

GUJARAT TECHNOLOGICAL UNIVERSITY

MASTERS IN COMPUTER APPLICATION (Integrated MCA)

Year – I (Semester – I) (W.E.F. JULY 2013)

Subject Name: Communication Skills – I (CS-I) (4410605)

1. Objectives:

- Acquaint the students with the basic concepts of communication
- Development of verbal and written communication skills
- Development of skills for effective presentation
- Learning techniques for effective reading and technical writing
- Learning basics of grammar

2. Prerequisites: None

3. Course Contents:

Sr. No.	Course Content	No. of Sessions (Lecture+ Tutorial)
1	Essentials of Communication Introduction, Overview of Communication, Definition of Communication, Process of Communication, Features of Successful Professional Communication, Importance of Communication, Purpose of Professional Communication, Different Forms of Communication, Communication Network in an Organization, Barriers to Communication, Remedies	[2+1]
2	Developing English Language Skills Introduction to Essentials of Grammar, Parts of Speech, Articles, Modals, Sentences and their Types, Subject-Verb Agreement, Tenses, Moods of Verbs, Active and Passive Voice, Direct / Indirect Speech, Clause and its Types, Using Non-finites, Tag Questions, Punctuations and Capitalization, Common Errors and Misappropriations	[5+5]
3	Listening and Speaking Skills Introduction to Developing Effective Listening Skills, Listening is an Art, Listening vs Hearing, Poor Listening vs Effective Listening, Important Facts about Listening, Advantages of Good Listening, Process of Listening, Types of Listening, Intensive Listening vs Extensive Listening, Barriers to Effective Listening, Five Steps to Active Listening, Techniques for Effective Listening, Listening and Note Taking, Introduction to Non-Verbal Communication, Body Language, Paralinguistic Features, Proxemics, Introduction to Dynamics of Professional Presentations, Combating Stage Fright, Preparing PowerPoint Slides for Presentations, Describing Objects / Situations / People, Individual and Group Presentations, Delivering Just-A-Minute Sessions	[5+5]

4	Reading Skills Introduction to the Art of Effective Reading, Need for Developing Efficient Reading Skills, Benefits of Effective Reading, Speed of Reading, Four Basic Steps to Effective Reading, Overcoming Common Obstacles, Types of Reading, Methods of Reading, Different Types of Passages for Reading Comprehension, Approaches to Efficient Reading, Tips for Effective Reading, Introduction to Reading Comprehension, What Goes Wrong and Where, Employing Different Reading Skills, Understanding the Author's Point of View, Identifying the Central Idea, Inferring Lexical and Contextual Meaning, Employing Discourse Analysis, Worked Out Passages	[5+4]
5	Writing Skills Introduction to Note Making, Note Making vs Note Taking, Making Efficient Class Notes, Methods of Preparing Notes, Useful Tips for Note Making, Introduction to Paragraph Writing, Structure of a Paragraph, Construction of a Paragraph, Features of a Paragraph, Descriptive Writing Techniques, Argumentative Paragraph, Analytical Paragraph, Introduction to Essay Writing, Types of Essays, Characteristic Features of an Essay, Stages in Essay Writing, Components Comprising an Essay, Essay Writing – Guiding Principles	[5+5]

4. Text Book:

1. Sanjay Kumar & Pushplata, "Communication Skills", 1st Edition, Oxford University Press, 2011.

5. Other Reference Books:

1. Meenakshi Raman & Prakash Singh, "Business Communication" Oxford University Press
2. Aruna Koneru, "Professional Communication", McGraw Hill Publication
3. C S Raydu, "Communication", Himalaya Publishing House
4. Hedwig Lewis, "Body Language", Response Books
5. Ashraf Rizvi, "Effective Technical Communication", TMGH Publication
6. Andrea J. Rutherford, "Basic Communication Skills for Technology", Pearson Education
7. Leena Sen, "Communication Skills", PHI
8. Wren & Martin, "High School English Grammar and Composition"

6. Unit wise coverage from Text book:

Unit #	Chapters
Unit 1	Chp. : 1
Unit 2	Chp. : 2, 3, 4
Unit 3	Chp. : 9, 10, 11
Unit 4	Chp. : 16, 17
Unit 5	Chp. : 19, 20, 21

7. Workshops / Skill Labs to be Conducted as part of Tutorials:

- Presentation Skills
- Reading Comprehension
- Paragraph Writing
- Essay Writing
- English Grammar Exercises

8. Accomplishments of the student after completing the course:

- 🕒 Gain an insight into the types of communication
- 🕒 Command on language
- 🕒 Build good body language and communication skills while making presentations in a classroom, or boardroom.