

Lovely Professional University, Punjab

Course Code	Course Title	Course Planner	Lectures	Tutorials	Practical	Credits
PEL131	COMMUNICATION SKILLS II	13654::Anudeep Kaur Bedi	1.0	2.0	1.0	3.0
Course Weight age	ATT: 15 CA:30 MTT: 15 ETT: 40		Exam Category :13	MID TERM-MCQ END TERM MCQ+SUBJ ECTIVE		
Course Orientation	COMPETITIVE EXAMINATION (Higher Education), PLACEMENT EXAMINATION, PLACEMENT EXAMINATION(Mass Recruiters), SKILL ENHANCEMENT					

	Reference Books(R)		
Sr. No.	Title	Author	Publisher Name
R-1	ACTIVE GRAMMAR LEVEL 1	DAVIS FIONA RIMMER WAYNE UR PENNY	CAMBRIDGE UNIVERSITY PRESS
R-2	THE MCGRAW-HILL HANDBOOK OF ENGLISH GRAMMAR AND USAGE	MARK LESTER, LARRY BEASON	MCGRAW HILL

Relevant Websites		
Sr. No	Web address (only if relevant to the course)	Salient Features
1	https://www.youtube.com/watch?v=PtclydeDTFc	Greeting, Salutation and self- introduction
2	https://www.youtube.com/watch?v=9rUBucP3NbU	Asking for help and Shopping
3	https://www.youtube.com/watch?v=ALQ1_GjcSFA	My routine, Talking about vacation
4	https://www.youtube.com/watch?v=kkrWneKINwM	Entertaining and small talk
5	https://www.youtube.com/watch?v=oUv2BcxAvjQ	Making a reservation
6	https://www.youtube.com/watch?v=Yr1OKCugzZI	Presenting ideas

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7	https://www.youtube.com/watch?v=72CyopuhQ3g	Making arrangements
8	https://www.youtube.com/watch?v=NyE1Kz0e--0	Presentation
9	http://gep.savannahstate.edu/savannahstate/files/ec/ecdf4583-e79e-432f-9552-1a159d76bfdd.pdf	Types of sentences
10	https://www.youtube.com/watch?v=vkkPswDvbA0	Active Passive Voice
11	http://www.oxfordonlineenglish.com/say-tell-speak-talk-video-lesson	Direct speech
12	https://www.youtube.com/watch?v=PHJaO9E_Qhk&list=PLD6t6ckHsruY_i7_rZhKcRBmXDDawiqUM&index=5	Direct speech
13	https://www.youtube.com/watch?v=ssTWkruGar8&t=178s	Collocations in English
14	http://grammar.ccc.commnet.edu/Grammar/conditional2.htm	English Conditionals

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	Meeting and greeting people	R1	https://www.youtube.com/watch?v=PtcIydeDTFc	Explaining vocabulary	Acquiring phrases and associated	Workbook	

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		(vocabulary and phrases related to salutation, self introduction and asking for help)			y and phrases related to salutation, self introduction and asking for help	vocabulary for meeting, greeting and social etiquettes		
Week 2	Lecture 2	Meeting and greeting people (types of sentences)	R2	http://qep.savannahstate.edu/savannahstate/files/ec/ecdf4583-e79e-432f-9552-1a159d76bfdd.pdf	Explaining the types of sentences- declarative, interrogative, imperative and exclamatory	Learning the usage of sentences in varied contexts	Workbook	
Week 3	Lecture 3	Tenses and conversation (vocabulary and phrases related to my routine, shopping and talking about vacation)	R2	https://www.youtube.com/watch?v=ALQ1_GjcSFA	Briefing the vocabulary and phrases related to routine, shopping and vacation	Understanding the usage of tenses in various situations	Workbook	
Week 4	Lecture 4	Tenses and conversation (active	R1	https://www.youtube.com/watch?v=vkkPswDvbA0	Explaining the rules and usage	Acquiring the understanding	Workbook	

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		passive voice)			of active passive voice	ng of active passive voice in life like situations		
Week 5	Lecture 5	Engaging in small talk (vocabulary and phrases related to small talk, importance of small talk)	R1	https://www.youtube.com/watch?v=kkRWneKINwM	Explaining the importance of small talk	Introducing interpersonal skills	Workbook	
Week 6	Lecture 6	Engaging in small talk (direct-indirect speech)	R2	http://www.oxfordonlineenglish.com/say-tell-speak-talk-video-lesson https://www.youtube.com/watch?v=PHJaO9E_Qhk&list=PLD6t6ckHsruY_i7_rZhKcRBmXDdawiQUM&index=5	Elaborating the rules and usage of direct speech	Understanding the usage of direct speech in various situations	Workbook	
Week 7	Lecture 7			Spill Over				
MID- TERM								
Week 8	Lecture 8	Presenting your ideas and making a reservation (introducing dignitaries,	R1	https://www.youtube.com/watch?v=COwAoLtmpTM	Discussing the relevance of presenting ideas	Acquiring phrases and associated vocabulary related to presenting	Workbook	

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		celebrities and chief guest; presenting ideas on product)			effectively	ideas		
Week 9	Lecture 9	Presenting your ideas and making a reservation (telephone etiquettes; positive adjectives related to product and describing personalities)		https://www.youtube.com/watch?v=11KyakvNK5Q	Explaining manners and etiquettes in relation to telephonic skills	Familiarizing ideas on making reservation	Workbook	
Week 10	Lecture 10	Planning-writing an itinerary and presentation(introducing itinerary writing, vocabulary and phrases related to itinerary writing)	R1		Explaining the planning and writing of itinerary	Understanding the importance of planning and writing itinerary	Workbook	
Week 11	Lecture 11	Planning-writing an itinerary and presentation	R1		Explaining presentation on ethics	Learning to use presentation etiquettes	Workbook	

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		(do's and don'ts of oral presentation)			and manners along with the associated vocabulary	and associated vocabulary		
Week 12	Lecture 12	Making arrangements (usage of collocations, vocabulary and phrases for making arrangements, letter writing)		https://www.youtube.com/watch?v=ssTWkruGar8&t=178s	Explaining the usage of collocations in making arrangements	Acquiring phrases and vocabulary related to letter writing	Workbook	
Week 13	Lecture 13	Making arrangements (English conditionals - first, second, third and zero)	R1	http://grammar.ccc.commnet.edu/Grammar/conditional2.htm	Explaining the rules and usage of English conditionals	Learning English conditionals for making arrangements	Workbook	
Week 14	Lecture 14			Spill over				
Week 15	Lecture 15			Spill over				

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Scheme for CA:

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

COMPONENT	WEIGHATGE
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	Allotment/su bmission Week
Test 1	To assess the English language writing skills of the students	Self introduction, asking for help (general), routine, shopping, vacation and types of sentences	Individual	Offline	30	3/4
Test 2	To train the students in the Placement model of testing Verbal ability skills	Salutation, asking for help(direction), small talk, voice and speech	Individual	Online	30	5/6
Test 3	To assess the listening, speaking, reading and writing skills of the students	presenting your ideas, telephonic etiquettes, adjectives related to product and describing personalities	Individual	Offline	30	9/10

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Test 4	To assess the presentation skills of the students	oral presentation	Individual	Offline	30	11/12
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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)
Tutorial 1	Orientation to the course, power point presentation on zero lecture	Workbook
Tutorial 2	Meeting and greeting people(writing – salutation, self –introduction and asking for help)	Workbook
Tutorial 3	Meeting and greeting people(speaking - salutation, self –introduction and asking for help)	Workbook
Tutorial 4	Meeting and greeting people (grammar- types of sentences, map based questions)	Workbook
Tutorial 5	Tenses and conversation(writing- my routine, shopping and talking about vacation)	Workbook
Tutorial 6	Tenses and conversation(speaking- my routine, shopping and talking about vacation)	Workbook
Tutorial 7	Tenses and conversation (grammar- active passive voice)	Workbook
Tutorial 8	CA1	Test
Tutorial 9	Engaging in small talk (writing on small talk)	Workbook
Tutorial 10	Engaging in small talk (speaking on short conversations)	Workbook
Tutorial 11	Engaging in small talk (direct- indirect speech)	Workbook

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Tutorial 12	CA 2	Test
Tutorial 13	REVISION	Workbook
Tutorial 14	REVISION	Workbook
After Mid-Term		
Tutorial 15	Presenting your ideas and making a reservation (writing- telephonic conversation)	Workbook
Tutorial 16	Presenting your ideas and making a reservation (speaking – telephonic conversation)	Workbook
Tutorial 17	Presenting your ideas and making a reservation (writing on adjectives activity)	Workbook
Tutorial 18	Presenting your ideas and making a reservation (speaking on adjectives activity)	Workbook
Tutorial 19	CA- 3	Test
Tutorial 20	CA- 3	Test
Tutorial 21	Planning- writing an itinerary and presentation (writing and speaking on itinerary)	Workbook
Tutorial 22	Planning- writing an itinerary and presentation(oral presentation)	Workbook
Tutorial 23	CA -4	Test
Tutorial 24	CA -4	Test
Tutorial 25	Making arrangements (letter writing)	Workbook
Tutorial 26	Making arrangements (speaking on given scenario)	Workbook

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Tutorial 27	Making arrangements (grammar- English conditionals)	Workbook
Tutorial 28	REVISION	Workbook

Detailed Plan for Practical

Practical No	Broad topic (Subtopic)	Practical Description	Learning Outcomes	Equipment/Pedagogy Used
Practical 1	Video 1 - Brave	Listening and reading based on the video-1	Learning to use contractions	Media file and workbook
Practical 2	Video 1 - Brave	Speaking and writing based on the video-1	Learning to use contractions	workbook
Practical 3	Video- 2 Zootopia	Listening and reading based on the video-2	Acquiring knowledge of framing questions	Media file and workbook
Practical 4	Video- 2 Zootopia	Speaking and writing based on the video-2	Acquiring knowledge of framing questions	workbook
Practical 5	Video3 – The Magic roundabout	Listening and reading based on the video-3	Understanding the usage of idioms and proverbs	Media file and workbook
Practical 6	Video3 – The Magic roundabout	Speaking and writing based on the video-3	Understanding the usage of idioms and proverbs	workbook
Practical 7	Revision	Revision	Revision	Revision
Practical 8	Video4- Catch me if you can	Listening and reading based on the video-4	Acquiring pleasantries and niceties	Media file and workbook
Practical 9	Video4- Catch me if you can	Speaking and writing based on the video-4	Acquiring pleasantries and niceties	workbook
Practical 10	Video5- Making Reservation ELT	Listening and reading based on the video-5	Learning making a reservation	Media file and workbook

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Practical 11	Video5- Making Reservation ELT	Speaking and writing based on the video-5	Learning making a reservation	workbook
Practical 12	Video6- The Wolf of Wall Street	Listening and reading based on the video-6	Acquiring the knowledge of telephonic conversation	Media file and workbook
Practical 13	Video6- The Wolf of Wall Street	Speaking and writing based on the video-6	Acquiring the knowledge of telephonic conversation	workbook
Practical 14	Revision	Revision	Revision	Revision

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