

**CS – 04 : TECHNICAL COMMUNICATION SKILL**

English

**Syllabus for B.C.A. Semester: 1**

- SUBJECT: English
- Course Title: English Language and Communication Skills
- Course Code:
- Total Teaching Hours: 45
- Time for Semester End Exam: 2:30 Hours for 70 Marks
- Internal Assessment: Assignment/ presentation/MCQ test: 30 Marks
- Credit: 05
- Total Teaching Hours: 75 Hrs.

**Learning Objectives:**

- To enhance the knowledge of the subject particularly from non-urban areas.
- To make students proficient in English language and subject related terminology.
- To make them able to master in grammar.
- To make them develop the power of understanding the passage critically.

**Detailed Syllabus:**

Unit	Item	Marks	Hours
I	Text: <b><i>Text: The Room on the Roof by Ruskin Bond</i></b>	14	09
II	<b>Basics of Communication:</b> Meaning of communication, Importance of communication, Process of communication, and SevenCs of Communication. Formal and Informal communication, Barriers of Communication and How to Overcome them.	14	09
III	<b>Written Communication:</b> Objectives of written communication, Merits and demerits of written communication, Types of Written Communication. <b>Oral Communication:</b> Principles of effective oral communication, Advantages of oral communication, Disadvantages of oral communication, Types of Oral Communication.	14	09

	<p><b>Interviews:</b> Meaning &amp; Purpose, Art of interviewing, Types of interview, Its Essential Features.</p> <p><b>Project Presentations:</b> Advantages &amp; Disadvantages, Executive Summary, Charts, Distribution of time (presentation, questions &amp; answers, summing up), Visual presentation, Guidelines for using visual aids, Electronic media (power- point presentation).</p>		
IV	<p><b>Grammar:</b> Verbs, adjectives, adverbs, pronouns, tenses, conjunctions, punctuations and prepositions.</p>	14	09
V	<p><b>Language Skills:</b> How to improve Listening, Speaking, Reading, Writing Skills</p>	14	09
Total Teaching Hours			45

### Semester End Examination Pattern

Q.No.	Sub.Q.No.	Type of Question	Instruction	Marks
1	A	One Line Answer Questions/Objective Type Questions(Text)	5 out of 5	05
	B	Short-answer questions (Text)	3 out of 5	09
2	A	One Line Answer Questions/Objective Type Questions(From Unit-2)	5 out of 5	05
	B	Short-answer questions (From Unit-2)	3 out of 5	09
3	A	One Line Answer Questions/Objective Type Questions(From Unit-3)	5 out of 5	05
	B	Short-answer questions (From Unit-3)	3 out of 5	09
4	A	Based on Verbs, adjectives, adverbs, pronouns	7 out of 7	07
	B	Do as directed: Based on tenses, conjunctions, punctuations and prepositions.	7 out of 7	07
5	A	Short answer Questions / Objective Type Questions based on Listening, and Speaking Skills	7 out of 7	07

	B	Short answer Questions/ Objective Type Questions based on Reading and Writing Skills	7 out of 7	07
			Total	70

**Reference:**

1. Technical Communication: Principles and Practice by Meenakshi Raman & Sangeeta Sharma. OUP
2. Principles and Practice of Business Communication by Rhoda Doctor. Sheath publishers
3. A Communicative Grammar of English by Geoffrey Leech & Jan Svartvik. Routledge Publication
4. Spoken English: A Foundation Course by Kamlesh Sadanand and Susheela Punitha (Part I and Part II)

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<b>CS – 05</b>	<b>PRACTICAL – 1 (Based on CS - 01)</b> Programming in C Language	<b>100 Marks</b>
<b>CS – 06</b>	<b>PRACTICAL – 2 (Based on CS – 02 &amp; PC Software)</b> HTML-5, CSS-3, MS - Word, MS - Excel, MS - Power Point, MS-Access and Macromedia Dream weaver	<b>100 Marks</b>
<p><b>Note :</b></p> <ul style="list-style-type: none"> <li>▪ Each session is of 3 hours for the purpose of practical Examination.</li> <li>▪ Practical examination may be arranged before or after theory exam</li> </ul>		