

B.C.A. Semester – II
BCA-204 : Communication skills- II

Teaching Scheme (per week)		Teaching Scheme (per semester)		Examination Scheme					
				INT		EXT		TOTAL	
Th. (hours)	Pr. (hours)	Total Hours	Credit	Th. (marks)	Pr. (marks)	Th. (marks)	Pr. (marks)	Th. (marks)	Pr. (marks)
4	--	40	4	30	--	70	--	100	--

Unit – I

Writing

[18 Marks]

- Application for job.
- Application for loan.
- Application demanding original documents from office.
- Application for leave.

Unit - II

Grammar

[17 Marks]

- Prepositions.
- Nouns and pronouns.
- Questions and negatives.
- Conjunctions.

Unit - III

Translation and Comprehension

[18 Marks]

- Translation from English into Gujarati or Hindi.
- Comprehension.

Unit - IV

Listening and Speaking.

[17 Marks]

- Dialogues.
 1. At the college.
 2. On the campus.
 3. Out side the campus.
 4. At the post office.
 5. At the hospital.
 6. At the railway station.
- Group discussion.
- Presentations.
- Interview.

Reference books:

1. English Online, Mohanraj & Mohanrah, Orient Longman.
2. The Good Grammar Book Swan M & Catherine Walter, Oxford.
3. English Grammar Composition and Effective Business Communication, Pink and Thomas, S Chand.
4. Business Communication, Meenakshi Raman & Sangeeta Sharma, Oxford.
5. Oxford Business English Dictionary, Oxford.
6. Technical Communication: Principles and Practice, Meenakshi Raman & Sangeeta Sharma, Oxford.

Question Paper Scheme:**University Examination Duration: 3 Hours.**

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|---------------------------------|------------|
| Q.1 - Unit-I | (18 Marks) |
| A. Descriptive/ Long questions. | |
| Q.2 - Unit-II | (17 Marks) |
| A. Objective/ Short Questions. | |
| Q.3 - Unit-III | (18 Marks) |
| A. Descriptive/ Long questions. | |
| Q.4 - Unit-IV | (17 Marks) |
| A. Objective/ Short Questions. | |
| B. Descriptive/ Long questions. | |

Note: All Objective/ Short Questions are compulsory, no option will be given.