



**CHANDIGARH
UNIVERSITY**

Discover. Learn. Empower.

University Institute of Liberal Arts and Humanities

Course Name – Professional Business Communication

Course Code – 22PCH-105



Sentence Improvement

DISCOVER . **LEARN** . EMPOWER

COURSE OBJECTIVES

The Course aims to:

1	Augment student's overall communication and interpersonal skills by practicing oral and written English for professional life.
2	Enrich reading capability to enhance business sense through special emphasis on business vocabulary and its usage.
3	Write business documents clearly, concisely and analytically in correct syntax.
4	Speak coherently, concisely in social and professional environment.

COURSE OUTCOMES

The students are expected to

CO Num ber	Title	Level
CO1	Apply non-verbal and soft skills effectively to attain expertise in Listening, Speaking, Reading and Writing Skills (LSRW Skills).	Apply
CO2	Apply correct contextual and comprehensible written text and speech in a wide range of communication situations.	Apply
CO3	Demonstrate linguistic competence while speaking and writing through accuracy in grammar, intonation, pronunciation and vocabulary.	Apply
CO4	Evaluate information as critical readers, speakers and writers applying ethics in communication and being sensitive in cross cultural communication.	Evaluate
CO5	Create original short compositions, in the form of paragraph writing, business correspondence, blogs etc. using logical support and argument.	Create



What are Sentences?

- The **sentence** is generally defined as a word or a group of words that expresses a thorough idea by giving a statement/order, or asking a question, or exclaiming.
- A **sentence** is the largest unit of any language. In English, it begins with a capital letter and ends with a full-stop, or a question mark, or an exclamation mark.

For e.g. :- He is a good boy (statement)
 Is he a good boy? (question),
 What a nice weather! (exclaiming).

Sentence Improvement

- Sentence improvement is a type of grammatical practice where a sentence is given with a word or a phrase that requires grammatical changes or improvement.
- A sentence requires modification grammatically and contextually to have a better understanding of the same.



Strategies

- Before you look at the choices, read the sentence and think of a word that makes sense.
- Look at all the possible answers before you make your final choice
- In double-blank sentences, go through the answers, testing the first word in each choice
- Use your knowledge of etymology and parts of speech to get at the meanings of unfamiliar words
- Identify trigger words, understand their function
- Break down complex sentences into simpler components
- Develop intuitive sense by reading extensively on as many new areas as you can explore.

Improvement Based on Subject – Verb Agreement

- A singular subject will take a singular verb.
- Verb ending with ‘-s’ is singular.
- The phrase “one of the” will always take a plural subject and a singular auxiliary verb after the subject.
- Sentence using ‘each’ or ‘every’ will take a singular subject. E.g. Every child in the village was vaccinated.



Improvement Based on tenses

Zehernews.com	Present	Past	Future
Simple	I write a letter. S+V1+O	I wrote a letter. S+was/were+V1+ing+O	I shall write a letter. S+shall/will+V1+O
Continuous	I am writing a letter. S+is/am/are+V1+ing+O	I was writing a letter. S+was/were+V1+ing+O	I shall be writing a letter. S+shall/will+be+V1+ing+O
Perfect	I have written a letter. S+have/has+V3+O	I had written a letter. S+had+V3+O	I shall have written a letter. S+shall/will+have+been+V3+O
Perfect Continuous	I have been writing a letter. S+have/has+been+V1+ing+O	I had been writing a letter. S+had+been+V1++ing+O	I shall have been writing a letter. S+shall/will+have+been+V1+ing+O

S=Subject

O=Object

V=Verb

Improvement Based on Preposition

- 'At' is Used to Describe a Specific Time or Location. E.g., I met him at the station.
- 'On' is used for days or dates. E.g., Americans celebrate Independence Day on the 4th of July. The last holiday was on Monday.
- 'For' is used to describe a duration of time. E.g., The show went on for four hours.
- 'Since' is used to describe a specific point in time. E.g. It has been raining since yesterday. The lecture has been going on since 4 p.m
- 'In' is used to describe a specific time of the day, week, month or year. E.g. I play tennis in the morning. The crop is harvested in summer.
- 'In' is also used to describe a specific location that is in the interior of something. It is also used to describe a large area. E.g., The cat was in the box. I was in Canada.

Improvement Based on Pronouns

- Nominative pronouns are used to denote the subject of a sentence. E.g. I, he, she etc.
- Object pronouns are used to denote the object of a sentence. E.g. Me, him, her etc.
- Possessive pronouns denote possession or ownership of something. E.g. His, hers, yours etc.

Improvement Based on Pronouns

- Reflexive pronouns are used when the subject and object of a sentence are the same. E.g., Himself, herself, yourself, etc.
- 'Who' is a pronoun used to refer to the subject of a sentence. E.g. Who is singing? 'Whom' is used to refer to the object of a sentence. E.g. To whom should I refer to in the letter? If the answer is 'he', use 'who'. ., If the answer is 'him', use 'whom'.

Improvement Based on Parallelism and Vocabulary

- Words of the same quality or indicating similar functions should be in a similar format. E.g. He is texting and driving. (**correct**)
He is texting and drive. (**incorrect**)
- Words similar in pronunciation may have different meanings. For example, affect is a verb which means impact. Effect is a noun which indicates the result of a change. Later means at a time in the future, latter means second of the two things mentioned.
- Some words are more appropriate in certain situations. For example: 'The jury reached a verdict' is more appropriate than 'the jury reached a decision'.

Tips to Improve a sentence

- **Cause and Effect**

The sentences framed with the words like 'so', 'since', 'as a result of', 'because', 'therefore' hints the cause and effect.

Ex; the child ate an Ice-cream, so, he _____.

- a) Caught cold
- b) Was thrilled
- c) Decided to eat one more
- d) Wanted to buy Ice cream shop.

Tips to Improve a sentence

- **Punctuations**

marks like Colon, Semicolon, Coma, means something more, gives more information.

Ex;

“The politician was acting according to the interests”, of his _____ in his own town.

- a) Participants
- b) Passers by
- c) Supporters
- d) Commitments

Tips to Improve a sentence

- **c) Parts of Speech**

When one is good at identifying the parts of speech in the structure of the sentence, can easily pick the right answer.

Ex;

Shakespeare has gained extra ordinary _____ throughout the world. a) Aggressively

b) Abdicating

c) Momentous

d) Recognition

Applications

- Applicable to personal and professional life.
- Will strengthen the grammar skills of students.
- Will strengthen students' communication skills.
- Students will be able to write better both at college and at workplace in future.

Assessment Pattern

Students are assessed on the basis of the following parameters:

- Hourly Test- 2
- Assignments
- Surprise Test
- Quiz
- Engagement Task
- End Semester Exam

References

- Book Lesikar R.V., Petit J.D., Business Communication, Tata McGraw (2016), New Delhi.
- <https://www.embibe.com/exams/chapter/sentence-improvement/>
- <https://www.gazabnews.com/tense-chart/>

