

# 21HS122 ENGLISH PROFICIENCY AND COMMUNICATION SKILLS

Hours Per Week :

L	T	P	C
-	-	2	1

Total Hours :

L	T	P
-	-	30

## COURSE DESCRIPTION AND OBJECTIVES:

The course will provide students an exposure on a wide range of language used in everyday situations. They will read, analyze, and interpret material from a variety of general topics and practice reading, writing, listening and speaking skills in English, to use it confidently in their professional and social contexts.

## COURSE OUTCOMES:

Upon completion of the course, the student will be able to achieve the following outcomes:

COs	Course Outcomes
1	Read and grasp the content and significance of news, articles and reports on a wide range of general topics connected with their interests.
2	Apply suitable strategies to achieve comprehension, like listening for main points; checking comprehension by using contextual clues etc.
3	Follow lectures or talks on topics within their own field, and well structured presentations outside their field.
4	Apply knowledge of functional English to communicate effectively in real life situations and demonstrate good presentation skills in classroom situations.

## SKILLS:

- ✓ *Read strategies for global meaning and for specific details.*
- ✓ *Write a purpose.*
- ✓ *Listen drawing inferences.*
- ✓ *Speak fluently with appropriate stress and intonation.*

**UNIT - I**

**P-6**

**FUNCTIONS:** Introducing self / others (SWOT Analysis), Expressing needs/feelings/opinions

**SKILL FOCUS:**

- Reading – Understanding factual information.
- Writing – Understanding word order and sentence formation.
- Listening – Decoding for meaning following elements of stress, intonation and accent.
- Speaking – Articulating individual sounds/syllables clearly, speaking fluently with intelligibility.
- Vocabulary – Discerning use of right word suiting the context, Preliminary English Test (PET) word list.
- Grammar – Spellings, Use of Nouns, Adjectives, Verbs, Prepositions.

**PRACTICE :** Units 1 – 6 in the Text Book, *Objective PET*

**UNIT - II**

**P-6**

**FUNCTIONS:** Describing people and things.

**SKILL FOCUS:**

- Reading – Drawing inferences from sentences and short messages(True/False statements).
- Writing – Rewording, Sentence transformation, Convincing.
- Listening –Understanding short messages and conversations.
- Speaking – Role-plays, Short conversations.
- Vocabulary / Grammar – Use of Adjectives/Adverbs, Comparatives and Superlatives.

**PRACTICE:** Units 7 – 12 in the Text Book, *Objective PET*.

**UNIT - III**

**P-6**

**FUNCTIONS:** Describing places and processes, Spatial and temporal aspects, Giving directions/ instructions.

**SKILL FOCUS:**

- Reading – Reading between the lines, Drawing inferences, True/False.
- Writing –Developing hints, Writing short messages/paragraphs.
- Listening – Searching for factual information, Gap filling.
- Speaking – Snap Talks, JAM, Elocution.
- Vocabulary / Grammar – Prepositions, Phrasal Verbs, PET word list.

**PRACTICE:** Units 13 – 18 in the Text Book, *Objective PET*.

**UNIT - IV**

**P-6**

**FUNCTIONS:** Narrating, Predicting, Negotiating, Planning.

**SKILL FOCUS:**

- Reading – Reading for comprehension, evaluation and appreciation.
- Writing – Letters, E-mails, 7 C's.
- Listening – Following long conversations / Interviews.
- Speaking – Participating in Group Discussions, Debates, Mini-presentations.
- Vocabulary / Grammar – Modals, Conditionals, Verb forms (Time and Tense).

**PRACTICE:** Units 19 – 24 in the Text Book, *Objective PET*.

**UNIT - V**

**P-6**

**FUNCTIONS:** Requesting, Denying, Suggesting, Persuading.

**SKILL FOCUS:**

- Reading – Understanding factual information.
- Writing – Short stories, Explanatory paragraphs.
- Listening – Inferring information from long speeches/conversations.
- Speaking – Making announcements, Presentations.
- Vocabulary / Grammar - Punctuation, Cloze tests.

**PRACTICE:** Units 25 – 30 in the Text Book, *Objective PET*.

**TEXT BOOK:**

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

**REFERENCE BOOK:**

1. Annette Capel and Rosemary Nixon, "Introduction to PET", Oxford University Press, 2009.



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