

2017-18
KHALSA COLLEGE AMRITSAR
SEMESTER-I
COMMUNICATION SKILLS IN ENGLISH

BCA/B.Sc IT/ Bio Tech/ B.Sc. Agri(Hn)/BFST/BJMC/B.Sc(Fashion Designing)

Time: 3 Hours

Max. Marks: 50
Theory Marks: 30
Presentation: 10
Internal assessment : 10
Lectures /week : 6

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 six skill-oriented questions from Reading and Writing Skills. Each question will carry 5 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. Writing technical report
- 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 (5x1=5 marks) (articles, tenses, pronouns, prepositions, conjunctions, forms of verbs) (6 x5 =30 Marks)

Presentation :-

1. 10 Marks for presentation
2. Topic for presentation will be based on the skills mentioned in syllabus .
3. The Examiner is to be appointed by HOD

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

2017-18
KHALSA COLLEGE AMRITSAR
SEMESTER-II
COMMUNICATION SKILLS IN ENGLISH
BCA/B.Sc IT/ Bio Tech/B.Sc Agri(Hn)/BFST/BJMC/B.Sc(Fashion Designing)

Time: 3 Hours

Max. Marks: 50
Theory Marks: 30
Presentation:10
InternalAssessment:10
Lecture/ week : 6

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 six skill-oriented questions from listening and speaking Skills. Each question will carry 5 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) Write a press note on college activities.
vi) Do as directed (5x1=5 marks) (change of voice, narration, combination of 2 simple sentences into one, subject-verb agreement, using appropriate tense, forms of verbs).
(6X5 = 30Marks)

Presentation :-

- a. 10 Marks for presentation
b. Topic for presentation will be based on the skills mentioned in syllabus .
c. The Examiner is to be appointed by HOD

Recommended Books:

1. Oxford Guide to Effective Writing and Speaking by John Seely.
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