

NIRMA UNIVERSITY
SCHOOL OF TECHNOLOGY, INSTITUTE OF TECHNOLOGY
Revised Supplementary Course Syllabus
 (Revision as per the NU Notification no: NU/AC/AC-181220/3(C)/20-118)
Master of Computer Application (2-Years Programme) Semester-II

L	T	P	C
1	0	1	0

Course Code	3MCASP02
Course Title	Communication skills

Course Outcomes:

At the end of the course, students will be able to -

1. know dynamics of communication skills
2. practice listening, speaking, reading and writing (LSRW) skills and its need
3. apply grammar in appropriate manner during communication

Syllabus:

Teaching Hours: 15

Unit I

Communication Skills: Communication cycle, Types and flows of Communication, Barriers to communication, Non-verbal Communication and Cross-cultural communication.

5

Unit II

Listening Skills: Types of listening, Barriers to effective listening, tips to improve listening skills.

3

Unit III

Professional writing : paragraph, letters, emails, proposals

3

Unit IV

Reading Skills: Intensive and Extensive reading.

2

Unit V

Speaking Skills: Group Discussion, Personal Interview, and Seminar Presentation.

2

Self-Study:

The self-study contents will be declared at the commencement of semester. Around 10% of the questions will be asked from self-study contents.

Laboratory Work:

Laboratory work will be based on above syllabus with minimum 5 experiments to be incorporated that will be considered for evaluation

US Patil


(Signature)

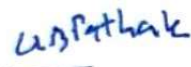
Suggested Readings[^]:

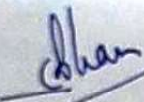
1. Leech Geoffrey and Svartik Jan, A Communicative Grammar of English, Pearson
2. Murphy Raymond, Grammar in Use Intermediate with Answers, Cambridge University
3. Andrea J Rutherford, Basic Communication Skills for Technology, Pearson Business Communication, Lesiker and Petit, McGraw Hill
4. Meenakshi Raman, Sangeeta Sharma, Technical Communication: Principles and Practice, Oxford.

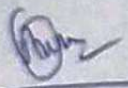
L = Lecture, T = Tutorial, P = Practical, C = Credit

[^] this is not an exhaustive list

I/C 
Section Head-MCA


HOD - Maths


HOD - CSE


Director - IT