

Professional Communication - BCA Semester

Syllabus

Unit 1: Basics of Communication

- Definition, importance, and types of communication
- Process of communication
- Barriers to communication and how to overcome them
- Verbal and Non-verbal communication

Unit 2: Grammar and Vocabulary

- Parts of Speech
- Tenses
- Subject-verb agreement
- Synonyms, Antonyms, Homonyms
- One-word substitutions, Idioms & Phrases

Unit 3: Listening and Speaking Skills

- Listening process and types
- Pronunciation tips
- Group discussion techniques
- Public speaking and presentation skills

Unit 4: Reading and Writing Skills

- Comprehension and précis writing
- Report writing, letter writing (formal and informal)
- Resume and CV writing
- Email etiquette

Unit 5: Business Communication

- Types of business letters
- Circulars, Notices, Memos
- Minutes and agenda of meetings

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- Interview skills and body language

Important Questions

Unit 1: Communication Fundamentals

1. Define communication. What are its essential elements?
2. What are the major types of communication? Give examples.
3. Explain the communication process with a neat diagram.
4. Discuss the barriers to communication and how to overcome them.
5. Differentiate between verbal and non-verbal communication.

Unit 2: Grammar and Vocabulary

6. Write the correct form of the verbs in the following sentences.
7. Fill in the blanks with appropriate prepositions/articles.
8. Give 10 examples of one-word substitutions.
9. What are idioms? Write any 5 with meanings.
10. Correct the following sentences (spot the error type questions).

Unit 3: Listening and Speaking

11. What are the qualities of a good listener?
12. Discuss the process of effective listening with an example.
13. How should you prepare for a group discussion?
14. Write a short speech on "Importance of Communication in Career Development".
15. Explain the importance of pronunciation and clarity in speaking.

Unit 4: Reading and Writing

16. Write a letter to the editor on "The Importance of Online Learning".
17. Draft a report on a cultural event held at your college.
18. Write a résumé for a fresher applying for a software developer job.
19. Write a formal email requesting a recommendation letter from a professor.
20. What are the components of an effective business email?

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Unit 5: Business Communication

21. Write a circular informing employees about a new holiday policy.
22. Draft an agenda for a team meeting on project progress.
23. What are the differences between formal and informal communication?
24. What is body language? How is it important in interviews?
25. Explain the structure and format of a business letter.