

PEV106:VERBAL ABILITY-I

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

Course Outcomes: Through this course students should be able to

- analyze their grammatical and communicative competence
- use appropriate written communication
- develop the ability to use the grammatical components in written and verbal communication
- manage varied employability skills

Unit I

Subject verb agreement : subject, verb (a brief introduction), singular and plural nouns and verbs, rules of subject -verb agreement

Unit II

Vocabulary : introduction to root words, prefixes and suffixes to understand words, synonyms and antonyms questions

Unit III

Email writing : parts of an e-mail - writing a subject, salutation, body of the email, signing-off

Precise writing : idea elaboration, do's and don't s of precis writing

Unit IV

Picture perception : picture perception and description

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

Unit V

Analogy : analogy questions, patterns of questions, common trick questions, eliminating options in analogy

Unit VI

Comprehension passages : techniques for smart reading - skimming, scanning and summarizing, types of questions

References:

1. EFFECTIVE TECHENICAL COMMUNICATION by M. ASHRAF RIZIVI, MC GRAW HILL