

16HS104

ENGLISH PROFICIENCY AND COMMUNICATION SKILLS

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

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,
2nd 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
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