

**PARUL UNIVERSITY**  
**FACULTY OF IT & COMPUTER SCIENCE**  
**BACHELOR OF COMPUTER APPLICATIONS (BCA)**  
**COMMUNICATION SKILLS - 1**  
**(SUBJECT CODE: 05193102)**  
**BCA/IMCA- 1<sup>st</sup> Sem**

**Type of Course:** Communication Skills - I

**Prerequisite:** Knowledge of English Language studied till 12<sup>th</sup> standard.

**Rationale:** Basic Communication Skills are essential for all Graduates.

**Teaching and Examination Scheme:**

Teaching Scheme (Hrs/Week)			Credit	Examination Scheme(Continuous Evaluation)					Total
L	T	P		Theory	Practical	Theory	*C.E.	Practical	
2	2	0	4	0	0	0	100	0	100

**L-** Lectures; **T-** Tutorial; **P-** Practical; **C.E.** -Continuous Evaluation

Sr. No.	Topic	Weightage	Teaching Hrs
1	Determiners and Articles	5	2
2	<b>Industry Expectation</b>	2	3
3	Nouns and Pronouns	5	2
4	<b>Motivation</b>	2	3
5	Prepositions	5	2
6	Ice Breaker + Introducing your friend	5	3
7	Pronoun-Antecedent Agreement	5	2
8	Debate	5	3
9	Subject-Verb Agreement	5	2
10	<b>Extempore</b>	5	3
11	Verbs	5	2
12	<b>Tourism Pitch</b>	5	3
13	Lifeboat	5	3

14	Listening skills	5	3
15	<b>Story Mason</b>	5	3
16	Play Teacher	5	3
17	Picture connector	5	3
18	Theory of Communication: 1)Definition and Process of Communication 2)Levels of Communication 3) The Flow of Communication 4)The importance of Technical Communication 5)Barriers to Communication 6)Difference between General and Technical Communication 7)Noise 8)Developing Word Bank: Synonyms, Antonyms, Homonyms, Homophones	5	3
19	Reporter	5	3
20	1)Write a short note to respond to a simple situation or topic (75 to 100 words) 2.Enriching Language through Scientific Literature: (to be selected) 3.Writing Skills (To be asked in theory paper) Picture Description 1stperson description 3rd person description dialogue writing.	6	4
21	Reading :: 1)Reading Fluency 2)Reading Strategies Techniques of reading3)Case Study: Barriers to Communication	5	2

22	Listening Skills:: Listening Ability Hearing and Listening Types ofListening Barriers to Effective Listening Traits of Good Listener Tips for Effective Listening Telephonic Conversation	5	3
	Total	100%	60

**Reference books:**

1.	Handouts on communication confidence
2.	Word Power Made Easy, Norman Lewis, Pocket Books
3.	Understanding and Using English Grammar, Betty Azar & Stacy Hagen, Pearson Education

**Course Outcome: Students will be able to**

1.	Comprehend day to day English
2.	Respond to familiar issues / topics in English
3.	Speak confidently on stage

**Examination scheme in detail:**

	Type of evaluation	Marks
<b>Continuous Evaluation</b>		
<b>Phase 1(3 weeks)- 20 marks</b>	Attendance	5
	Class Participation	5
	Content Evaluation	10
<b>Phase 2(3 weeks)-20 marks</b>	Attendance	5
	Class Participation	5
	Content Evaluation	10
<b>Phase 3(3 weeks)-20 marks</b>	Attendance	5
	Class Participation	5
	Content Evaluation	10
<b>Phase 4(6 weeks)-40 marks</b>	Attendance	10
	Class Participation	10
	Content Evaluation	20
<b>Total(15 Weeks)</b>		100

**Important Note:**

- 1) There will be No Internal or External Exam component for this Subject as there will be continuous evaluation of student's performance and final marks will be reflected directly at the end of the semester in their final mark sheet.
- 2) The student need to maintain minimum 75% attendance in these classes and need to maintain minimum 55% marks in each semester (starting from 1<sup>st</sup> semester) in order to qualify to sit for campus placements in the final year. The decision will be final and no requests or excuses will be entertained later on, for the same.