

# 16HS104 ENGLISH PROFICIENCY AND COMMUNICATION SKILLS

Hours Per Week :

L	T	P	C
0	-	2	1

## Course Description and Objectives:

To equip students with functional English by exposing them to a wide range of language use in different contexts and thereby encourage them to use the language comfortably in real life situations. Students will strengthen their comprehension skills of listening and reading by acquiring adequate vocabulary through perusing authentic materials gathered from news papers, journals and other mass communication media.

## Course Outcomes:

Upon completion of the course, the student will be able to

- CO1: use appropriate words in right order for effective sentence formation, and writing short texts.
- CO2: read and extract information from different texts and draw inferences by understanding elements like tone and transitional words.
- CO3: understand short and long spoken discourses through analysis of elements like stress and intonation.
- CO4: articulate clearly thoughts and ideas on simple every day topics.

## SKILLS:

- ✓ *Use appropriate words in right order for effective sentence formation, and writing short texts.*
- ✓ *Read and extract information from different texts & draw inferences by understanding elements like tone and transitional words.*
- ✓ *Understand short and long spoken discourses through analysis of elements like stress and intonation.*
- ✓ *Articulate clearly thoughts and ideas on simple every day topics.*



UNIT - 1 P-6

Functions : Introducing self/others; Expressing needs/feelings/opinions (SWOT Analysis)

Skill Focus:

- Reading - Understanding factual information
- Writing - Word order and sentence formation
- Listening - Decoding for meaning following elements of stress, intonation and accent
- Speaking - Articulating syllables clearly, speaking fluently with correct pronunciation
- Vocabulary - Discerning to use right word for the given context
- Grammar - Spellings, use of nouns, adjectives, verbs, prepositions in the sentence structure

Practice: Objective PET Units 1 - 6

UNIT - 2 P-6

Functions : Defining and describing people, places, things and process.

Skill Focus:

- Reading - Inferences from sentences and short messages – true/false
- Writing - Rewording, sentence transformation and convincing
- Listening - Understanding the short messages and conversations
- Speaking - Role plays and short conversations
- Vocabulary / Grammar – Use of adjectives/adverbs, comparatives and superlatives

Practice : Objective PET Units 7 – 12

UNIT - 3 P-6

Functions : Describing spatial and temporal relations; Giving directions/ instructions

Skill Focus :

- Reading - Reading between the lines, inferences, true/false
- Writing - Developing hints - Writing short messages/paragraphs
- Listening - Searching for factual information - Gap filling
- Speaking - Snap talks, JAM and elocution
- Vocabulary / Grammar - Prepositions, phrasal verbs; PET word list

Practice: Objective PET Units 13 - 18

UNIT - 4 P-6

Functions : Narrating, predicting, negotiating and planning

Skill Focus:

- Reading - Reading for evaluation and appreciation, comprehension
- Writing - Letters – e-mails – 7 C's
- Listening - Following long conversations/interviews

ACTIVITIES:

- *SWOT Analysis.*
- *Snap talks.*
- *Spell Bee.*
- *Short conversations.*
- *Role play.*
- *Quiz.*
- *Elocution.*
- *JAM.*
- *Group Discussion Debate.*
- *Team presentations.*

Speaking - Discussions, debate and descriptions  
Vocabulary / Grammar - Modals, conditionals and verb forms (time and tense)  
Practice: Objective PET Units 19 – 24

UNIT - 5

P-6

Functions: Requesting, denying, suggesting and persuading

Skill Focus:

Reading - Understanding factual information  
Writing - Short stories and explanatory paragraphs  
Listening - Inferences from long speeches/conversations  
Speaking - Announcements and presentations  
Vocabulary / Grammar - Punctuation and cloze tests

Practice: Objective PET Units 25 – 30

TEXT BOOK:

1. L. Hashemi and B. Thomas, "Objective PET", Student's Book with Answers, 2<sup>nd</sup> edition, Cambridge University Press, 2015.

REFERENCE BOOKS :

1. Cambridge Preliminary English Test Without Answers 8.
2. A. Capel and R. Nixon, "Introduction to PET", Oxford University Press.