

2018-19
MPA
SEMESTER-III
ID Course: COMMUNICATION SKILLS IN ENGLISH

Time: 3 Hours

Max. Marks: 50
Theory Marks: 40
Internal Assessment : 10

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.
- 2. Writing Skills:** Guidelines for effective writing; writing styles for application, resume, personal letter, official/ business letter, memo, notices etc.
- 3. Listening Skills:** Barriers to listening; effective listening skills; feedback skills, attending telephone calls; note taking.
- 4. 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

Suggested Pattern of Question Paper:

The question paper will consist of EIGHT skill-oriented questions out of which the student is required to answer any FIVE questions. Each question will carry 8 marks. There will be internal choice wherever possible.

- i) Comprehension questions of an unseen passage.
- ii) Personal letter Official/Business letters.
- iii) Writing notices for college activities.
- iv) Writing resume.
- v) Precis Writing
- vi) Paragraph writing
- vii) Agenda/ memo writing
- viii) Do as directed :- articles, prepositions, conjunctions.

(8X5 =40 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