ideas effectively(rules of pronunciation) | R-1 | | Explaining rules of pronunciation. Lecture 26 and 27 Video3 – Why Am I Even Alive?- Understanding and practicing the listening and reading based on video and Understanding and practicing the writing and speaking based on video | Learning to communicate effectively at intermediate level | Media file and workbook | |
| | Lecture 27 | Presenting your ideas effectively(rules of pronunciation) | R-1 | | Explaining rules of pronunciation. Lecture 26 and 27 Video3 – Why Am I Even Alive?- Understanding and practicing the listening and reading based on video and Understanding and practicing the writing and speaking based on video | Learning to communicate effectively at intermediate level | Media file and workbook | |

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| Week 10 | Lecture 28 | Paragraph writing and power point presentation (introducing paragraph writing) | R-1 | | Explaining the techniques of paragraph writing | Acquiring vocabulary and phrases related to paragraph writing at intermediate level | Workbook | |
| | Lecture 29 | Paragraph writing and power point presentation(key elements of paragraph writing) | R-1 | | Understanding key elements of paragraph writing and practicing paragraph writing | Acquiring vocabulary and phrases related to paragraph writing at intermediate level | Workbook | |
| | Lecture 30 | Paragraph writing and power point presentation(usage of collocations) | R-1 | | Explaining and practicing the usage of collocations in writing skills | Understanding the usage of collocations in conversation at intermediate level | Workbook | |
| Week 11 | Lecture 31 | Paragraph writing and power point presentation(do's and don'ts of power point presentation) | R-1 | | Explaining the rules and ethics of presentation skills. CA3 - written assignment. | Learning the presentation ethics at intermediate level | Workbook | |
| | Lecture 32 | Making reservation and arrangements(telephone etiquettes) | R-1 | RW-4 | Explaining the manners and etiquettes related to Telephonic skills | Familiarizing ideas and telephonic etiquettes on making reservation and arrangements at intermediate level | Workbook | |
| | Lecture 33 | Making reservation and arrangements(telephone etiquettes) | R-1 | RW-4 | Explaining the manners and etiquettes related to Telephonic skills | Familiarizing ideas and telephonic etiquettes on making reservation and arrangements at intermediate level | Workbook | |

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| Week 12 | Lecture 34 | Making reservation and arrangements(vocabulary and phrases for making reservation and arrangements) | R-1 | RW-4 | Practicing the writing on making reservation and Arrangements, mcqs on telephone etiquettes | Familiarizing ideas and telephonic etiquettes on making reservation and arrangements at intermediate level | Workbook | |
| | Lecture 35 | Making reservation and arrangements(vocabulary and phrases for making reservation and arrangements) | R-1 | RW-4 | Practicing the writing on making reservation and Arrangements, mcqs on telephone etiquettes | Familiarizing ideas and telephonic etiquettes on making reservation and arrangements at intermediate level | Workbook | |
| | Lecture 36 | Making reservation and arrangements(formal letter writing- request and complaint letters) | R-1 | | Discussing the format and key points of formal letter writing. Lecture 38 - CA4- test. Lecture 39 and 40- Video4 - Google self-driving cars- Understanding and practicing the listening and reading based on video and understanding and practicing the writing and speaking based on video | Acquiring vocabulary And phrases related to letter writing at intermediate level and Learning presenting the ideas effectively at intermediate level | Media file and workbook Workbook | |
| Week 13 | Lecture 37 | Making reservation and arrangements(formal letter writing- request and complaint letters) | R-1 | | Discussing the format and key points of formal letter writing. Lecture 38 - CA4- test. Lecture 39 and 40- Video4 - Google self-driving cars- Understanding and practicing the listening and reading based on video and understanding and practicing the writing and speaking based on video | Acquiring vocabulary And phrases related to letter writing at intermediate level and Learning presenting the ideas effectively at intermediate level | Media file and workbook Workbook | |

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| Week 13 | Lecture 38 | Making reservation and arrangements(formal letter writing- request and complaint letters) | R-1 | | Discussing the format and key points of formal letter writing. Lecture 38 - CA4- test. Lecture 39 and 40- Video4 - Google self-driving cars- Understanding and practicing the listening and reading based on video and understanding and practicing the writing and speaking based on video | Acquiring vocabulary And phrases related to letter writing at intermediate level and Learning presenting the ideas effectively at intermediate level | Media file and workbook Workbook | |
| | Lecture 39 | Making reservation and arrangements(formal letter writing- request and complaint letters) | R-1 | | Discussing the format and key points of formal letter writing. Lecture 38 - CA4- test. Lecture 39 and 40- Video4 - Google self-driving cars- Understanding and practicing the listening and reading based on video and understanding and practicing the writing and speaking based on video | Acquiring vocabulary And phrases related to letter writing at intermediate level and Learning presenting the ideas effectively at intermediate level | Media file and workbook Workbook | |
| Week 14 | Lecture 40 | Making reservation and arrangements(formal letter writing- request and complaint letters) | R-1 | | Discussing the format and key points of formal letter writing. Lecture 38 - CA4- test. Lecture 39 and 40- Video4 - Google self-driving cars- Understanding and practicing the listening and reading based on video and understanding and practicing the writing and speaking based on video | Acquiring vocabulary And phrases related to letter writing at intermediate level and Learning presenting the ideas effectively at intermediate level | Media file and workbook Workbook | |
| | | SPILL OVER | | | | | | |
| Week 14 | Lecture 41 | | | | Spill Over | | | |
| | Lecture 42 | | | | Spill Over | | | |
| Week 15 | Lecture 43 | | | | Spill Over | | | |
| | Lecture 44 | | | | Spill Over | | | |
| | Lecture 45 | | | | Spill Over | | | |

