

Lovely Professional University, Punjab

Course Code	Course Title	Course Planner	Lectures	Tutorials	Practicals	Credits
PEV106	VERBAL ABILITY-I	19862::P.Neutri Monica	1	2	0	3
Course Weightage	ATT: 15 CA: 30 MTT: 15 ETT: 40	Exam Category: 13: Mid Term Exam: All MCQ – End Term Exam: MCQ + Subjective				
Course Orientation	KNOWLEDGE ENHANCEMENT, PLACEMENT EXAMINATION(Mass Recruiters), SKILL ENHANCEMENT					

Reference Books (R)			
Sr No	Title	Author	Publisher Name
R-1	EFFECTIVE TECHENICAL COMMUNICATION	M. ASHRAF RIZIVI	MC GRAW HILL

Relevant Websites (RW)		
Sr No	(Web address) (only if relevant to the course)	Salient Features
RW-1	https://owl.english.purdue.edu/exercises/5/13/34	Students will be able to comprehend the topic in a better way
RW-2	http://www.englishforeveryone.org/Topics/Analogies.htm	comprehending the topic and figuring out the relationship between words
RW-3	https://preciswritingexamples.wordpress.com/	https://preciswritingexamples.wordpress.com/
RW-4	http://www.beatthegmat.com/gmat-vocabulary-list-4800-words-t274181.html	students will be able to enhance their vocabulary
RW-5	http://www.majortests.com/gmat/reading_comprehension.php	Students will be able to comprehend the comprehension in a better way
RW-6	http://learnenglishteens.britishcouncil.org/skills/writing-skills-practice/more-formalemail	students will be able to understand the difference between formal and informal writing
RW-7	https://learnenglish.britishcouncil.org/en/english-grammar/verbs/active-and-passivevoice	exercises available based on the topic
RW-8	http://rajan-ahlawat.blogspot.in/2015/01/picture-perception-and-discussion-test.html	exampl of stories in Picture perception

LTP week distribution: (LTP Weeks)	
Weeks before MTE	7
Weeks After MTE	7
Spill Over (Lecture)	3

Detailed Plan For Lectures

An instruction plan is only a tentative plan. The teacher may make some changes in his/her teaching plan. The students are advised to use syllabus for preparation of all examinations. The students are expected to keep themselves updated on the contemporary issues related to the course. Upto 20% of the questions in any examination/Academic tasks can be asked from such issues even if not explicitly mentioned in the instruction plan.

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	Subject verb agreement (subject, verb (a brief introduction), singular and plural nouns and verbs, rules of subject -verb agreement)	R-1	RW-1	Discussion of zero lecture ,Acquainting with basic grammar concept of subject and verb and its agreement with suitable examples	Learning subject-verb agreement and constructing sentences using right forms.	Whiteboard, PPT and worksheet	
Week 2	Lecture 2	Subject verb agreement (subject, verb (a brief introduction), singular and plural nouns and verbs, rules of subject -verb agreement)	R-1	RW-1	Discussion of zero lecture ,Acquainting with basic grammar concept of subject and verb and its agreement with suitable examples	Learning subject-verb agreement and constructing sentences using right forms.	Whiteboard, PPT and worksheet	
Week 3	Lecture 3	Vocabulary(introduction to root words, prefixes and suffixes to understand words, synonyms and antonyms questions)	R-1	RW-4	Root words, prefixes and suffixes, theme based learning- personality and attitude,action verbs	Building academic vocabulary and producing academic vocabulary appropriately orally and in writing	Whiteboard, PPT and worksheet	
Week 4	Lecture 4	Vocabulary(introduction to root words, prefixes and suffixes to understand words, synonyms and antonyms questions)	R-1	RW-4	Root words, prefixes and suffixes, theme based learning- personality and attitude,action verbs	Building academic vocabulary and producing academic vocabulary appropriately orally and in writing	Whiteboard, PPT and worksheet	
Week 5	Lecture 5	Email writing(parts of an e-mail - writing a subject, salutation, body of the email, signing-off)		RW-6	Introduction, common errors in email writing, profile picture standards, email do's and don'ts	Composing effective emails	PPt's and worksheet	
Week 6	Lecture 6	Precise writing(idea elaboration, do's and don't s of precis writing)		RW-3	Introduction, qualities of a good precis, rules of precis writing	Understanding the essential and important ideas of the origina	PPt's and worksheet	
SPILL OVER								
Week 7	Lecture 7				Spill Over			
MID-TERM								

Week 8	Lecture 8	Picture perception(picture perception and description)		RW-8	Concept of idea elaboration,introduction to picture perception, definition and importance	Writing and narrating a story based on the picture	PPT and board	
Week 9	Lecture 9	Active and passive voice (rewrite sentences from active to passive and passive to active, draw conclusions about how to match active and passive voice to their writing situation)		RW-7	Training on voices and speech including the conversion of one form to another	Understanding voices and speech and to answer questions based on it.	PPT, white board and work sheet	
Week 10	Lecture 10	Analogy(analogy questions, patterns of questions, common trick questions, eliminating options in analogy)		RW-2	Introducing the concept, types of analogy	Introducing the concept, types of analogy	Whiteboard, PPT and worksheet	
Week 11	Lecture 11	Analogy(analogy questions, patterns of questions, common trick questions, eliminating options in analogy)		RW-2	Introducing the concept, types of analogy	Introducing the concept, types of analogy	Whiteboard, PPT and worksheet	
Week 12	Lecture 12	Comprehension passages (techniques for smart reading - skimming, scanning and summarizing, types of questions)		RW-5	Introduction, strategies, types of RC's, types of questions, tips to improve general reading, solution to time management	Making inferences and predictions based on comprehension of a text	PPT and worksheet	
Week 13	Lecture 13	Comprehension passages (techniques for smart reading - skimming, scanning and summarizing, types of questions)		RW-5	Introduction, strategies, types of RC's, types of questions, tips to improve general reading, solution to time management	Making inferences and predictions based on comprehension of a text	PPT and worksheet	
		SPILL OVER						
Week 14	Lecture 14				Spill Over			
Week 15	Lecture 15				Spill Over			

Scheme for CA:

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

Component	Weightage (%)
Test	25
Test	25
Test	25
Test	25

Details of Academic Task(s)

Academic Task	Objective	Detail of Academic Task	Nature of Academic Task (group/individuals)	Academic Task Mode	Marks	Allottment / submission Week
Test 1	to acquaint students to the topics that are common in placement papers.	subject verb agreement and vocabulary	Individual	Online	30	3 / 4
Test 2	to acquaint students to the topics that are common in placement papers and evaluate their writing skills.	email writing and precis writing	Individual	Offline	30	5 / 6
Test 3	to acquaint students to the topics that are common in placement papers, evaluate their writing and speaking skills.	picture perception and voice	Individual	Offline	30	10 / 11
Test 4	to acquaint students to the questions that are common in placement papers.	analogy and reading comprehension	Individual	Online	30	12 / 13

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

Tutorial No.	Lecture Topic	Type of pedagogical tool(s) planned (case analysis,problem solving test,role play,business game etc)
Tutorial1	subject verb agreement	Worksheet

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Tutorial2	subject verb agreement	Worksheet
Tutorial3	subject verb agreement	Worksheet
Tutorial4	subject verb agreement	Worksheet
Tutorial5	vocabulary	Worksheet
Tutorial6	vocabulary	Worksheet
Tutorial7	vocabulary	Worksheet
Tutorial8	CA1	Test
Tutorial9	email writing	Worksheet
Tutorial10	email writing	Worksheet
Tutorial11	precis	Worksheet
Tutorial12	precis	Worksheet
Tutorial13	CA 2	Test
Tutorial14	discussion on all the topics	Worksheet
After Mid-Term		
Tutorial15	picture perception	Worksheet
Tutorial16	picture perception	Worksheet
Tutorial17	voice	Worksheet
Tutorial18	voice	Worksheet
Tutorial19	analogy	Worksheet
Tutorial20	analogy	Worksheet
Tutorial21	CA 3	Worksheet
Tutorial22	CA 3	Worksheet
Tutorial23	reading comprehension	Worksheet
Tutorial24	reading comprehension	Worksheet
Tutorial25	reading comprehension	Worksheet
Tutorial26	reading comprehension	Worksheet
Tutorial27	CA4	Worksheet
Tutorial28	revision on all topics	Worksheet