PEL131:COMMUNICATION SKILLS-II

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

Unit I

Meeting and greeting people : vocabulary and common errors related to salutation, vocabulary and common errors related to self-introduction, vocabulary and common errors related to asking for help, common errors related to tenses and parts of speech, introduction to etymology- understanding the root words

Unit II

Usage of connectors and transition words in conversation : usage of connectors, transition words and vocabulary related to routine, usage of connectors,transition words and vocabulary related to shopping, usage of connectors,transition words and vocabulary related to vacation

Unit III

Engaging in small talk : direct and indirect speech, vocabulary and phrases related to small talk, importance of small talk

Unit IV

Presenting your ideas effectively : introducing stress and intonation, introducing dignitaries using positive adjectives, presenting ideas on products using positive adjectives, rules of pronunciation

Unit V

Paragraph writing and power point presentation : introducing paragraph writing, key elements of paragraph writing, usage of collocations, do's and don'ts of power point presentation

Unit VI

Making reservation and arrangements : telephone etiquettes, vocabulary and phrases for making reservation and arrangements, formal letter writing- request and complaint letters

References:

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