PEL544: Corporate Communication Skills

L:2 T:0 P:2 Credits:3

Course Outcomes: Through this course, students should be able to

CO1:: describe thoughts logically and express ideas coherently with precision to enhance written communication

CO2:: demonstrate proficiency in articulating ideas in comprehensive discussions

CO3:: use rich vocabulary effectively in both written and spoken communication to convey precise meanings

CO4:: apply learned skills in diverse contexts to foster life-long communication abilities

CO5:: create a comprehensive career profile with a well-structured CV, optimized LinkedIn, and digital portfolio to showcase skills, experiences, and lifelong professional growth

CO6:: develop well-structured and grammatically sound sentences in spoken and written context

Language Inputs

Listening: subjective questions, filling the blanks, completing the chart, multiple choice questions, making notes, match the sentences, true or false questions, completing the survey, identifying main and supporting ideas, eliciting information, making predictions, listening to word and sentence stress patterns, stress and rhythm

Speaking: consonants and vowel sounds, making polite requests, complaining, apologizing, giving excuses, expressing likes and dislikes, giving opinions, discussing plans, expressing wishes, asking for and giving suggestions, making comparisons, giving information, extempore, incident narration, oral presentations, discussions, debates, storytelling, role plays

Reading: sentence completion, subjective questions, multiple choice questions, fill in the blanks, short answer questions, tick the correct option, true or false, match the statements, summary completion, match the headings, one-word substitutes

Writing: paragraph writing, online post, email writing, recipe writing, message writing, cover letter, blog writing, report writing, writing list of rules, understanding the components of a CV, writing a powerful career objective and summary, building a professional LinkedIn profile, basics of professional portfolio, structuring a digital portfolio

Associated Language Inputs

Grammar: application of tenses, evaluations and comparisons with adjectives and nouns, sequence adverbs, modals, infinitives and gerunds, relative clauses of time, adverbial clauses of time, conditional sentences, clauses with because, passives, participles as adjectives, relative pronouns, reported speech

Vocabulary: vocabulary related to childhood memories, transportation, lifestyle, food, vacations, technology, festivals and celebrations, past events, job preferences and personality traits, landmarks and monuments, phrasal verbs, noun verb collocations

Text Book: 1. INTERCHANGE LEVEL 2, STUDENT'S BOOK (FIFTH EDITION) by JACK C.

RICHARDS with JONATHAN HULL & SUSAN PROCTOR, CAMBRIDGE

UNIVERSITY PRESS

References: 1. ENGLISH GRAMMAR IN USE: A REFERENCE AND PRACTICE BOOK FOR

INTERMEDIATE LEARNERS OF ENGLISH BY RAYMOND MURPHY,

CAMBRIDGE UNIVERSITYPRESS