

<b>INSTITUTE</b>	<b>FACULTY OF COMPUTER APPLICATIONS</b>
<b>PROGRAM</b>	<b>BACHELOR OF COMPUTER APPLICATIONS</b>
<b>SEMESTER</b>	<b>2</b>
<b>COURSE TITLE</b>	<b>COMMUNICATION SKILLS</b>
<b>COURSE CODE</b>	<b>05BC3205</b>
<b>COURSE CREDITS</b>	<b>3</b>

**Objective:**

- 1 To know the process of communication and its components.
- 2 To enable students to draft various workplace related documents
- 3 To make students aware of common errors and writing and speaking and ways to overcome them
- 4 To apply their English language skills for different professional purposes

**Course Outcomes:** After completion of this course, student will be able to:

- 1 To know the process of communication and its components
- 2 To comprehend the dynamics of various rules of grammar and check its validation while they speak and write language correctly.
- 3 To use various forms of vocabulary in varied situations in oral and written communication
- 4 To create literature sensibility and learn life skills through it
- 5 To create various workplace related documents in writing
- 6 To apply their speaking skills for various contexts related to workplace communication

**Pre-requisite of course:NA**

**Teaching and Examination Scheme**

<b>Theory Hours</b>	<b>Tutorial Hours</b>	<b>Practical Hours</b>	<b>ESE</b>	<b>IA</b>	<b>CSE</b>	<b>Viva</b>	<b>Term Work</b>
3	0	0	0	30	20	25	25

<b>Contents : Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
1	<b>Dynamics of Communication:</b> Introduction, Definition and process, Barriers, Kinesics, Proxemics, Paralinguistic features	6
2	<b>Grammar</b> Tenses, Tenses-practice, Subject-verb agreement, Subject-verb agreement-practice, Articles, Prepositions	6
3	<b>Vocabulary Building:</b> Prefix and suffix, Synonyms and Antonyms, Foreign words, Idioms and Phrases, practice, practice	6

<b>Contents : Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
4	<b>Enriching Language through Literature</b> How to write poem-explain, Captain! My Captain! by Walt Whitman, Where The Mind Is Without Fear by Rabindranath Tagore, The Road Not Taken by Robert Frost, poem_extra practice-1, poem extra prac tice-2, How to write stroyes -explain , Playing the English Gentleman by Mohandas Karamchand Gandhi, Let's Go Home by KewlinSio, The Meeting Pool by Ruskin Bond, The Bet by Anton Chekhov, A Snake in the Grass by R. K. Narayan, stroy writing practice-1, stroy writing practice-2, stroy writing practice-3	15
5	<b>Writing Practices</b> Report writing, Paragraph writing, Email Etiquettes, Business letters (sales, order, complaint, adjustment, inquiry, recommendation, Business letter(inquiry, recommendation, appreciation), Business letters(apology, acknowledgement, cover letter))	6
6	<b>Speaking Skills</b> Public speaking skill, Group discussion, Presentation skills, Interview skills, presentations practice, revision	6
<b>Total Hours</b>		<b>45</b>

**Textbook :**

- 1 Communication Skills , Sanjay Kumar and PushpLata , Oxford University Press , 2011

**References:**

- 1 Technical Communication:Principals and Practice,, Technical Communication:Principals and Practice,, Meenaxi Raman and Sangita Sharma, Oxford Publication, 2010
- 2 Technical Writing, Presentation Skills and Online Communication: Professional Tools and Insights, Technical Writing, Presentation Skills and Online Communication: Professional Tools and Insights, Greenlaw Raymond, United Naval Academy, USA, 2014
- 3 Perfect Phrases for Office Professionals,, Perfect Phrases for Office Professionals,, Meryl Runion and Susan Fenner, McGraw Hill, 2011

**Suggested Theory Distribution:**

The suggested theory distribution as per Bloom's taxonomy is as follows. This distribution serves as guidelines for teachers and students to achieve effective teaching-learning process

Distribution of Theory for course delivery and evaluation					
<b>Remember / Knowledge</b>	<b>Understand</b>	<b>Apply</b>	<b>Analyze</b>	<b>Evaluate</b>	<b>Higher order Thinking / Creative</b>
20.00	30.00	25.00	15.00	10.00	

**Instructional Method:**

- 1 presentation

**Supplementary Resources:**

- 1 <https://www.collinsdictionary.com/>
- 2 <https://www.poetryfoundation.org/poems/browse>