

H.N.G. University, Patan
M.C.A(5 Years Integrated Programme) SEMESTER - VIII
802 : Personality Development and Aptitude Test

Unit : 1 **[20%]**

Aspects of communication skills

Unit : 2 **[20%]**

Writing Skills:

1. Revision of Grammar
2. Writing Essays
3. Comprehension or Precis Writing

Unit : 3 **[20%]**

Business Communication [Written Communication]

- | | |
|-------------|-------------------|
| 1. Minutes | 2. Memo |
| 3. Bio-data | 4. Memorandum |
| 5. Notice | 6. E-mail writing |
| 7. Agenda | 8. Proposal etc. |

Unit : 4 **[20%]**

Aptitude Test preparation

Unit : 5 **[20%]**

[Practical Aspects of the course]

Mock Interview, Group discussion, class-room teaching (Junior Classes), attitude building, team leadership and development of emotional and social intelligence etc.

Reference Books:

1. Developing Communication Skills
Krishna Mohan & Meena Banerji (Mac Millan)
2. A Practical English Grammar
A.J. Thomsen & A.V. Martinet (Oxford India)
3. Comprehension, Precis and Paragraph Writing
By Dr. Shakti Batra (M B D International)
4. A Communicative Grammar of English
Geoffrey Leech & Jan Svartvik (Pearson Education)
5. English Conversation Practice
Grant Taylor (Tata McGraw-Hill)
6. Handbook of Practical Communication Skills
Chrissie Wright (Jaico Publishing House)
7. Communicating for Results
Fruehling R.R. & Lacombe J. M. (AITBS Publishers : New Delhi)
8. Advanced Business Communication
J.M.Penrose, R.W.Rossberry & R.J.Myers(Ed.Thomson,South-Western:Singapore)
9. Business Ethics and Managerial Values
S.K. Bhatiya (Deep & Deep Publication : New Delhi)
10. Living English Structure Standard
Allen (Longman)
11. A Comprehensive English Language Course
Chandak Chattarji (Orient Longman Ltd)
12. A Modern Approach To Verbal & Non-Verbal Reasoning
R.S. Aggarwal (S.Chand & Company Ltd.)
13. Your Interview
K.L. Kumar(S.Chand & Company Ltd.)