C. U. SHAH UNIVERSITY, WADHWAN CITY.

Faculty of: **Computer Science**
Course: **Bachelor of Science Information Technology**
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
									Theory				Practical				
									Continuous and Comprehensive Evaluation		End Semester Exams		Internal Assessment		End Semester Exams		
				Th	Tu	Pr			Marks	Marks	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			5	
Unit – 2	5	00			5	
Unit – 3	5	00	2	0	5	2
Unit – 4	5	00			5	
Unit – 5	4	00			4	
Unit – 6	6	00			6	
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
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 (EnglishT ranslation), 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