



Faculty of: **Computer Science**

Course: **Bachelor of Computer Applications**

Semester: **II**

Subject Code: **AEC202-1C**

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

Sr. No	Category	Subject Code	Subject Name	Teaching hours/Week			Credit hours	Credit Points	Evaluation Scheme/ Semester								Total
				Th	Tu	Pr			Theory				Practical				
									Continuous and Comprehensive Evaluation		End Semester Exams		Internal Assessment		End Semester Exams		
				Marks	Marks	Marks			Duration	Marks	Duration	Marks	Duration	Marks	Duration		
5	AEC	AEC202-1C	ENGLISH & COMMUNICATION SKILLS-II	2	--	--	2	2	10 10 05	Assignment MCQ Attendance	25	1	--	--	--	--	50

**Objectives:** To improve the communicative ability and to enhance the general conversational skills in different socio-cultural contexts.

**Course Contents**

**Unit 1: Resume Building** **(5 Lectures)**

Difference between bio-data, Resume, Curriculum Vitae Sample of bio-data, Resume, Curriculum Vitae Drafting Resume

**Unit 2: Official (Job) Letters** **(5 Lectures)**

Cover Letter/ Job Application Job Acceptance Letter Job Resignation Letter Leave Application

**Unit 3: Interview Skills** **(5 Lectures)**

Procedures Qualities Observed by the Employer Frequently Asked questions Practice Interviews

**Unit 4: Presentation Skills** **(5 Lectures)**

Effective presentation Skills  
Importance of Body language during presentation  
Using Aids for presentation  
Preparing slides

**Unit 5: Degree of Comparison**

**(4 Lectures)**

**Unit 6: Active-Passive**

**(6 Lectures)**

**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	5	00	2	0	5	2
Unit – 2	5	00			5	
Unit – 3	5	00			5	
Unit – 4	5	00			5	
Unit – 5	4	00			4	
Unit – 6	6	00			6	
<b>Total</b>	<b>30</b>	<b>00</b>	<b>2</b>	<b>0</b>	<b>30</b>	<b>2</b>

**Evaluation:**

Theory Marks	Practical Marks	Total Marks
<b>50</b>	<b>00</b>	<b>50</b>

**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 (English Translation), 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-doproverb-expansion-orexapnsion-of-an-idea/>

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

- Communication Skills by Dr. T. Ravichandran Course Link: <https://nptel.ac.in/courses/109104030>
- Request for Comments (RFC) - IETF - <http://www.ietf.org/rfc.html>