

**2018-19**  
**SEMESTER-I**  
**COMMUNICATION SKILLS IN ENGLISH**  
**BCA/B.Sc IT/ Bio Tech/ B.Sc. Agri(Hn)/BFST/BJMC/B.Sc(Fashion Designing)/B.Mm /BIMT**

**Time: 3 Hours**

**Max. Marks: 50**  
**Theory Marks: 37**  
**Internal Assessment: 13**

**Course Contents:**

**1. Reading Skills:** Reading tactics and strategies; Reading purposes—kinds of purposes and associated comprehension; Reading for direct meanings; Reading for understanding concepts, details, coherence, logical progression and meanings of phrases/ expressions.

**Activities:**

- a) Active reading of passages on general topics
- b) Reading newspaper, articles, editorials etc.
- c) Short questions based on content and development of ideas of a given paragraph.

**2. Writing Skills:** Guidelines for effective writing; writing styles for application, resume, personal letter, official/ business letter, memo, notices etc.

**Activities:**

- a) Personal and business letters.
- b) Converting a biographical note into a sequenced resume.
- c) Writing notices for circulation/ boards.
- d) Making notes of given passage with headings and sub-headings
- e) Writing newspaper reports based on given heading.

**Suggested Pattern of Question Paper:**

The question paper will consist of Seven skill-oriented questions from Reading and Writing Skills. The first 6 Questions carry 5 marks each. The 7<sup>th</sup> Question carries 7 marks. The questions shall be phrased in a manner that students know clearly what is expected of them. There will be internal choice wherever possible.

- i) Comprehension questions of an unseen passage.
- ii) Personal letter Official/Business letters.
- iii) Writing notices/agenda/resolution/ minutes for public circulation on topics of professional interest
- iv) Writing resume or converting a biographical note into resume
- v) Writing news report based on a given heading
- vi) Do as directed Articles Units 69-81  
Conjunctions Units 113-120 (6X5=30 Marks)
- vii) Translation from English to Vernacular (Punjabi/ Hindi) (Isolated Sentences) (1X7=7 Marks)

**Recommended Books:**

1. *Oxford Guide to Effective Writing and Speaking* by John Seely.
2. *The Written Word* by Vandana R Singh, Oxford University Press
3. *Murphy's English Grammar* (by Raymond Murphy) CUP

**2018-19**  
**SEMESTER-II**  
**COMMUNICATION SKILLS IN ENGLISH**  
**BCA/B.Sc IT/ Bio Tech/ B.Sc. Agri(Hn)/BFST/BJMC/B.Sc(Fashion Designing)/ B.Mm /BIMT**

**Time: 3 Hours**

**Max. Marks: 50**  
**Theory Marks: 37**  
**Internal Assessment: 13**

**Course Contents:**

**1. Listening Skills:** Barriers to listening; effective listening skills; feedback skills, attending telephone calls; note taking.

**Activities:**

a) Listening exercises – Listening to conversation, speech/ lecture and taking notes.

**2. Speaking and Conversational Skills:** Components of a meaningful and easy conversation; understanding the cue and making appropriate responses; forms of polite speech; asking and providing information on general topics, situation based Conversation in English; essentials of Spoken English

**Activities:**

a) Conversation; dialogue and speech

b) Oral description or explanation of a common object, situation or concept.

c) Interviews and group discussion

**Suggested Pattern of Question Paper:**

The question paper will consist of Seven skill-oriented questions from Reading and Writing Skills. The first 6 Questions carry 5 marks each. The 7<sup>th</sup> Question carries 7 marks. The questions shall be phrased in a manner that students know clearly what is expected of them. There will be internal choice wherever possible.

- i) Making summary/ précis or paraphrasing of an idea of a given passage.
- ii) Writing a paragraph of expository or argumentative nature of a given topic.
- iii) Interpretation of a given data, chart, diagram etc and making a brief report.
- iv) Transcoding (given dialogue to a prose or given prose to dialogue).
- v) Draft an Advertisement for a given Product.
- vi) Do as directed change of voice Units 42-46 (6X5= 30Marks)
- vii) Retranslation from Vernacular (Punjabi/ Hindi) to English(Isolated Sentences) (1X7 = 7Marks)

**Recommended Books:**

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- 2. *The Written Word* by Vandana R Singh, Oxford University Press
- 3. *Murphy's English Grammar* (by Raymond Murphy) CUP

