

PEV107:VERBAL ABILITY-II

L:1 T:2 P:0 Credits:3

Course Outcomes: Through this course students should be able to

CO1 :: associate learnings of sentence correction in written language usage scenarios

CO2 :: demonstrate awareness of sound inventory in overall oral competence

CO3 :: determine following components from a written passage: main idea, compare and contrast ideas, draw conclusions, and paraphrase information

CO4 :: develop critical thinking abilities for resolution of reasoned arguments

CO5 :: integrate awareness of grammatical components in oral language scenarios

CO6 :: express professional writing abilities adapting changing workplace expectations

CO7 :: construct a coherent written passage(s) observing mechanics of writing

Unit I

Sentence correction : modifiers, parallelism, subject-verb agreement, pronoun agreement, comparisons, redundancy, error of participles, verb tenses

Unit II

Voice and accent : introduction to vowels and consonants, introduction to syllable, stress and intonation

Unit III

Narration : direct and indirect speech, conversion of one speech to another, key terminologies, rules of conversion, exercises based on conversion

E-mail writing : purpose and functional role of e-mail, structural components of e-mail, do's and don'ts of e-mail writing, exercise based on e-mail writing scenarios

Unit IV

Essay writing : idea elaboration, writing an introduction, logical sequencing of ideas, generating points or supporting ideas and examples, concluding the essay

Reading comprehension passages : types of question- inference, main idea, supporting idea, assumption

Unit V

Cover letter : key elements of cover letter, useful words and phrases for cover letter, format of cover letter, exercise based on cover letter writing scenarios

Active and passive voice : reasons for change of voice, change of voice rules, exercises based on voice change

Unit VI

Critical reasoning : concepts - premise, assumption, conclusion, strengthening statement, weakening statement, types and patterns of questions, tips and tricks to understand and solve critical reasoning, indicators to identify basic concepts of critical reasoning

References:

1. COLLINS COMMON ERRORS IN ENGLISH by COLLINS DICTIONARIES, HARPERCOLLINS PUBLISHERS
2. OXFORD LIVING GRAMMAR by KEN PATERSON , MARK HARRISON , NORMAN COE, OXFORD UNIVERSITY PRESS
3. ESSENTIALS OF ENGLISH GRAMMAR by BAUGH, L. SUE, MC GRAW HILL