

**SARDAR PATEL UNIVERSITY**  
**Programme: BCA**  
**Semester: I**  
**Syllabus with effect from: JUNE 2011**

<b>Paper Code: US01FBCA01</b>	<b>Total Credit: 2</b>
<b>Title Of Paper: Communication Skills in English - I</b>	

Unit	Description in detail	Weighting (%)
I	<b>Reading Skills</b> Mechanics of Reading i.e. Eye Movement and Different Reading Styles Issues of Reading Speed and Comprehension Value Reading Gears for different reading purposes Skimming & Scanning Skills Barriers to Effective Reading	25%
II	<b>Listening &amp; Feedback Skills</b> Importance and purpose of Listening. Barriers to Effective Listening. Ways of improving Listening Skills. Giving Feedbacks i.e. Confirmatory and Corrective	25%
III	<b>Writing Skills</b> Form words properly using prefixes/suffixes (See the Appendix) Use Phrasal Verbs (See the Appendix) Writing formal letters of invitation (inviting/accepting/declining), letters of complaint and intimation to civil authorities. Paragraph development i.e. Topics sentence and supporting sentence, attributes of a good paragraph, types of paragraphs. Writing dialogue on given topics	25%
IV	<b>Speaking Skills</b> Use greeting and formulae in everyday conversation Notions and Functions of everyday usage (See the Appendix) Parts of Speech, Types of Sentences, Tenses, Imperatives, Modals, Voice, Determiners, Concord, Interrogation and Negation, basic prepositions Use of Phrasal Verbs Constructions and Registers. Connectives and Linkages (See the Appendix).	25%

**Basic Text & Reference Books :-**

- Meenakshi Raman & Sangita Sharma, Technical Communication; Principles and Practice , Oxford University Press
- Chrissie Wright, Communication Skills, Jaico Publication
- Grant Taylor, English Conversation Practice, New Delhi: Tata McGraw Hill
- R P Bhatnagar and R T Bell, Communication in English, Hyderabad, Orient Longman.
- D Sasikumar and P V Dhamija, Spoken English, New Delhi: Tata McGraw Hill
- M. Farhathullah, Communication Skills for Technical Students
- Champa Tickoo and Jaya Sasikumar, Writing with a Purpose, Chennai, OUP
- David Jolly, Writing Tasks: Authentic task approach to individual Writing needs, Cambridge University Press

