

**VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT**  
**ENGLISH AND COMMUNICATION SKILL**

**SEMESTER -II**

<b>TEACHING SCHEME</b>	<b>L=3; P/D=2; TA=0</b>
<b>EXAMINATION SCHEME</b>	<b>Theory = 3hours; Marks= 100</b>
<b>PRACTICAL / DRAWING</b>	<b>Internal evaluation marks: 20</b> <b>External evaluation marks: 30</b> <b>Total Marks : 50</b>

**(A) THEORY:**

**1. Spoken English:**

Following communication functions be discussed in Meaningful natural dialogue forms:

Greetings, introductions, making requests, suggestions, invitations, acceptance, refusal, seeking permission, giving a description, stating likes and dislikes, agreeing & disagreeing, stating performances, conversing on the telephone, inquiries & complaints, compliments, encouragement expressing thanks and apologies etc.

(Audio Visual aids could be used for Above)

**2. Written English:**

Business letters – Structures of business letter, essentials of a good business letters.

Letters of inquiry, complaints, and requests etc.

Report writing on general as well as scientific topics. Writing formal speeches for

Occasions like inaugurations, introduction of guest speakers, fare etc. Recording and

Drafting of minutes of meetings.

**(B) PRACTICALS/ DRAWINGS + TUTORIAL ASSIGNMENTS : NIL**

**(C) REFERENCES:**

1. Krishna Mohan and Meera Banerji, “ Developing communication Skills”  
Mc.Millan Co. , Publications 1990.
2. N. Krishnaswami and T. sriram, “Creative English for Communication”,  
Mc.Millan Co., Publication 1992.
3. King & Cree – “ Modern Business Letters”- Orient Lengman Publication.1990.
4. M.I. Joshi, “Lets Talk English”, Gajjar prakashan, Ahmedabad., 1995.

