



# C. U. SHAH UNIVERSITY

**FACULTY OF:** Computer Science  
**DEPARTMENT OF:** M.Sc(CA & IT)  
**SEMESTER :** II  
**CODE:** 4CS02TWC1  
**NAME:** Technical Writing and Communication Skills

Sr . No	Subject Code	Subject Name	Teaching Hours/Week				Credits	Evaluation Scheme/Semester						Total Marks
			T H	T U	P R	TOTAL		Theory			Practical			
1	4CS02TWC1	Technical Writing And Communication Skills	5	0	0	5	5	Sessional Exam	University Exam	Sessional Exam	University Exam			100
								Marks	Hrs	Marks	Marks	Hrs	Total Marks	
								50	1.5	50	0	0	0	

- **Objectives:-**
  - To train students in basic fundamentals skills of Communication – LSRW
  - To train students in basic fundamentals skills of Communication – LSRW in English
  - To provide students the value education for better society
  - To make students able to communicate well in the Professional world
- **Prerequisites:-**
  - Students should have basic knowledge of English Language and grammar.
  - Students should have ability to speak and write correct sentences in their day to day language.
  - Students should be familiar with correct usage of language.
- **Course Outline:**

Sr.No	Course Contents	Total No of Hours
<b>1</b>	<b>Paragraph Writing</b> <ul style="list-style-type: none"> <li>• . What is Paragraph?</li> <li>• . Components of Paragraph – Unity, Topic Sentence, Cohesion, Coherence, Adequate Development</li> <li>• . Approaches of Paragraph – Inductive , Deductive &amp;</li> <li>• Expository Approach Types of Paragraph</li> <li>• . Attributes of good paragraph</li> <li>• . Use of Transitional Words</li> <li>• . Expand the idea</li> </ul>	<b>12</b>
<b>2</b>	<b>Listening Skill</b> <ul style="list-style-type: none"> <li>• . What is listening?</li> <li>• . Difference between hearing &amp; listening</li> </ul>	<b>12</b>



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	. Types of Listening . Traits of a good listener (During Lab hours only – Students will perform practical sessions by listening speeches delivered by sapient personalities)	
<b>3</b>	<b>Vocabulary Building</b> Synonyms, Antonyms, One Word Substitute	<b>06</b>

- **Resources:**
- Wise and Otherwise, Sudha Murty, Penguin Books India Pvt. Ltd. Delhi
- An Intermediate English Grammar, Raymond Murphy, Cambridge University Press
- A High School English Grammar, Wren & Martin, S. Chand Publication
- **Reference Reading:**
- Note: To develop the LSRW skills of the students, it is suggested the following texts should be read as reference books.
- Tagore Rabindranath, Selected Short Stories of Tagore Short Stories of R. K. Narayana
- Small articles from daily newspaper: The Indian Express & The Times of India
- Readers Digest, an English Magazine