

SARDAR PATEL UNIVERSITY
Programme: BBA (GENERAL)
Semester: I
Syllabus with Effect from: June-2011

Theory

Paper Code: UM01FBBA02	Total Credit: 3
Title Of Paper: Communication Skills - I	

Unit	Description in detail	Weighting (%)
I	Text: A Short novel or a play (Not more than 125Pages) Text (Essay type Questions) Text (Short Notes)	17% 08%
II	Grammar Tenses,Modals,Voice Paragraph Writing Expansion of an idea	17% 08%
III	Vocabulary: Phrasal Verbs, Synonyms/Antonyms,Common Idioms, One Word Substitutes	25%
IV	Introducing Business Communication Concepts, Definition & Attributes of Communication Importance of Communication in Business The Process of Communication (Communication Cycle)	25%

Practical:

Paper Code: UM01FBBA02	Total Credit:
Title Of Paper: Communication Skills-I	

Unit	Description in detail	Weighting (%)
I	Listening Comprehension	25%
II	Note Taking/Note Making	25%
III	Individual Speaking	25%
IV	Review Writing (Two Short Stories)	25%

