

**Nirma University
Institute of Technology
Master of Computer Application
Semester-II**

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Course Code	6CS182
Course Title	Communication Skills

Course Learning Outcomes (CLO):

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

1. know dynamics of communication skills
2. acquire and practice professional writing and speaking skills.
3. develop correct pronunciation and speaking fluency in English

Syllabus:

Teaching Hours:

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, reports	3
Unit IV: Reading Skills: Intensive and Extensive reading.	2
Unit V: Speaking Skills: Group Discussion, Personal Interview, 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.

Tutorial Work:

The tutorial work will be based on the topics covered in the syllabus. One Act plays will be used to teach speaking (paralinguistic) and reading. Writing practices will also be done.

Laboratory Work:

Practices related to tenses, prepositions, word formation/transformation concord, affixes, one-word substitutes, idioms etc. vocabulary building, Presentations and Group Discussions will be done using language lab.

Suggested Readings[^]:

1. Leech Geoffery 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,
4. Lesiker and Petit, Basic Business Communication, McGraw Hill
5. Meenakshi Raman, Sangeeta Sharma, Technical Communication: Principles and Practice, Oxford Higher Education.
6. Gupta Manish, English Bites: My Fullproof English Learning Formula, Penguin.
7. Michael Swan, Practical English Usage, OUP.
8. F.T. Wood, Remedial English Grammar, Macmillan Education.
9. On Writing Well, William Zinsser, Harper Resource Book.
10. Liz Hamp-Lyons and Ben Heasley, Study Writing, Cambridge University Press.
11. Sanjay Kumar and PushpLata, Communication Skills, Oxford University Press.
12. Raymond Murphy, Essential English Grammar: A Self-Study Reference and Practice Book for Elementary Students of English with Answers, Cambridge University Press.
13. Pete Sharma and Barney Barrett, Collins Academic Skills Vocabulary Organizer.
14. Els Van Geyte, Writing Skills B2+. Collins.
15. Sheila Thorn, Real Life Real Listening-Collins.

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

[^]this is not an exhaustive list

