



# C. U. SHAH UNIVERSITY, WADHWAN CITY

Faculty of: **Sciences and Life Sciences**

Course: **Bachelor of Science (Chemistry)**

Semester: **II**

Subject Code: **AEC202-1C**

Subject Name: **English & Communication Skills II**

Sr. No	Category	Subject Code	Subject Name	Teaching hours/Week		Credits	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
5	AEC	AEC202-1C	ENGLISH & COMMUNICATION SKILLS-II	2	--	2	2	10	Assignment	25	1	--	--	--	--	50	

## AIM

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

## COURSE CONTENTS

<b>Unit 1: Resume Building</b> Difference between bio-data, Resume, Curriculum Vitae Sample of bio-data, Resume, Curriculum Vitae Drafting Resume	<b>(5 Lectures)</b>
<b>Unit 2: Official (Job) Letters</b> Cover Letter/ Job Application Job Acceptance Letter Job Resignation Letter Leave Application	<b>(5 Lectures)</b>
<b>Unit 3: Interview Skills</b> Procedures Qualities Observed by the Employer Frequently Asked questions Practice Interviews	<b>(5 Lectures)</b>
<b>Unit 4: Presentation Skills</b> Effective presentation Skills Importance of Body language during presentation Using Aids for presentation Preparing slides	<b>(5 Lectures)</b>
<b>Unit 5: Degree of Comparison</b>	<b>(4 Lectures)</b>
<b>Unit 6: Active-Passive</b>	<b>(6 Lectures)</b>

## ARRANGEMENT OF LECTURE 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
<b>Unit – 1</b>	5	00	2	0	00	2

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

## EVALUATION

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