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P ROFESSIONAL
U NIVERSITY

PEL131- COMMUNICATION SKILLS II

LECTURE 0

Objectives

- To enhance the listening, speaking, reading and writing skills of the students
- To assess the accurate usage of grammar rules in conversation



Course Details



LTP 3-0-0

L – Lecture -3

Study Material

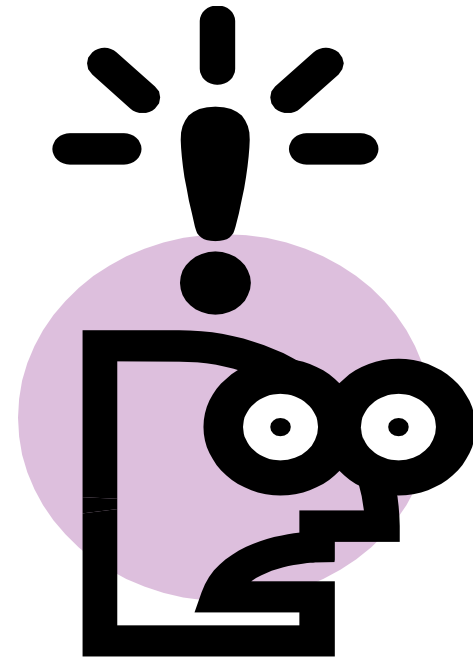
- ☐ Lecture & Workbook
- ☐ Ample of worksheets for regular practice.
- ☐ Videos for LSRW

The Exam Mode

☐ CA

☐ MTE

☐ ETE



Course Assessment Model

<input type="checkbox"/> Marks break up*	
<input type="checkbox"/> Class participation	15
<input type="checkbox"/> CA (4 out of 4 tasks)	30
<input type="checkbox"/> MTE	15
<input type="checkbox"/> ETE	40
<input type="checkbox"/> Total	100

Course Outcomes

Course Outcomes :Through this course students should be able to

CO1 :: Write coherent and unified paragraphs with adequate vocabulary

CO2 :: Explain 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

Course content

Unit 1 - Meeting and greeting people

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

Unit 2 - 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 3- Engaging in small talk

direct and indirect speech; vocabulary and phrases related to small talk, importance of small talk

Course content

Unit 4 – Presenting your ideas effectively

rules of pronunciation , introducing intonation and stress; introducing dignitaries using positive adjectives; presenting ideas on products using positive adjectives

Unit 5 -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 6 –Making reservation and arrangements

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

CA Pattern

Academic Tasks	CA Task	Nature of Academic Tasks	Objective	Mode	Marks
CA1	Speaking	Video Presentation	To test student’s ability to comprehend and present ideas on given topics	online	30
CA2	MCQ	Objective	To assess competitive skills of students	online	30
CA3	Paragraph Writing	Written	To test student’s ability to comprehend and present ideas on given topics	online	30
CA4	MCQ	Objective	To assess competitive skills of students	online	30

Students' Role

- ❑ Always communicate in English with your friends and in other classes too
- ❑ Be enthusiastic in participating in classroom activities
- ❑ Actively participate in solving worksheets
- ❑ 'Brevity is the soul of wit', so try to convey your ideas in few words
- ❑ Utilize accurate vocabulary while communicating for better emphasis
- ❑ Ask volley of questions whenever there arise a doubt in your mind
- ❑ Reading enhances speaking, so make the habit of reading newspapers and for current affairs