Lovely Professional University, Punjab

Course Code	Course Title	Course Planner	Lectures	Tutorials	Practicals	Credits
PEV107	VERBAL ABILITY-II	23764::Varun Jain	1	2	0	3
Course Weightage	ATT: 15 CA: 30 MTT: 15 ETT: 40	**Exam Category: 13: Mid Term Exam: All MCQ – End Term Exam: MCQ + Subjective**				

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

	Reference Books (R)		
Sr No	**Title**	**Author**	**Publisher Name**
R-1	COLLINS COMMON ERRORS IN ENGLISH	COLLINS DICTIONARIES	HARPERCOLLINS PUBLISHERS
R-2	ESSENTIALS OF ENGLISH GRAMMAR	BAUGH, L. SUE	MC GRAW HILL
R-3	OXFORD LIVING GRAMMAR	KEN PATERSON , MARK HARRISON , NORMAN COE	OXFORD UNIVERSITY PRESS

Relevant Websites (RW)		
Sr No	**(Web address) (only if relevant to the course)**	**Salient Features**
RW-1	https://www.smartkeeda.com/General_English/Grammar_Knowledge/Sentence_Correction_Quiz/newest/all/pdf/Sentence_Correction_PDF_Set_1/	Questions on sentence correction can be found here.
RW-2	https://www.youtube.com/watch?v=gWHCQIlHy1w	It is based on voice and accent training.
RW-3	https://k12.thoughtfullearning.com/blogpost/7-effective-vocabulary-building-activities	It provides ways to improve vocabulary.
RW-4	https://web.ntpu.edu.tw/~language/workshop/2010-3.pdf	It is about stress and intonation.

RW-5	https://www.wisestamp.com/blog/formal-email-writing-formats/	It is about the art of email writing.
RW-6	https://www.toppr.com/guides/essays/	It talks about current essay topics.
RW-7	https://englishforeveryone.org/Topics/Reading-Comprehension.html	It has many reading comprehension exercises.
RW-8	https://novoresume.com/career-blog/how-to-write-a-cover-letter-guide	It shows how to write a Cover Letter.
RW-9	https://targetstudy.com/languages/english/direct-and-indirect-speech.html	It is about narration and conversion from direct to indirect speech
RW-10	https://www.hitbullseye.com/Critical-Reasoning-Practice-Questions.php	It discusses the concept of critical reasoning.

LTP week distribution: (LTP Weeks)	
Weeks before MTE	7
Weeks After MTE	7
Spill Over (Lecture)	

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	Sentence correction (modifiers)	R-1 R-2 R-3	RW-1	Orientation to the course and familiarizing common types of errors that feature in a placement paper and its correction	Comprehending sentence correction questions from beginners to intermediate level	Workbook and PPT	
		Sentence correction(pronoun agreement)	R-1 R-2 R-3	RW-1	Explaining and practicing common types of errors related to pronoun agreement	Comprehending sentence correction questions from Beginners to intermediate level	Workbook and PPT	
		Sentence correction (comparisons)	R-1 R-2 R-3	RW-1	Explaining and practicing common types of errors related to comparisons	Comprehending sentence correction questions from beginners to intermediate level	Workbook and PPT	

Week 1	Lecture 1	Sentence correction(verb tenses)	R-1 R-2 R-3	RW-1	Explaining and practicing common types of errors related to verb tenses	Comprehending sentence correction questions from beginner to intermediate level	Workbook and PPT	
Week 2	Lecture 2	Sentence correction (parallelism)	R-1 R-2 R-3	RW-1	Explaining and practicing common types of errors related to parallelism	Comprehending sentence correction questions from beginner to intermediate level	Workbook and PPT	
		Sentence correction(subject-verb agreement)	R-1 R-2 R-3	RW-1	Explaining and practicing common types of errors related to subject verb agreement	Comprehending sentence correction questions from beginner to intermediate level	Workbook and PPT	
		Sentence correction (redundancy)	R-1 R-2 R-3	RW-1	Explaining and practicing common types of errors related to redundancy	Comprehending sentence correction questions from beginner to intermediate level	Workbook and PPT	
		Sentence correction(error of participles)	R-1 R-2 R-3	RW-1	Explaining and practicing common types of errors related to participles	Comprehending sentence correction questions from beginner to intermediate level	Workbook and PPT	
Week 3	Lecture 3	Voice and accent (introduction to vowels and consonants)	R-1 R-2 R-3	RW-2	Acquainting with basic concept of vowels and consonant sounds	Understanding the importance of different vowels and consonant sounds in English speech from beginner to intermediate level	Workbook and PPT	
		Voice and accent (introduction to syllable)	R-1 R-2 R-3	RW-2	Acquainting with basic concept of syllables and its usage in pronunciation	Understanding the importance and usage of syllables in English speech from beginner to intermediate level	Workbook and PPT	
Week 4	Lecture 4	Voice and accent(stress and intonation)	R-1 R-2 R-3	RW-4	Acquainting with basic concept of stressed syllable in a word and intonation	Understanding the importance of accent neutralization and using stress in words to determine pronunciation in English speech from beginner to intermediate level	Workbook and PPT	

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Week 5	Lecture 5	Vocabulary enrichment(one-word substitution)	R-1 R-2 R-3	RW-3	Explaining one word substitutions and learning new ways to enhance vocabulary through one word substitutions.	Comprehending various techniques and tips to solve questions based on one word substitutions from beginner to intermediate level	Workbook and PPT	
		Vocabulary enrichment (Cloze test)	R-1 R-2 R-3	RW-3	Introduction to close text vocabulary and practicing cloze text based vocabulary questions	Comprehending various techniques and tips to solve cloze text vocabulary questions from beginner to intermediate level	Workbook and PPT	
		Vocabulary enrichment (Sentence Synonyms)	R-1 R-2 R-3	RW-3	Introduction to sentence synonym questions	Comprehending various techniques and tips to solve sentence synonyms questions from beginner to intermediate level.	Workbook and PPT	
		Vocabulary enrichment (Vocabulary with pictures)	R-1 R-2 R-3	RW-3	Practicing various questions of vocabulary using pictures	Comprehending various techniques and tips to solve questions of vocabulary based on images and enhancing vocabulary through pictures from beginner to intermediate level	Workbook and PPT	
Week 6	Lecture 6	E-mail writing(purpose and functional role of e-mail)	R-1 R-2 R-3	RW-5	Introducing the purpose and functional role of email writing in professional communication	Composing effective emails in professional communication from beginner to intermediate level	Workbook and PPT	

Week 6	Lecture 6	E-mail writing(structural components of e-mail)	R-1 R-2 R-3	RW-5	Explaining the structural components of an email	Composing effective emails in professional communication from beginner to intermediate level	Workbook and PPT	
		E-mail writing(do's and don'ts of e-mail writing)	R-1 R-2 R-3	RW-5	Illustrating the do's and don'ts of email writing	Composing effective emails in professional communication from beginner to intermediate level	Workbook and PPT	
		E-mail writing(exercise based on e-mail writing scenarios)	R-1 R-2 R-3	RW-5	Practicing exercises based on email writing scenarios	Composing effective emails in professional communication from beginner to intermediate level	Workbook and PPT	
SPILL OVER								
Week 7	Lecture 7				Spill Over			
MID-TERM								
Week 8	Lecture 8	Essay writing(idea elaboration)	R-1 R-2 R-3	RW-6	Introducing the technique of idea elaboration as a precursor to effective essay writing	Understanding the logical sequencing of ideas and generation of points to write an essay from beginner to intermediate level	Workbook and PPT	
		Essay writing(writing an introduction)	R-1 R-2 R-3	RW-6	Practicing writing the introduction of an essay	Understanding the logical sequencing of ideas and generation of points to write an essay	Workbook and PPT	
		Essay writing(logical sequencing of ideas)	R-1 R-2 R-3	RW-6	Explaining effective ways to write an essay by the logical sequencing of ideas.	Understanding the logical sequencing of ideas and generation of points to write an essay from beginner to intermediate level	Workbook and PPT	

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Week 8	Lecture 8	Essay writing(generating points or supporting ideas and examples)	R-1 R-2 R-3	RW-6	Discussing effective ways to write an essay with the help of supporting ideas and examples	Understanding the logical sequencing of ideas and generation of points to write an essay from beginner to intermediate level	Workbook and PPT	
		Essay writing(concluding the essay)	R-1 R-2 R-3	RW-6	Illustrating ways to write the conclusion of an essay	Understanding the logical sequencing of ideas and generation of points to write an essay	Workbook and PPT	
Week 9	Lecture 9	Reading comprehension passages(types of question-inference, main idea, supporting idea, assumption)	R-1 R-2 R-3	RW-7	Introducing various types of reading comprehension questions and strategies for answering them	Applying critical thinking skills including distinguishing fact from opinion, making inferences, and identifying author's purpose in reading comprehension from beginner to intermediate level	Workbook and PPT	
Week 10	Lecture 10	Narration(direct and indirect speech)	R-1 R-2 R-3	RW-9	Identifying direct and indirect speech and illustrating the importance of converting direct into indirect speech	Understanding speech and answering questions based on it from beginner to intermediate level	Workbook and PPT	
		Narration(conversion of one speech to another)	R-1 R-2 R-3	RW-9	Training on speech including the conversion of one form to another	Understanding speech and answering questions based on it from beginner to intermediate level	Workbook and PPT	
		Narration(key terminologies)	R-1 R-2 R-3	RW-9	Illustrating key terminologies in direct-indirect speech	Understanding speech and answering questions based on it from beginner to intermediate level	Workbook and PPT	
		Narration(rules of conversion)	R-1 R-2 R-3	RW-9	Explaining the rules of conversion of speech	Understanding speech and to answer questions based on it from beginner to intermediate level	Workbook and PPT	

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Week 10	Lecture 10	Narration(exercises based on conversion)	R-1 R-2 R-3	RW-9	Practicing exercises based on direct indirect speech	Understanding speech and answering questions based on it from beginner to intermediate level	Workbook and PPT	
Week 11	Lecture 11	Cover letter(key elements of cover letter)	R-1 R-2 R-3	RW-8	Introducing key elements of a cover letter	Understanding the various components of a cover letter	Workbook and PPT	
		Cover letter(useful words and phrases for cover letter)	R-1 R-2 R-3	RW-8	Introducing useful words and phrases for cover letter	Understanding usage of different words and phrases for a cover letter from beginner to intermediate level	Workbook and PPT	
		Cover letter(format of cover letter)	R-1 R-2 R-3	RW-8	Explaining the format of a cover letter	Understanding the right way to write a cover letter in terms of format and structure from beginner to intermediate level	Workbook and PPT	
		Cover letter(exercise based on cover letter writing scenarios)	R-1 R-2 R-3	RW-8	Practicing cover letter writing	Understanding cover letter writing and the purpose and objective of writing one	Workbook and PPT	
Week 12	Lecture 12	Critical reasoning(concepts - premise, assumption, conclusion, strengthening statement, weakening statement)	R-1 R-2 R-3	RW-10	Illustrating the various concepts of critical reasoning like premise, assumption, conclusion and argument	Understanding the different concepts of critical reasoning from beginner to intermediate level	Workbook and PPT	
		Critical reasoning(types and patterns of questions)	R-1 R-2 R-3	RW-10	Illustrating the pattern and types of critical reasoning questions	Learning the different types of critical reasoning as well as how to assess and evaluate fallacious arguments from beginner to intermediate level	Workbook and PPT	
Week 13	Lecture 13	Critical reasoning(tips and tricks to understand and solve critical reasoning)	R-1	RW-10	Discussing tips and tricks to solve critical reasoning questions	Understanding easy ways to solve critical reasoning questions with the help of tips and tricks from beginner to intermediate level	Workbook and PPT	

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Week 13	Lecture 13	Critical reasoning(indicators to identify basic concepts of critical reasoning)	R-1	RW-10	Empowering the students with basic logics to critically analyze and evaluate knowledge claims and building the basics to solve questions on critical reasoning	Understanding the indicators to identify basic components of critical reasoning from beginner to intermediate level	Workbook and PPT	
					SPILL OVER			
Week 14	Lecture 14				Spill Over			
Week 15	Lecture 15				Spill Over			

Scheme for CA:

CA Category of this Course Code is:A0404 (4 out of 4)

Component	Weightage (%)	Mapped CO(s)
Test 1	25	CO4, CO5
Presentation - Individual	25	CO2, CO6
Test 2	25	CO1, CO3, CO6
Test 3	25	CO1, CO3, CO4, CO5, CO6

Details of Academic Task(s)

Academic Task	Objective	Detail of Academic Task	Nature of Academic Task (group/individuals)	Academic Task Mode	Marks	Allottment / submission Week
Test 1	to acquaint students to the topics that are common in placement papers.	Sentence correction	Individual	Offline	30	3 / 4
Presentation - Individual	To familiarize students with a good insight on communication skills, pronunciation and dimensions in voice and accent	Voice and Accent	Individual	Offline	30	5 / 6

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| Test 2 | To assess writing skills of students | Essay writing and reading comprehension passages | Individual | Offline | 30 | 9 / 10 |
| Test 3 | to acquaint students to the topics that are common in placement papers. | Direct- Indirect speech and critical reasoning | Individual | Offline | 30 | 12 / 13 |

MOOCs/ Certification etc. mapped with the Academic Task(s)

Academic Task	Name Of Certification/Online Course/Test/Competition mapped	Type	Offered By Organisation
Test 1	AMCAT	Test/Examination	ASPIRING MINDS
Presentation - Individual	AMCAT	Test/Examination	ASPIRING MINDS
Test 2	AMCAT	Test/Examination	ASPIRING MINDS
Test 3	AMCAT	Test/Examination	ASPIRING MINDS

Where MOOCs/ Certification etc. are mapped with Academic Tasks:
1. Students have choice to appear for Academic Task or MOOCs etc.
2. The student may appear for both, In this case best obtained marks will be considered.

Plan for Tutorial: (Please do not use these time slots for syllabus coverage)

Tutorial No.	Lecture Topic	Type of pedagogical tool(s) planned (case analysis,problem solving test,role play,business game etc)
Tutorial1	Sentence Correction	Exercises from Workbook
Tutorial2	Sentence Correction	Exercises from Workbook
Tutorial3	Sentence Correction	Exercises from Workbook
Tutorial4	Sentence Correction	Exercises from Workbook
Tutorial5	Voice and Accent	Exercises from Workbook
Tutorial6	Voice and Accent	Exercises from Workbook
Tutorial7	Voice and Accent	Exercises from Workbook
Tutorial8	CA1	Test
Tutorial9	Vocabulary	Exercises from workbook
Tutorial10	Vocabulary	Exercises from workbook
Tutorial11	Email Writing	Exercises from workbook
Tutorial12	CA2	Individual Presentation

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Tutorial13	Revision	Exercises from workbook
Tutorial14	Revision	Exercises from workbook
After Mid-Term		
Tutorial15	Essay Writing	Exercises from workbook
Tutorial16	Essay Writing	Exercises from workbook
Tutorial17	Reading Comprehension	Exercises from workbook
Tutorial18	Reading Comprehension	Exercises from workbook
Tutorial19	Narration	Exercises from workbook
Tutorial20	CA3	Test
Tutorial21	Cover letter	Exercises from workbook
Tutorial22	Cover letter	Exercises from workbook
Tutorial23	Critical Reasoning	Exercises from workbook
Tutorial24	Critical Reasoning	Exercises from workbook
Tutorial25	CA4	Test
Tutorial26	Critical Reasoning	Exercises from workbook
Tutorial27	Revision	Exercises from workbook
Tutorial28	Revision	Exercises from workbook

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