

HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN

FIRST YEAR B.C.A.

BCA 105 : Personality Development & Communication Skills

Teaching Scheme (per week)	
Th. (hours)	Pr. (hours)
3	--

Examination Scheme					
INT		EXT		TOTAL	
Th. (marks)	Pr. (marks)	Th. (marks)	Pr. (marks)	Th. (marks)	Pr. (marks)
30	--	70	--	100	--

UNIT: I

[30 Marks]

Grammars and Usage:

1. The Articles
2. Nouns & Pronouns
3. Tenses
4. Auxiliary Verbs (Model Auxiliaries)
5. Questions and Negatives
6. Prepositions Attaches to verbs
7. Vocabulary
Word often to confuse, Abbreviations and Numerals
8. Active & Passive Voice
9. Conjunctions
10. Report Speech
11. Translation

UNIT: II

[30 Marks]

Business Communication:

1. Enquiries and Replies
2. Quotations
3. Voluntary Offers
4. Placing of Order
5. Cancellation of order
6. Complains and Adjustments

UNIT: III

[10 Marks]

General Communication :

1. At the college
2. On the campus
3. Out side the campus
4. At the post-office
5. For business and pleasure
6. Review

Reference Books:

For Unit-1

1. Advanced English for Non-native Learners – Mishara, Jadeja & Joshi (O.U.P.)

2. Contemporary English Grammar, Structure and composition – David Green (Mac Millan)

For Unit-I

1. Essentials of business communication – Rajendra Pal & J. S. Korlahalli (S. Chand & Sons)
2. Modern business correspondence in business English – Barin M. H. Robinson, V .S. Netrakanti (Orient)
3. Business Correspondence & Report – R. C. Sharma & Krishna Mohan

For Unit-III

1. Creative English Communication – N. Krishnaswami and T. Sriraman (Section 1)

Question Paper Scheme:

University Examination Duration : 3 Hours.

Q.1 - Unit-I	(15 Marks)
From Section 1 to 6	
Q.2 - Unit-I	(15 Marks)
From Section 7 to 11	
Q.3 - Unit-II	(15 Marks)
From Section 1 to 3	
Q.4 - Unit-II	(15 Marks)
From Section 4 to 6	
Q 5 – Unit-III	(10 Marks)

Note: Options must be given in all questions.