

# Saurashtra University

Rajkot

Board of Studies in English  
Draft Syllabus  
Bachelor of Computer Application (B.C.A.)  
Foundation Course in English  
Communication Skills  
(Semester I)

In effect from 2016 onwards

## BCA Semester I

Course category:	<b>Foundation Course in English</b>
Title of the course:	<b>Communication Skills</b>
Course credit:	<b>03</b>
Teaching Hours:	<b>45 (Hours)</b>
Total marks:	<b>100</b>
Distribution of Marks:	<b>70 Marks semester end examination</b> <b>30 Marks Internal assessment (CCA)</b>

### Objectives:

The course intends to initiate the students in English language. At the end of the course the students will acquire communication skill essential for every profession. The course intends to initiate the students in communication skills.

### Course content:

Details	Marks
Unit 1: Communication theory 1.2 Communication: Meanings and Explanation 1.2 Definitions and Meaning of Communication 1.3 Process of Communication 1.4 Verbal Communication 1.5 Non-Verbal Communication	15
Unit 2: Corporate communication 2.1 Outward appearance of a corporate letter 2.2 Inward structure of a corporate letter 2.3 Essential qualities of a corporate letter 2.4 YOU attitude	15
Unit 3: Practical letter writing 3.1 Corporate letters 3.2 Official letters	20
Unit 4: Grammar & Vocabulary 4.1 Tenses 4.2 Modals 4.3 Voices 4.4 Vocabulary	20

### Semester end examination:

Ques. No.	Details	Options	Marks
<b>Section A: For regular and external students</b>			
1	Unit 1 Long answer question OR two short notes	1/2	15
2	Unit 2: Short Notes	2/4	15
3	Unit 3: Letter writing (A) Corporate letters (B) Official letters	1/2	10
		1/2	10
4	Objective type (A) Tenses (B) Modals (C) Voices (D) Vocabulary		05
			05
			05
			05

**Recommended reading:**

- 1) Communication Skills by Meenakshi Raman and Sangeeta Sharma, OUP, 2009
- 2) Technical Communication: Principles and Practice by Meenakshi Raman and Sangeeta Sharma, Oxford Uni. Press, 2009
- 3) Business Communication: Basic Concepts and Skills; by J. P. Parikh et. al.; Orient BlackSwan.
- 4) Business Communication; by Rajesh Vishwanathan; Himalaya Publishers
- 5) *Business Communication and Report Writing* by R.C.Sharma and Krishna Mohan, Tata McGraw-Hill Publishing Company Ltd., 2006