

Lovely Professional University, Punjab

Course Code	Course Title	Course Planner	Lectures	Tutorials	Practical	Credits
PEL541	Basic Communication Skills	21957:: Surinder Kaur	2.0	0	2.0	3.0
Course Weightage	ATT:15 CA:30 MTT:15 ETT: 40	Exam Category: 13				
Course Orientation	2,5,6					

Course Outcomes: Through this course students should be able to

CO1: understand extensive dictation of related communication as the cornerstone for enhancing listening ability.

CO2: apply language abilities to discover, interpret, and combine information to construct a piece of writing.

CO3: interpret ability to recognize and synthesize paralinguistic features of spoken English

CO4: evaluate texts that feature a diverse range of perspectives critically.

CO5: analyze formal writing skills while creating unique professional and administrative documents.

CO6: Employ relevant, accurate, and efficient techniques for oral communication skills.

	Textbooks (T)		
Sr. No.	Title	Author	Publisher Name
T-1	INTERCHANGE LEVEL 1	JACK C. RICHARDS, with JONATHAN HULL and SUSAN PROCTOR	CAMBRIDGE UNIVERSITY PRESS

	Reference Books(R)		
Sr. No.	Title	Author	Publisher Name
R-1	ENGLISH GRAMMAR IN USE	RAYMOND MURPHY	CAMBRIDGE UNIVERSITY PRESS

Relevant Websites		
Sr. No	Web address (only if relevant to the course)	Salient Features
1	https://youtu.be/ftZr1_Ny8L8	Relative Clause
2	https://byjus.com/govt-exams/direct-indirect-speech-rules/	reported speech
3	https://www.youtube.com/watch?v=Nk9nQwoCFig	Modals
4	https://youtu.be/54prMaPn5Ls	Tenses
5	https://youtu.be/asfp16e5V4A	Phrasal verbs
6	nglisch-hilfen.de/en/grammar/conjunctions.htm	Conjunctions
7	https://byjus.com/govt-exams/prepositions-rules/	Prepositions

LTP week distribution: (LTP Weeks	
Weeks before MTE	7
Weeks after MTE	7
Spill Over	3

Detailed Plan for Lectures

Week Number	Lecture Number	Broad Topic(Sub Topic)	Chapters/Sections of Text/reference books	Other Readings, Relevant Websites, Audio Visual Aids, software and Virtual Labs	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 1	Lecture 1	Skill 1: Zero lecture Grammar (modifiers with participles and preposition)	T-1 R-1	RW-7 RW-4	Skill 1: zero lecture introducing the course. using modifiers with participle and prepositions.	Skill 1: learning of zero lecture gives the insight of the whole course in detail. Learning modifiers with participle and prepositions.	Worksheets	
	Lecture 2	Skill 1: Grammar (modifiers with participles and preposition)	T-1 R-1	RW-7 RW-4	Skill1: questions for describing people's appearance clothing and clothing styles using modifiers with participle and prepositions	Skill 1: using questions like What look, how tall, how long, and what color: using modifiers with participle and prepositions. discussing about people's appearance using gerund clauses	Worksheets	
Week 2	Lecture 3	Skill 1: Grammar (Present perfect wh- and yes/no questions, statements)	T-1 R-1	RW-4	Skill 1: discussing present perfect wh- and yes/no questions, statements and short answers with regular and irregular past participles: already and yet:	Skill 1: learning present perfect wh-and yes/no questions, statements and regular and irregular past participle. And use of present perfect ;already, yet.	Worksheets	

	Lecture 4	Skill 1: Grammar (present perfect vs simple past)	T-1 R-1	RW-4	Skill 1: understanding present perfect vs simple past; for and since.	Skill 1: using present perfect and simple past to formulate proper sentences.	Worksheets	
Week 3	Lecture 5	Skill 1: Grammar (adverbs before adjectives).	T-1 R-1	RW-4	Skill 1: using adverbs before adjectives to describe cities.	Skill 1: Using adverbs before adjective to formulate proper sentence.	Worksheets	
	Lecture 6	Skill 1: Grammar(conjunctions)	T-1 R-1	RW-6	Skill 1: discussing conjunctions: but, and though, and however;	Skill 1: learning usage of conjunctions in sentences.	Worksheets	
Week 4	Lecture 7	Skills 1: Grammar (modal verbs can, could ,should and may)	T-1 R-1	RW-3	Skill 1: modal verbs can and should; modal verbs can, could and may for request.	Skill 1: learning less formal and more formal ways of using modals to make requests	Worksheets	
	Lecture 8	Skills 1: Grammar modal verbs to could and should.)	T-1 R-1	RW-3	Skill 1: modal verbs could and should for suggestions.	Skill 1: learning less formal and more formal ways of using modals to make suggestions.	Worksheets	
Week 5	Lecture 9	Skills 1: Grammar (adjective +infinitive; noun +infinitive)	T-1 R-1	RW-4	Skill 1: understanding usage of adjective +infinitive	Skill 1: using adjective +infinitive; noun +infinitive to formulate different sentences	Worksheets	
	Lecture 10	Skills 1: Grammar (noun +infinitive)	T-1 R-1	RW-4	Skill 1: understanding usage of noun	Skill 1: using noun +infinitive to formulate different	Worksheets	

					+infinitive	sentences		
Week 6	Lecture 11	Skills 1: Grammar (passive in present tense)	T-1 R-1	RW-4	Skill 1: use of passives in present tense	Skill 1: learning usage of passive in present tense in formulating formal sentences.	Worksheets	
	Lecture 12	Skill 1: Grammar (passives)	T-1 R1	RW-4	Skill 1: use of passives to discuss about cities and hometowns	Skill 1: understanding usage of passives to discuss about cities and hometowns	Worksheets	
Week 7	Lecture 13	Spill over						
	Lecture 14	Spill over						
				MID TERM				
Week 8	Lecture 15	Skills 1: Grammar (articles)	T-1 R-1	RW-4	Skill 1: understanding of articles and nouns.	Skill 1: learning usage of articles in sentences.	Worksheets	
	Lecture 16	Skills 1: Grammar (nouns)	T-1 R-1	RW-4	Skill 1: understanding of different nouns.	Skills 1: learning usage of different nouns in a sentence.	Worksheets	

Week 9	Lecture 17	Skills 1: Grammar (relative clauses)	T-1 R-1	RW-1	Skill 1: understanding of relative clauses	Skill 1: formulating sentences using relative clauses.	Worksheets	
Week 10	Lecture 18	Skill 1: Grammar (so, too, neither, and either, modal verbs would and will.	T-1 R-1	RW-3	Skill 1: use of so, too, neither, and either in sentences; modal verbs would and will for request	Skill 1: learning usage of so, too, neither, and either in sentences; modal verbs would and will for making request	Worksheets	
Week 11	Lecture 19	Skill1: Grammar (adjectives)	T-1 R-1	RW-4	Skill 1: use of adjectives; questions: how far, how big, how high, how deep how long, how hot and how cold.	Skill 1: learning usage of adjectives and questions: how far, how big, how high, how deep how long, how hot and how cold.	Worksheets	
	Lecture 20	Skill 1: Grammar (comparative and superlative forms of adjectives)	T-1 R-1	RW-4	Skill 1: use of comparative and superlative forms of adjectives.	Skill 1: learning usage of comparative and superlative forms of adjectives in sentences	Worksheets	
Week 12	Lecture 21	Skill1: Grammar (future with present continuous tense and be going to, present tense, past tense, present perfect, and the comparative, verb +infinitive)	T-1 R-1	RW-4	Skill 1: understanding different past forms.	Skill 1: formulating different sentences using past continuous and past perfect tenses.	Worksheets	
	Lecture 22	Grammar (future with present continuous tense and be going to, present tense, past tense, present perfect, and the comparative: verb +infinitive)	T-1 R-1	RW-4	Skill 1: understanding different past forms and the comparative: verb +infinitive)	Skill 1: formulating different sentences using past continuous and past perfect tenses and the comparative: verb +infinitive)	Worksheets	
Week 13	Lecture 23	Skill1: Grammar (If and wish clauses, phrasal verbs)	T-1 R-1	RW-1	Skill 1: use of If and wish clauses.	Skill 1: understanding use of If and wish clauses in the sentences	Worksheets	
	Lecture 24	Skill1: Grammar (Phrasal verbs)	T-1 R-1	RW-5	Skills 1.use of phrasal verbs in different context.	Skills 1: understanding use of phrasal verbs in formulating different sentences.	Worksheets	

Week 14	Lecture 25	Skill 1: Grammar (Reported speech)	T- 1R-1	RW-4 RW-2	Skill 1: understanding usage of direct and indirect speech.	Skill 1: learning the use of reported speech in different sentences.	Worksheets	
	Lecture 26	Skill 1: Grammar (Reported speech)	T- 1R-1	RW-4 RW-2	Skill 1: understanding usage of direct and indirect speech	Skill 1: learning the use of reported speech in formal and informal way.	Worksheets	
Week 15	Lecture 27	Spill over						
	Lecture 28	Spill over						

Scheme for CA:

CA Category of this Course Code is: A0404 (4 out of 4)

COMPONENT	WEIGHTAGE
Test 1	25
Test 2	25
Test 3	25
Test 4	25

Academic Task		Objective	Detail of Academic Task	Nature of Academic Task (group/individuals)	Academic Task Mode	Marks	Allotment/ submission Week
Test 1		To assess students' ability to solve MCQs.	To assess student's grammatical skills- understanding of the application of modifiers with participles, present perfect vs simple past, adverbs before adjectives, modal verbs, conjunctions.	Individual-MCQs	Online	30	3/4
Test 2		To assess students' ability in listening, reading and writing.	To assess students' listening, reading and writing skills	Individual	Offline	30	5/6
Test 3		To assess students' ability of writing effectively.	Write an article, a restaurant review.	Individual	Offline	30	10/11
Test 4		To assess students' ability speak at various situations.	Speaking test on Speech ace	Individual	Online	30	12/13

Plan for Practical: (Please do not use these time slots for syllabus coverage)

Practical No	Lecture Topic	Type of pedagogical tool(s) planned (case analysis, problem solving test, role play, business game etc.)
Practical 1	Skill 1: Speaking (describing people's appearance) Vocabulary (words related to personality traits)	Worksheets and discussion
Practical 2	Skill 1: Listening (listening for descriptions of people; identifying people) Skill 2: Reading (reading about the history of selfies)	Worksheets, discussion and audio tracks
Practical 3	Skill 1: Writing (writing an email describing about a person)	Worksheets and discussion
Practical 4	Skill 1: Speaking (describing past experience and events) Vocabulary (words related to life experience) Skill 2: Reading (reading about four peoples' unusual experiences)	Worksheets and discussion
Practical 5	Skill 1: Listening (listening to description of events) Skill 2: Writing (writing an email to an old friend)	Worksheets, discussion and audio tracks
Practical 6	Skill 1: Speaking (describing about cities, talking about travels) Vocabulary (words to describe places) Skill 2: Reading (reading about interesting cities)	Worksheets and discussion
Practical 7	Skill 1: Listening (listening to description of cities, town, and countries) Skill 2: writing (writing about hometowns)	Worksheets, discussion and audio tracks
Practical 8	Test 1	

Practical 9	Skill 1: Speaking (talking about health problems, asking for and giving advice and suggestions) Vocabulary (words related to health problems and containers)	Worksheets and discussion
Practical 10	Skill 1: Reading (reading about a plant used as medicine) Skill 2: Listening (listening to health problems and advice)	Worksheets, discussion and audio tracks
Practical 11	Skill 2: Writing (writing a blog post)	Worksheets and discussion
Practical 12	Test 2	
Practical 13	Skill 1: Speaking (expressing likes and dislikes; ordering meals) vocabulary (words related to food categories) Skill 2: Reading (reading about tipping customs)	Worksheets and discussion
Practical 14	Spill over	
	MID TERM	
Practical 15	Skill 1: Listening (listening to restaurant orders) Skill 2: writing (writing a restaurant review)	Worksheets, discussion and audio tracks
Practical 16	Skill 1: Speaking (describing countries; talking about distances and measurements) vocabulary (words related to places around the world)	Worksheets and discussion
Practical 17	Skill 1: Reading (reading about three very clean places) Skill 2: Listening (listening to a TV quiz show)	Worksheets, discussion and audio tracks
Practical 18	Skill 1: Writing (writing an article about a place)	Worksheets and discussion

Practical 19	Skill 1: Speaking (talking about plans; making, accepting, and refusing invitations) Vocabulary (words related to free-time activities and events)	Worksheets and discussion
Practical 20	Test 3	
Practical 21	Skill 2: Reading (reading about cell phone problems) Skill 1: Listening (listening to telephone messages)	Worksheets, discussion and audio tracks
Practical 22	Skill 2: Writing (writing text message requests)	Worksheets and discussion
Practical 23	Skill 1: Speaking (exchanging personal information talking about plans for the future) Vocabulary (words related to life changes)	Worksheets and discussion
Practical 24	Skill 1: Reading (reading about a person's goal) Skill 2: Listening (listening to descriptions of changes)	Worksheets, discussion and audio tracks
Practical 25	Test 4	
Practical 26	Skill 3: writing (writing a plan for a class trip)	Worksheets and discussion
Practical 27	Spill over	
Practical 28	Spill over	