

H. N. G. University, Patan
M.C.A. (5 Years Integrated) SEMESTER - I
101 : COMMUNICATION SKILLS

OBJECTIVES :

1. To develop communication skills of speaking, reading and Writing.
2. To create awareness for correct usage and to carry out remedial Language work.
3. To expand vocabulary and correct pronunciation.

Unit : 1

[20 Marks]

ORAL COMMUNICATION

- | | |
|-------------------------------|------------------------|
| (1) At the college | (2) On the campus |
| (3) Outside the campus | (4) At the post office |
| (5) For Business and pleasure | (6) Review. |

Unit : 2

[25 Marks]

GRAMMER AND USAGE

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|---|---|
| (1) The Articles | (2) Nouns & Pronouns |
| (3) Tenses | (4) Auxiliary verbs (Model auxiliaries) |
| (5) Questions and negatives | (6) Prepositions attached to verbs |
| (7) Vocabulary words often confused, Abbreviations and Numerals | |
| (8) Active-Passive | (9) Conjunctions |
| (10) Reported speech | (11) Translation |

Unit : 3

[25 Marks]

BUSINESS COMMUNICATION

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|-----------------------------|-----------------------|
| (1) Enquiries and Replies | (2) Quotations |
| (3) Voluntary offers | (4) Placing of orders |
| (5) Cancellations of orders | (6) Complaints and |

Text Book:

For Part-I ORAL COMMUNICATION

Essential English Grammer by Raymond Murphy, 2nd Edition (Cambridge University Press)

Reference Books:

For Part-II GRAMMER AND USAGE

1. Advanced English for Non-native Learners B Mishara, Jadeja & Jishi.(O.U.P.)
2. Contemporary English Grammar, Structure and Composition By David Green.(MacMillan)

For Part-III BUSINESS COMMUNICATION

1. Essentisl of Business Communication By Rajendra Pal and J.S.Korlahalli (S.Chand & Sons)
2. Modern Business Correspondence in Business English Written By Barin M.H.Robinson, V.S.Netrakanti(Orient) Business corospondence & Report By R.C.Sharma & Krishna Mohan.

Examination Scheme:

- (A) 70% External (70 marks out of 100 marks)
 - * 50 marks Theory paper of three Hours.
 - * 20 Marks Oral Examination.
- (B) 30% Internal (30 Marks out of 100 marks)
 - * 20 marks at least two internal test will be conducted by the institute. Finally 20 marks will be manipulated.
 - * 10 marks Oral Examination.