

# 16HS104 ENGLISH PROFICIENCY AND COMMUNICATION SKILLS

Hours Per Week :

| L | T | P | C |
|---|---|---|---|
| 0 | - | 2 | 1 |

Total Hours :

| L | T | P  | WA/RA | SSH/HSH | CS | SA | S | BS |
|---|---|----|-------|---------|----|----|---|----|
| 0 | - | 30 | -     | -       | -  | -  | - | -  |

## Course Description and Objectives:

To equip the 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. The objective of this course is to strengthen the 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:

The student will be able to:

- use functional English to speak and express themselves in different social contexts
- write simple letters, narratives, factual reports and descriptive passages for both academic and non-academic purposes in English.
- gain proficiency to undergo Preliminary English Test (PET), an Intermediate Level English Certification Test administered by Cambridge English Language Assessment, UK.

## SKILLS:

- ✓ *Use appropriate words in right order for effective sentence formation, and writing short texts.*
- ✓ *Read and extract information from different texts and 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; Describing People, Places, Things and Process.

**SKILL FOCUS:**

- Reading – Inferences from sentences and short messages, True or False
- Writing – Rewording, Sentence transformation, Convincing
- Listening – Understanding the short messages and conversations
- Speaking – Role-plays, 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, Elocution
- Vocabulary / Grammar – Prepositions, Phrasal Verbs, PET word list

**PRACTICE:** Objective PET Units 13 - 18

**UNIT - 4**

**P-6**

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

**SKILL FOCUS:**

- Reading – Reading for evaluation and appreciation, Comprehension
- Writing – Letters, e-mails, 7 C's
- Listening – Following long conversations / Interviews
- Speaking – Discussions, Debate, Descriptions
- Vocabulary / Grammar – Modals, Conditionals, Verb forms (Time and Tense)

**PRACTICE:** Objective PET Units 19 – 24

**ACTIVITIES:**

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

**UNIT - 5**

**P-6**

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

**SKILL FOCUS:**

- Reading – Understanding factual information
- Writing – Short Stories, Explanatory Paragraphs
- Listening – Inferences from long speeches/conversations
- Speaking – Announcements, Presentations
- Vocabulary / Grammar - Punctuation, Cloze tests

**PRACTICE:** Objective PET Units 25 – 30

**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 BOOKS :**

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