

**SARDAR PATEL UNIVERSITY**  
**Vallabh Vidyanagar**

**US01AENG21: Communication Skills in English – I**  
**(To be Effective from June 2019)**

There will be a Course of 2 credits each in Communication Skills in English in Semester 1, and Semester 2 of BSc (CA and IT) - Integrated titled Communication Skills in English - I (PS01AENG21) and Communication Skills in English - II (PS02AENG21) respectively. These courses will be taught in the practical format with adequate theoretical support and will be taught for 02 hours per batch per week from the academic year 2019-20.

The courses will focus on all the four skills namely Listening, Reading, Writing and Speaking in all the four semesters.

**Aim**

These are practical based courses which aim at helping the course participants to develop their communication skills in English by training them in effectively handling all the four language skills. The learners will be able to listen, speak, read and write English adequately so that they could participate in various activities and perform satisfactorily the different tasks listed below.

**Overall Objectives**

The objectives are to develop abilities

- a) To process information using a variety of media
- b) To use appropriate phrases for performing language functions
- c) To edit, select and present information in a format/ perspective
- d) To listen and reduce information to a point form
- e) To read and to expand from points to paragraph
- f) To predict, comprehend, infer and synthesize information
- g) To question, probe, and arrive at information through discussions, dialogues and interviews.

**B.Sc. (CA & IT) – M.Sc. (CA & IT) Dual Degree - Semester 1**  
**Subject: Communication Skills in**  
**English - I Subject Code: US01AENG21**  
**Credits: 2      Two hours a week.**  
**Marks                      External Exam 50**

**I Reading**

The objectives are to enable the students to

- a) Read for information news features, articles, newspapers and texts
- b) Read to get the overall idea, and comprehend the passage. (See for the text and the Lessons selected from it below)

❖ **Books Prescribed**

1. Corridors to Communication by- Ranu Vanikar (Orient Longman) Units 1 To 5

**II Writing**

The objectives are to enable the students to...

- a) Form words properly using prefixes/ suffixes (See list 4 in the Appendix)
- b) Make correct use of Concord or Subject-Verb Agreement
- c) Write Complaint letter, letter of Invitation / Accepting or Declining the Invitation

❖ Books Recommended

1. Champa Tickoo and Jaya Sasikumar (2000). 'Writing with a Purpose', Chennai, OUP
2. David Jolly (1988). Writing Tasks: An authentic task approach to individual writing needs ( Cambridge University Press)

### III Listening

The objectives are to enable students to listen and understand

1. Short lectures, descriptions, and narrations, rapid talks, passages read aloud
2. Conversations based on familiar situations

❖ Books / Audio-Visual Course Recommended

- 1) Look Ahead (A BBC Course)
- 2) Spoken English—D Sasikumar and PV Dhamija. (With Audio Cassette) (Tata Mcgraw Hill Publication Ltd, New Delhi) (Units 1-13)

### IV Speaking

The objectives are to enable the students to

1. Introduce themselves
2. Describe person, place or situation
3. Use prepositions of place, time and direction correctly

❖ Books Recommended

1. Grant Taylor. English Conversation Practice. (Tata McGraw Hill, New Delhi)
2. R P Bhatnagar and R T Bell (1999) Communication in English, (Orient Longman, Hyderabad)

### Topics to be covered in journal

1. Self-Introduction
2. Tenses
3. Concord or Subject-Verb Agreement
4. Prefixes / Suffixes
5. Telephone Techniques
6. Presentation Skills
7. Letter of Complaint to Civil authority
8. Letter of Invitation / Accepting the Invitation / Declining the Invitation
9. Reading Comprehension
10. Listening Comprehension (Look Ahead – BBC Course)

### Evaluation

|   |                 |
|---|-----------------|
| Viva (5) + Journal (5)                              | 10 Marks        |
| Tenses and Concord or Subject Verb Agreement        | 06 Marks        |
| Prefixes / Suffixes                                 | 04 Marks        |
| Reading Comprehension                               | 10 Marks        |
| Letter of Invitation / Complaint to Civil authority | 10 Marks        |
| Listening Comprehension (Look Ahead – BBC Course)   | 10 Marks        |
| <b>Total</b>  | <b>50 Marks</b> |