



# C. U. SHAH UNIVERSITY

## FACULTY OF SCIENCES DEPARTMENT OF ENGLISH

### COURSE: B.Sc. SEMESTER-IV (All Sciences)

SUBJECT NAME: Communication Skills in English-II SUBJECT CODE: 4SC04CSE1

#### Teaching & Evaluation Scheme:

Teaching hours/week				Credit	Evaluation Scheme/semester							
Th	Tu	Pr	Total		Theory				Practical			Total Marks
					Sessional Exam		University Exam		Internal		University	
Marks	Hrs	Marks	Hrs	Pr	TW							
2	0	0	2	2	30	1.5	70	3	--	--	--	100

#### Objectives:

- To develop them for Interpersonal Skills, with importance of Active Listening and Reading Non-Verbal Cues.
- To compete them in communication skills related to production and presentation of messages in multiple formats.
- To enable and demonstrate their critical thinking skills related to the analysis, interpretation, and criticism of messages.
- To litigate them in skills related to the construction and analysis of argumentation and persuasive discourse.
- To make them display an understanding of multiple theoretical perspectives and diverse intellectual traditions in Communication.
- To compete them in human relational interactions at work place.
- To make them viable to analysis and practice of ethical communication.
- To develop their feasibility for free expression and the responsibilities it entails.

#### 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:

Unit No.	Content In Details Including Its Sub Topics	Minimum Number of Hours		
		Theory	Practical	Total
01	<b>Comprehension skills</b> Selected texts will be given to the students for reading.	04	--	04
02	<b>Fundamental Concepts of Reading</b> Techniques of Reading: Scanning & Skimming Paraphrasing Reading selected text in the class room, where students will explore/express their own views/Ideas.	04	--	04
03	<b>Story Making</b> Basics of Story Making Characteristics of Good Story	03	--	03



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	Types of Stories Forms of story: Oral and Written			
04	<b>Essay Writing</b> Characteristics of good essay Classification of essays Hints on essay writing	02	--	02
05	<b>Informal Report, Circular, Memorandum</b> What is Report? Characteristics of Report Types of Informal Reports Objectives of circular and memorandum Drafting circular and memorandum	04	--	04
06	<b>Official Letters</b> Inquiry, reply, order, execution, complaint, adjustment, etc.	05	--	05
07	<b>Section: B Literature</b> <i>The Guide</i> – R. K. Narayan	08	--	08

### **Resources:**

1. *An Intermediate English Grammar*, **Raymond Murphy**, Cambridge University Press.
2. *A High School English Grammar*, **Wren & Martin**, S. Chand Publication.
3. *Prerequisites of Business Communication*, **Dr. M. N. Padia**, Self-Publication.
4. *Contemporary English Grammar - Structures & Composition*, **David Green**, Macmillan Publishers India.
5. *The Guide*, **R. K. Narayan**, New Delhi: Penguin Books.