

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT
M.Sc. (I.T.) [Five Years Integrated Course]
B.Sc. (Information Technology)
1st Semester Syllabus

Effective From July-2003

Paper No : 105

Paper Title : Communication Skills.

[L : 4, P : 0 Hrs]

1. Introduction

- 1.1. Spoken and Conversational skills for Greetings, Requests, Invitations, Permission, Thanks etc.
- 1.2. Paragraph Development
- 1.3. Vocabulary Development

2. Reading Skills

- 2.1. Model of Reading to learn - P.S.O.R.
- 2.2. Reading Tactics and Strategies
- 2.3. Reading Purposes and Meaning
- 2.4. Reading outcomes structure of meaning technique

3. Writing Skills

- 3.1. Guidelines for effective writing
- 3.2. Writing styles for application
- 3.3. Personal Resume
- 3.4. Business Letter and Memo including Requests, Complains asking quotations etc.
- 3.5. Technical Report writing
- 3.6. Writing paragraphs on a given topic.
- 3.7. Developing story from given points

4. Listening Skills

- 4.1. Barriers to listening
- 4.2. Effective listening Skills
- 4.3. Feedback Skills
- 4.4. Attending Telephone calls
- 4.5. Note taking

5. Speaking and Discussion Skills

- 5.1. Components of Effective talk / Presentation
- 5.2. Planning of content of a talk / Presentation
- 5.3. Use of Visual aids
- 5.4. Effective speaking skills
- 5.5. Discussion skills

Main Readings :

1. Handbook of Practical communication skills - Chrisle W. - JAICO
2. Basic Managerial Skills for all - S.J. McGrath. - PHI

Supplementary Readings :

1. Reading to learn - Sheila Smith & Thomas M. - Methuen(London)
2. Communication Conversation Practice - Tata McGraw Hill
3. Communication in English -R P Bhatnagar & R T Bell -Orient Longman
4. Good English - G H Vallins - Rupa & Co.
5. Let's Talk English - M. I. Joshi
6. Essentials of Business Communications - Pat & Sons, - S. Chand