

**SARDAR PATEL UNIVERSITY**

**Programme & Subject: B.Sc. (CA & IT) – M.Sc. (CA & IT) Dual Degree  
Semester: II**

**Subject: Communication Skills in English - II**

**Subject Code: US02AENG21**

**Credits: 2 Two hours a week.**

**Marks External Exam 50**

**I Reading**

The objectives are to enable the learners

- A) Read to skim and scan through a passage
- B) Read to get the over all idea, and comprehend the passage

Books Recommended

1. Corridors to Communication --By Ranu Vanikar Orient Longman .( Units 6—10)

**II Writing**

The objectives are to enable the students to

- A. Develop points / ideas into longer composition (Press note / Report Writing)
- B. Write letters of complaint to civil authorities
- C. Write letters of invitation / accepting the invitation / declining the invitation

Books Recommended

1. On We Go (BBC Course)
2. Champa Tickoo and Jaya Sasikumar (2000) Writing with a purpose, Chennai, OUP.
3. 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 to and understand

- A. Narrations, dialogues, talks
- B. Identify language functions.( Please refer to List No. 2 in the Appendix)

Books / Audio-Visual Course Recommended

1. On We Go (A BBC Course)
2. Look Ahead (A BBC Course)

**IV) Speaking**

The objectives are to enable the students to

- A. Use phrasal verbs in communication (Please refer to List No.2 in the Appendix)
- B. Ask questions / make inquiry for variety of purposes

Books / Audio-Visual Course 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. Language Functions
2. Situational Dialogues
3. Phrasal Verbs (From the specified list)
4. Connectives
5. Writing Job Application and Resume
6. Interview Skills
7. Group Discussion
8. Press Notes and Report Writing
9. Note-Taking and Note-Making (On We Go - BBC Course)
10. Project Work

## Evaluation

|   |                 |
|---|-----------------|
| Viva (05) + Journal (05)                            | 10 Marks        |
| Writing Job Application and Resume                  | 10 Marks        |
| Phrasal Verbs                                       | 05 Marks        |
| Connectives   | 05 Marks        |
| Situational Dialogues                               | 05 Marks        |
| Press Note Writing / Report Writing                 | 05 Marks        |
| Note-Taking and Note-Making (On We Go - BBC Course) | 10 Marks        |
| <b>Total</b>  | <b>50 Marks</b> |

NOTE: As mentioned earlier the subject Communication Skills in English - I (US01AENG21) in Semester-1 and Communication Skills in English - II (US02AENG21) in Semester-2 respectively is practical based course. Hence the students will have to submit a journal duly certified by the subject teacher and the head of the department at the time of the external exams at the end of each Semester without fail.

### Enclosures:

Appendix carrying lists of items to be covered in teaching:

1. List of Syntactic Structures
2. List of Notions and Functions of Language
3. List of Phrasal Verbs and Connectives/ Linkages
4. List of Prefixes/ Suffixes

#### Appendix

##### 1. List of syntactic structures

- a) The basic form of sentence structure; the use of high frequency verbs in the pattern appropriate to them.
- b) Personal pronouns.
- c) Basic use of determiners, eg *some, any* etc as noun-modifiers and pronouns
- d) Use of connectives/ linkages(List-3 in the Appendix)
- e) Indefinite pronouns, eg *something* etc
- f) Use of the imperatives; simple present of the verbs; simple past of the regular verbs; and forms *be, have and do*
- g) Norms for the pronunciation and spelling of the 3<sup>rd</sup> person singular, present tense, and of the -ing, -ed forms of regular verbs
- h) Concord of subject and verb, where appropriate, including the 'notional' concord
- i) Use of phrasal verb constructions(See List-3 in the Appendix)
- j) Irregular verbs
- k) Primary use of modals
- l) Basic use of the progressive with appropriate verbs
- m) Basic use of present and past perfect
- n) The passive including structures for making suggestions/ proposals, with appropriate verb patterns
- o) Negation; Yes/No questions and the various types of *Wh-* questions
- p) Basic use of prepositions.

##### 2. List of Notions and Functions

- (a) Accepting and declining invitations
- (b) Ways of acknowledging greetings / receipt of letters
- (c) Offering advices and apologies
- (d) Showing agreement or disagreement
- (e) Expressing cause and effect relations / consequences
- (f) Giving commands / orders
- (g) Making comparisons and showing contrasts
- (h) Ways of expressing doubts

- (i) Talking about duration
- (j) Showing hesitation
- (k) Suggesting likelihood / probability
- (l) Indicating negation
- (m) Asking for and granting permission
- (n) Making requests
- (o) Discussing possibility
- (p) Making predictions
- (q) Showing preferences
- (r) Offering and accepting complements
- (s) Making proposals / suggestions
- (t) Expressing regrets
- (u) Showing / expressing sympathy

### 3. List of Phrasal Verbs

Phrasal Verbs involving the following verbs

|       |       |      |      |      |
|-------|-------|------|------|------|
| Bring | Carry | Come | Cut  | Get  |
| Be    | Do    | Go   | Keep | Make |
| Pass  | Pull  | Put  | Run  | Move |
| Take  | Turn  | Sit  | Have | Set  |

### List of Connectives/ Linkages

Connectives/Linkages

|                |                |                     |                 |                      |
|----------------|----------------|---------------------|-----------------|----------------------|
| Besides        | In addition to | Moreover            | However         | If...then            |
| Unless         | Even           | With a view to      | On the one hand | ...on the other hand |
| Otherwise      | Despite        | In spite of         | Nevertheless    | None the less        |
| Due to         | Since          | So... that          | Such... that    | Though               |
| Therefore      | Although       | As a result         | Whereas         | Provided that        |
| Too... to      | On account of  | Consequently        | Furthermore     | So as to             |
| In order to    | In order that  | Not only...but also | As...as         | No sooner... than    |
| Hardly... when | Even so        | Either... or        | Neither...nor   | Also                 |

### 4. List of Prefixes/Suffixes

Prefixes

|        |        |        |        |  |
|--------|--------|--------|--------|--|
| anti-  | Under- | Auto-  | Fore-  |  |
| Dis-   | De-    | Ex-    | Mal    |  |
| Il-    | Im-    | In-    | Pre-   |  |
| Ir-    | Inter- | Intra- | Re-    |  |
| Micro- | Mega-  | Mis-   | Multi- |  |
| Omni-  | Out-   | Over-  | Hyper- |  |
| Pro-   | Ultra- | Sub-   | Macro- |  |

Suffixes

|       |           |         |        |      |
|-------|-----------|---------|--------|------|
| -able | -acious   | -acy    | -an    | -ant |
| -al   | -ary-     | -ative  | -atory | -ful |
| -less | -fy       | --is(s) | -ion   | -ist |
| -ish  | -ize/-ise | -like   | -ment  | -ous |
| -hood | -ship     | -some   | -ness  | -ure |
| -y    | -or/-er   | -ee     | -ate   | -ity |