C. U. SHAH UNIVERSITY,WADHWAN CITY.

Faculty of: **Computer Science**
Course: **Bachelor of Computer Applications**
Semester**: I**
Subject Code**: 4CS01ACS1**
Subject Name: **Communication Skills**

Sr. No	Branch Code	Subject Code	Subject Name	Teaching hours/ Week			Credit hours	Credit Points	Evaluation Scheme/ Semester								Total
									Theory				Practical				
				Th	Tu	Pr			Internal Assessment		End Semester Exams		Internal Assessment		End Semester Exams		
									Marks	Duration	Marks	Duration	Marks	Duration	Marks	Duration	
3	2	4CS01ACS1	Communication Skills	4	--	--	4	4	15(SE) 15(CE)	1Hr.	70	2½ Hrs.	--	--	--	--	100

AIM :

The course 'Communication Skills' is developed and offered with an aim to fulfil the following learning outcomes:
- Understand the different styles of communication
- Understand the effective speaking skills
- Develop effective reading comprehensions
- Understand how to write a good personal profile
- Improve one's presentation skills
- Develop good writing skills.

COURSE CONTENTS

Section- A: Basic Concepts of Grammar

Unit 1
- **Parts of Speech** 3 hrs
  Nouns, Pronouns, verbs, adverbs, adjectives, prepositions, conjunctions, interjections

Unit 2
- **Auxiliaries** 3 hrs
  Simple Auxiliaries & Modal Auxiliaries

Unit 3
- **Determiners** 3 hrs
  Articles & Quantifiers

Unit 4
- **Tenses** 4 hrs
  Past, Present, Future

Unit 5
- **Active Voice / Passive Voice** 3 hrs

Unit 6
- **Direct/ Indirect Speech** 2 hrs

Unit 7

- **Degree of Comparision** 2 hrs

Section- B: Communication Skills
Unit 8

- **Social Skills** 4 hrs
  Introducing Self
  Talking about present & past
  Meeting & Greeting People
  Describing things around you

Unit 9

- **Resume Building** 4 hrs
  Difference between bio-data, Resume, Curriculum Vitae
  Sample of bio-data, Resume, Curriculum Vitae
  Drafting Resume

Unit 10

- **Official (Job) Letters** 4 hrs
  Cover Letter/ Job Application
  Job Acceptance Letter
  Job Resignation Letter
  Leave Application

Unit 11

- **Interview Skills** 4 hrs
  Procedures
  Qualities Observed by the Employer
  Frequently Asked questions
  Practice Interviews

Unit 12

- **Presentation Skills** 4 hrs
  Difference between Presentation & Public Speaking
  Non- Verbal Communication (Body Language)
  Using aids for presentation
  Preparing slides

Unit 13

- **Group Discussion** 4 hrs
  Importance
  Characteristics of successful group discussion
  Class- room Group Discussion

Unit 14

- **Meetings** 4 hrs
  Characteristics/ Features of Meeting
  Participation in Meeting
  Notice for Meeting
  Etiquettes

REFERENCE BOOKS:

1. A High School English Grammar, Wrenn & Martin, S. Chand Publications
2. An Intermediate English Grammar, Raymond Murphy, Cambridge University Press
3. Technical Communication : Principles and Practice, Meenaxi Raman and Sangeeta Sharma, Oxford Press
4. Contemporary Indian Short Stories, Series – I & II, Sahitya Akademi, New Delhi
5. Modern Gujarati Poetry: A Selection, translated by Saguna Ramnathan and Rita Kothari, Sahitya Akademi (EnglishTranslation), New Delhi.
6. Effusions: An Anthology of English Prose and Poetry, ed. by Marathwada University, Oxford University Press,1987
7. Expanding the idea: http://komarajuvenkatavinay.wordpress.com-2009-07-10-how-to-write-do-proverb-expansion-orexapnsion-of-an-idea/

NPTEL COURSE (https://nptel.ac.in/):

1. Communication Skills by Dr. T. Ravichandran
   Course Link: https://nptel.ac.in/courses/109104030