

## 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