

FIRST YEAR B. B. A.
Paper - 5 Communication Skills (English - I)
(Effective from June 1999)

Objective :

To develop the student's abilities to listen, speak, read and write in English adequately and to perform satisfactorily the activities or tasks listed below.

1. Listening :

1. Listening to and understanding short speeches, lectures, rapid talks, passages read aloud or dictated.
2. Listening to and understanding conversation based on familiar situations.
3. Taking notes from short speeches and passage read aloud.

Books and Recorded Materials Recommended :

1. Keep up Your English B B C. (Audio)
2. Meet the Parkers B B C. (Audio)
3. Person to Person B B C. (Video)
4. Standard English Course Linguaphone.
5. On We Go B B C (Video)
6. Spoken English -A Self - Learning Guide to Conversation Practice (Audio) by V. Sasikumar, P.V. Dhamiji.
7. Speeches on Speech part I, II & III Marg Darshan (Video).

Speaking :

1. Greetings and formula of everyday conversation.
2. Polite request, questions, short questions, short answers and question tags.
3. Conversation in familiar situation and on telephone.
4. Participating in group discussion.
5. Short informal talks.

Book Recommended :

1. Taylor, G. TMH edition English conversation practice New Delhi : Tata McGraw-Hill.

3. Reading :

1. Reading for information, reading news features, reading articles and newspapers.

2. Writing :

1. Remedial work in sequence of tenses reported speech concord and pacification.
2. Vocabulary : Work formation and affixation antonyms and synonyms phrasal verbs and structural words.
3. Writing a paragraph of about 150 words from a given topic.
4. Formal letters : Letters to the principles to the editor of a newspapers etc.
Business Letters : Format, layout, essentials of good business letters and.
5. Kinds of business letters : enquiries and replies, quotations, voluntary offers, placing of orders.
6. Close acquaintance with the text prescribed for intensive reading.

N.B : The teacher suggested by assignment on reading and writing will be home.

Books Recommended:

1. Practice English Grammar By A. J. Thomson & A. V. Matrinet
2. Living English Structure By Standard Allen (Longman)
3. A Comprehensive English Language Course By Chandak Chattarji (Orient Longman Ltd.)
4. Modern Business Letters By L. Gartside (ELBS)
5. Principles and Practice of Business Communication By Phoda A. Doctor & Aspi H. Doctor. (A. R. Shetha & Co. Bombay)
6. Business Communication By U. S. Rai & M. S. Rai, (Himalaya Publishing House, Bombay)
7. Essential of Business Communication, By Rajendra Pal & J. S. Korlahalli ((Suman Chand & Sons, New Delhi)
8. A Hand Book of Commercial Correspondence By A. Ashley (O. U. P.)

Scheme of Examination :-

1. The Examination will be conducted in two parts: written and oral-aural. Both will carry equal weightage in internal as well as external examination in the ratio of 70:30.

2. The written examination will be of three hours duration and carry 70 marks.
3. Aural-oral test will comprise of:
 - a. Listening comprehension, note taking, and dictation in-groups.
 - b. Reading aloud and answering questions on books read, assignments done and on general everyday experience.

Note:

1. The teaching work is into lectures and tutorials.
2. Certain topic like conversational English, remedial work on grammar and vocabulary building will be done in tutorials.

Division of marks (Weightage)

1. Written Examination

70marks

The division here will be as follows:

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| 1. Prescribed text | 20 marks |
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"The text prescribed for the purpose is the wreck"

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|---|-----------------|
| 2. authored by Rabindranath Tagore | |
| 3. Grammar Vocabulary building | 20 marks |
| 4. Paragraph Writing | 05 marks |
| 5. Business Letters | 25 marks |
| 2. Aural-Oral Practice Examination | 70 marks |

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| 1. The division here will be as follows: | |
| 2. Listening Comprehension | 20 marks |
| 3. Dictation/Note talking | 20 marks |
| 4. Reading | 10 marks |
| 5. Speaking (a) Individual Speaking | 20 marks |

Note: The total number of marks obtained by a candidate out of 140, that is the total of written and aural-oral examinations shall be divided by two so as to get marks out of 70 at External examination.