

Consolidated Course Papers for F.Y.B.C.A. (SEM - I & SEM – II)
Academic Year of Implementation: 2020-2021

Course 101: Communication Skills

Course Code	101
Course Title	Communication Skills
Credit	2
Nature of Subject:	Theory Only
Teaching per Week	2 Hrs
Minimum weeks per Semester	15 (Including Class work, examination, preparation etc.)
Review / Revision	June 2020
Purpose of Course	Effective communication is vital for the success in various situations. This course will help students develop and improve English Communication skills.
Course Objective	The objective of this course is to guide/help students in improving their English communication skills.
Pre-requisite	Basic School English
Course Out come	After studying this subject, students will be able to improve their communication skills in English.
Course Content	<p>Unit 1. Introduction</p> <ol style="list-style-type: none"> 1.1. Spoken and conversation for Greetings, Requests, Invitation, Permission, Thanks etc. 1.2. Basic Sentence patterns 1.3. Basic rule of Composition 1.4. Vocabulary Development 1.5. Paragraph Development <p>Unit 2. Fundamentals of Grammar</p> <ol style="list-style-type: none"> 2.1. Agreement between Subject and Verb 2.2. Model Auxiliary 2.3. Active and Passive voice 2.4. Conjunction and prepositions <p>Unit 3. Writing Skills</p> <ol style="list-style-type: none"> 3.1. Guidelines for effective writing 3.2. Writing style of application 3.3. Personal Resume <p>Unit 4. Business Letter and Report Writing Skills</p> <ol style="list-style-type: none"> 4.1. Business letter and Memo including Requests, Complaints, Quotation etc. 4.2. Technical Report writing <p>Unit 5. Speaking and Discussion Skills</p> <ol style="list-style-type: none"> 5.1. Components of Effective talk / presentation 5.2. Planning of content of a talk / presentation

	<p>5.3.Use of Visual aids</p> <p>5.4.Effective speaking skills</p> <p>5.5.Discussion skills</p>
Reference Books	<p>1.Handbook of practical Communication skills – Chrisle W. JAICO</p> <p>2.Basic Managerial Skills for all – S. J. McGrath - PHI</p> <p>3.Reading to learn – Sheila Smith & Thomas M. Methuen (London)</p> <p>4.Communication conversation Practice _ Tata McGraw Hill</p> <p>5. Communication in English – R. P. Bhatnagar & R. T. Bell – Orient Longman</p> <p>6. Good English – G. H. Vallins – Rups & Co.</p>
	<p>7. Let’s talk English – M. I. Joshi</p> <p>8. Essentials of Business Communications – Pat & Sons, S. Chand</p>
Teaching Methodology	Class Work, Discussion, Self-Study, Seminars and/or Assignments
Evaluation Method	<p>30% Internal assessment.</p> <p>70% External assessment.</p>