

HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATA N

M.Sc. Programme :: Semester - IV

Soft Skill Course in Botany

SBO-401 :: English language communication

Soft Credits: 2

Unit I

Theory of Communication : Definition & process of Communication [3*], Objectives of Communication [6-20**], Barriers to effective Communication [52 -61**]

Structure and layout of letters: Elements of structure, forms of layout, Styles of presentation [19 -33*]

Modern office technology: Computer, Fax, E-mail, Duplication Technology: Duplication, Photo copy, Printing, Storage Devices [110-117*]

Job application and how to make a resume [78-81*]

Unit-II Language Work:

1. Tenses, Preposition, Vocabulary, Confusable s***
2. Comprehension or précis writing.

Reference Books:

****Essentials of Business Communication**

Publisher: S Chand & Sons
By Rajendra Pal and J S Korlahalli
Seventh Revised Edition,
Reprint 1996

***Business Correspondence and Report Writing**

Publisher: Tata Mac. Co. Ltd
By R C Sharma and Krishna Mohan
9th Reprint, 1998.

List of Confusables***

Aboard	Avoid	Cite	Dear	Emigrant
Abroad	Evade	Site	Deer	Immigrant
Accept	Bail	Coast	Defer	Fair
Except	Bale	Cost	Differ	Fare
Access	Berth	Complement	Deficit	Foreword
Excess	Birth	Compliment	Deficiency	Forward
Adapt	Beside	Confidant	Deny	Industrial
Adopt	Besides	Confident	Refuse	Industrious
Addition	Boast	Continual	Depose	Judicious
Edition	Boost	Continuous	Dispose	Judicial
Affect	Carton	Credible	Draft	Loose
Effect	Cartoon	Creditable	Draught	Lose
Alternate	Check	Damage	Eligible	
Alternative	Cheque	Damages	Illegible	

April/May-2013

SBO-401 :: English language communication

Duration: 2 Hrs

Total Marks: **50**

Unit-I

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|-------|--|---------|
| 1. a. | Theory of communication | 6 Marks |
| b. | Structure and layout of letters | 6 Marks |
| c. | Modern office technology | 6 Marks |
| d. | Job application and how to make a resume | 7 Marks |

Unit-II

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| 2. a. | Grammar | 15 Marks |
| b. | Comprehension or précis writing | 10 Marks |
