

**COMMUNICATION SKILLS-I****Course Code: BCU 141****Credit Units: 01****Total Hours: 10****Course Objective:**

The course is intended to familiarize students with the basics of English language and help them to learn to identify language structures for correct English usage.

**Prerequisites:** NIL

Course Contents / Syllabus:							
1.	Module I Essentials of English Grammar				30% Weightage		
	<ul style="list-style-type: none"><li>Common Errors</li><li>Parts of Speech</li><li>Collocations, Relative Pronoun</li><li>Subject-Verb Agreement</li><li>Articles</li><li>Punctuation</li><li>Sentence Structure- ‘Wh’ Questions</li></ul>						
2.	Module II Written English Communication				30% Weightage		
	<ul style="list-style-type: none"><li>Paragraph Writing</li><li>Essay Writing</li></ul>						
3.	Module III Spoken English Communication				30% Weightage		
	<ul style="list-style-type: none"><li>Introduction to Phonetics</li><li>Syllable-Consonant and Vowel Sounds</li><li>Stress and Intonation</li></ul>						
4.	Module IV : Prose				10% Weightage		
	“Friends, Romans, Countrymen, lend me your ears” Speech by Marc Antony in Julius Caesar ❖ Comprehension Questions will be set in the End-Semester Exam						
5.	Student Learning Outcomes: The students should be able to :						
	<ul style="list-style-type: none"><li>Identify Common Errors and Rectify Them</li><li>Develop and Expand Writing Skills Through Controlled and Guided Activities</li><li>To Develop Coherence, Cohesion and Competence in Oral Discourse through Intelligible Pronunciation.</li></ul>						
6.	Pedagogy for Course Delivery:						
	<ul style="list-style-type: none"><li>Workshop</li><li>Group Discussions</li><li>Presentations</li><li>Lectures</li><li>Extempore</li></ul>						
	Assessment/ Examination Scheme:						
	Theory L/T (%)		Lab/Practical/Studio (%)		End Term Examination		
	100%		NA		70%		
	Theory Assessment (L&T):						
	Components (Drop down)		CIE	Mid Sem	Attendance		End Term Examination
	Weightage (%)		10%	15%	5%		70%

**Text:**

- Rosenblum, M. *How to Build Better Vocabulary*, London: Bloomsbury Publication
- Verma, Shalini. *Word Power made Handy*, S. Chand Publications
- High School English Grammar & Composition* by Wren & Martin

**References:**

- K.K.Sinha, *Business Communication*, Galgotia Publishing Company.

**Additional Reading:** Newspapers and Journals