

**Kadi Sarva Vishwavidhyalaya, Gandhinagar**  
**BCA Semester I**  
**BCA102 – Part 1 – Language: English**  
**Communication Skills**

**Rationale:**

Communication is a dynamic human activity and must keep pace with people’s life style, business and occupations. As English is considered as a window to the world, it has become an essential part of communication.

The course has been devised which can help the students to develop their linguistic skills- listening, speaking, reading and writing. It also makes them communicate well in English that includes oral as well as written communication. It proves to be an effective and useful tool as it motivates the student to participate in presentation, group discussions, debates etc...

**Learning Outcomes:** The student will be able to ...

- Make them communicate effectively in all the areas of life.
- Consolidate the command of basic words.
- Learn new words as well as the meaning of the new words.
- Get into some of processes of word-formation in English.
- Acquaint students with all the important idiomatic expressions.
- Enrich their vocabulary skills.
- Give them opportunity of creative and imaginative thinking by giving them group tasks and activities.

**Teaching and Evaluation Scheme:**

Sub. Code	Sub. Type	Subject Title	Teaching Scheme		Exam Scheme				
			Cr.	Hrs. / Week	Theory		Practical		Total Marks
					Internal	External	Internal	External	
BCA 102	Language: English	Communication Skills	2	2	15	35	-	-	50

**Course Content:**

**Unit: 1 - Fundamentals of Communication:**

(50%)

- Meaning of communication (Book 3: Pg no.1)
- Process of Communication/Communication Cycle (Book 3: Pg no.9,10)
- 7 C's of Communication (Book 3: Pg no.9,10)
- Barriers to Effective Communication: Semantic barrier and Psychological Barrier (Book 3: Pg no.29)
- Listening: Difference between Hearing and listening, Steps of Listening (Book 3: Pg no.51, 59, 60)

**No. of Lectures: 10**

**Unit: 2 - Types of Communication:**

(50%)

- Verbal Communication–Oral and written communication, its advantages and disadvantages (Book 4: Points to be covered 2.1.1.1- 2.1.2, 2.1.3)
- Forms of Non-verbal Communication: Kinesics, proxemics, Chronemics and paralanguage (Book 3: Pg no.37,39,40)
- Speaking skills: Telephonic Skills, Do's and Don'ts of Telephonic skills
- (Book 3: Pg no.61-64)
- Situational Dialogues: Making inquiries at the bank, post-office, hospital and college
- (Book 3: Pg no. 70-72)
- Reading Comprehension

**No. of Lectures: 10****Reference Books:**

Book 1. Business Communication, Meenakshi Raman & Sangeeta Sharma, Oxford.  
Book 2. Basic Communication Skills for Technology, Andrea Rutherford, Person  
Book 3. Rosily Victor, Communication Skills, Synergy Knowledgeware (Mumbai)  
Book 4. Communication Skills, D.K Chakradev

**Sources Required:**

Projector and speakers in class

**Activities:**

- Speaking Activities: Role Play and communicative activities
- Listening audio
- Giving Self-Introduction & Introducing friends
- Reading paragraph and news

**Question Paper Scheme:**

University Examination	Duration: 1.5 Hours.	Total marks: 35
Q.1-Unit-I & II	Objective / Short Questions	(11 Marks)
Q.2-Unit-I	Descriptive / Long questions	(12 Marks)
Q.3-Unit-II	Descriptive / Long questions	(12 Marks)

Note: Q.2 and Q.3 must have at least 40% Internal Options (i.e. Attempt Any 3 out of 5)

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