

PEL 131: Communication Skills II

L:1 T:2 P:1 Credits:4

Course Outcomes: Through this course students should be able to

- Demonstrate effective word choice, grammar and sentence structure for accurate and effective communication.
- Use the rules of English grammar accurately
- Articulate clearly organized ideas in conversations and presentations leading to apposite vocabulary for the target audience.
- Compose moderately complex sentences with basic transitions to connect ideas in spoken and written discourse

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

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 intonation and stress; introducing dignitaries using positive adjectives; presenting ideas on products using positive adjectives

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,FOURTH EDITION (2012)