

PEV106:VERBAL ABILITY-I

Course Outcomes: Through this course students should be able to

CO1 :: analyze their grammatical and communicative competence

CO2 :: apply and use English grammar components appropriately in written communication

CO3 :: Understand and develop the ability to use the grammatical components in verbal communication

CO4 :: develop and manage the varied language skills' requirements of employers

Unit I

Subject verb agreement : subject, verb (a brief introduction), singular and plural nouns and verbs, rules of subject -verb agreement, subject, verb (a brief introduction), singular and plural nouns and verbs, rules of subject -verb agreement

Unit II

Vocabulary : introduction to root words, prefixes and suffixes to understand words, synonyms and antonyms questions, introduction to root words, prefixes and suffixes to understand words, commonly used words: used in newspapers, magazines, etc, common phrases used in corporate, antonyms/ synonyms, antonyms/ synonyms (antonyms/ synonyms in context of sentences to comprehend a company document, understand articles, news , off web)

Unit III

Precise writing : Format & techniques to write a precis, do's and don't s of precis writing

Sentence completion : type of questions- single and double blanks, eliminating options using verbal clues, type of questions- single and double blanks, eliminating options using verbal clues

Unit IV

Picture perception : Picture perception & description, idea elaboration

Para jumbles : types of para jumbles, fixed and moving para jumbles, verbal and logical clues to solve para jumbles

Unit V

Analogy : analogy questions, patterns of questions, common trick questions, eliminating options in analogy, analogy questions, patterns of questions, common trick questions, eliminating options in analogy

Unit VI

Comprehension passages : techniques for smart reading - skimming, scanning and summarizing, types of questions, techniques for smart reading - skimming, scanning and summarizing, types of questions, deducing author's tone and perspective

References:

1. EFFECTIVE TECHENICAL COMMUNICATION by M. ASHRAF RIZIVI, MC GRAW HILL