

## PEL130:ADVANCED COMMUNICATION SKILLS-I

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

**Course Outcomes:** Through this course students should be able to

CO1 :: recognize the grammatical elements for appropriate use

CO2 :: understand the usage of language for social and professional purposes.

CO3 :: use key grammatical concepts in written and oral discourse.

CO4 :: analyze and correct the place and order of different grammatical elements in verbal communication.

CO5 :: appraise and articulate with effective vocabulary and aesthetically pleasing language

CO6 :: express effectively by becoming more competent in English grammar, writing and speaking

### Unit I

**Parts of Speech** : Different types of Nouns, Noun+Noun, Difference in Subjective and Objective Pronouns, Intensive Pronouns, Interrogative Pronouns, Adjectives ending in -ing,-ed, Difference in Adjectives and Adverbs, Word order, Adverbs with the Verb, Adverbial and Compound Conjunctions, Adjectives+Prepositions, Verb+ Prepositions.

### Unit II

**Articles, Determiners and Quantifiers** : Rules of Using Articles and determiners, Names with and without Article The, Use of Quantifiers with countable and uncountable Nouns.

### Unit III

**Tenses** : Compare and Contrast in use of Present and Past, Present Perfect and Past, Present Perfect continuous and Simple, Use of Have and Have got, will be doing and will have done, When I do and When I have done.

### Unit IV

**Sentences, clauses and Direct speech** : Relative clauses with who, that, which, Relative clauses without who, that which. Relative clauses to add extra information,-ing and -ed clauses, Changes made in direct and Indirect speech in different types of Sentences like Imperative Sentences, Exclamatory sentences and Statement Sentences. Exceptions to Speech.

### Unit V

**Modals and Punctuation** : Use of Modal Verbs to represent willingness, likelihood, certainty, habits, ability, Permission and Offers, Use of Period, Note of Interrogation, Note of Exclamation, Comma between Independent Clauses, Comma between Independent Clauses, Comma for Adding Nonessential Ideas and Nonrestrictive Clauses, Common mistakes made in Punctuation.

### Unit VI

**Vocabulary: phrasal verbs, confusing words** : Phrasal Verbs with up, away and back, Difference between commonly confused words like:- Envy and Jealousy, Connotation and Denotation, Capital and Capitol, Complement and Compliment, Choose or Chose, Different Vocabulary words to replace very.

### Unit VII

#### Practicals

#### ➤ Practice worksheets on Grammar Topics

- Parts of Speech
- Articles, determiners and Quantifiers
- Tenses
- Sentences, clauses and direct speech
- Modal and Punctuation
- Vocabulary

#### ➤ Listening skills:

- comprehension based on audio
- Listening
- making inferences and predictions about spoken discourse

#### ➤ Speaking Skills:

- Individual Presentation

#### ➤ Reading Skills:

- locating the main idea
- understanding main points
- finding supporting ideas, identifying purpose

- **Writing Skills:**
- Fill-in the gaps on the basis of audio.

**Text Books:** ENGLISH GRAMMAR IN USE by RAYMOND MURPHY, CAMBRIDGE UNIVERSITY PRESS

**References:** ENGLISH GRAMMAR AND COMPOSITION by P. C. WREN and H. MARTIN, BLACKIE ELT BOOKS PUBLISHING.

