



Faculty of: **Computer Science**

Course: **Bachelor of Computer Applications**

Semester: **I**

Subject Code: **AEC201-1C**

Subject Name: **ENGLISH & COMMUNICATION SKILLS-I**

Sr. No.	Category	Subject Code	Subject Name	Teaching hours/Week			Credit hours	Credit Points	Evaluation Scheme/ Semester								Total
				Th	Tu	Pr			Theory				Tutorial / Practical				
									Continuous and Comprehensive Evaluation		End Semester Exams		Internal Assessment		End Semester Exams		
									Marks	Marks	Marks	Duration	Marks	Duration	Marks	Duration	
5	AEC	AEC201-1C	ENGLISH & COMMUNICATION SKILLS-I	2	-	--	2	2	10	Assignment	25	1	--	--	--	--	50

AIM :

The course ‘Communication Skills’ is developed and offered with an aim to fulfill the following learning outcomes:

- Understand the different styles of communication, understand the effective speaking skills
- Understand how to write a good personal profile, develop good writing skills.

COURSE CONTENTS

- Unit-1: Parts of Speech** (6 Lectures)
Nouns, Pronouns, verbs, adverbs, adjectives, prepositions, conjunctions, interjections
- Unit-2: Auxiliaries** (4 Lectures)
Simple Auxiliaries & Modal Auxiliaries
- Unit-3: Determiners** (5 Lectures)
Articles & Quantifiers
- Unit-4: Tenses** (8 Lectures)
Past, Present, Future
- Unit-5: Communication Skills** (7 Lectures)
Meaning and process of communication
Types of Communication
(verbal and Non Verbal Communication)

Arrangement of lectures duration and practical session as per defined credit numbers:

Units	Lecture Duration (In Hrs.)		Calculation of Credits (In Numbers)		Total Lecture Duration	Credit Calculation
	Theory	Practical	Theory	Practical	Theory+ Practical	Theory+ Practical
Unit – 1	06	00	2	0	06	2
Unit – 2	04	00			04	
Unit – 3	05	00			05	
Unit – 4	08	00			08	
Unit – 5	07	00			07	
TOTAL	30	00	2	0	30	2

Evaluation:

Theory Marks	Practical Marks	Total Marks
50	00	50

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

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

Communication Skills by Dr. T. Ravichandran

Course Link: <https://nptel.ac.in/courses/109104030>