



# C.U.SHAHUNIVERSITY, WADHWAN CITY

Faculty of: **Sciences and Life Sciences**

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

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									
				Th	Tu			Pr	Theory				Practical				Total
									Continuous and Comprehensive Evaluation		End Semester Exams		Internal Assessment		End Semester Exams		
									Mark s	Marks	Mar ks	Durati on	Mark s	Duratio n	Mark s	Duratio n	
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	(5 Lectures)
<b>Unit 2: Official (Job) Letters</b> Cover Letter/ Job Application Job Acceptance Letter Job Resignation Letter Leave Application	(5 Lectures)
<b>Unit 3: Interview Skills</b> Procedures Qualities Observed by the Employer Frequently Asked questions Practice Interviews	(5 Lectures)
<b>Unit 4: Presentation Skills</b> Effective presentation Skills Importance of Body language during presentation Using Aids for presentation Preparing slides	(5 Lectures)
<b>Unit 5: Degree of Comparison</b>	(4 Lectures)
<b>Unit 6: Active-Passive</b>	(6 Lectures)

### 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
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	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

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>