

NOTIFICATION

No. 51 / 2017

Date: 17/06/2017

Subject : Continuation of Prospectus No.20131221 prescribed for B.C.A.Part-I for the Session 2017-18.

It is notified for general information of all concerned that the Prospectus of B.C.A.Part-I (Sem-I & II) bearing No.20131221 prescribed for the Academic Session 2016-17 shall continue for the session 2017-18 along with the following substitutions :

“The syllabi for the subjects ‘1ST6 Communication Skills’ and ‘2ST6 Communication Skills’ prescribed for B.C.A.Part-I (Sem-I & II) printed on page Nos.22 & 28-29 be substituted by the **Appendix-A** appended with this Notification.”

Sd/-
(Dr.A.P.Deshmukh)
Registrar
Sant Gadge Baba Amravati University

Appendix-A

**Syllabus prescribed for Communication Skills
B.C.A. Part I (Sem-I & Sem-II)**

Prose lessons:

- | | |
|----------------------------------|------------------|
| 1. Indra Nooyi a corporate giant | - |
| 2. Good Manners | - JC Hill |
| 3. Steve Jobs | - |
| 4. Playing the English Gentleman | - M. K. Gandhi |
| 5. Toasted English | - R. K. Narayan |
| 6. Why is the Sea Blue? | - G. Venkatraman |
| 7. On Forgetting | - Robert Lynd |
| 8. The Gift of the Magi | - O. Henry |

Poems:

- | | |
|-----------------------------------|-----------------------|
| 1. Money Madness | - D. H. Lawrence |
| 2. Stay Calm | - G. Kleiser |
| 3. Our Strange Lingo | - Lord Cromer |
| 4. A Red Red Rose | - Robert Burns |
| 5. Father William | - Lewis Carroll |
| 6. Father Returning Home | - Dilip Chitre |
| 7. If | - Rudyard Kipling |
| 8. Where the Mind is without Fear | - Rabindranath Tagore |

Grammar: For I Semester & II Semester

- Parts of Speech.
- Suffixes, prefixes
- Do as directed (question tags, change of voice, narration)
- Use of Articles, Prepositions
- Appropriate forms of verbs
- Synonyms and Antonyms

Communication Skills :

For I Sem

- Definition and Kinds of Communications
- Non Verbal Communications
- Forms of Written Communication: i) Job Application, ii) Preparing Curriculum Vitae
- Creative Writing: i) Preparing Advertisement, ii) Composing Messages (notices, agendas, minutes), iii) Situational dialogue
- Report Writing
- Communication theory: importance, process, significance, barriers, model (sender→channel→receiver→feedback)

For II Sem

- Forms of Written Communication (official letters and personal letters)
- Emails, Memoranda
- Group Discussions
- Interviews
- Meetings, Seminars, Conferences
- Paragraph writing

COMMUNICATION SKILL
1ST6 Communication Skill

Time : 2.30 Hours

Total marks : 50

Unit-I : Comprehension and Analytical Ability

Prose Section :

1. Indra Nooyi a corporate giant -
2. Good Manners - JC Hill
3. Steve Jobs -
4. Playing the English Gentleman - M. K. Gandhi

Poetry Section :

1. Money Madness - D. H. Lawrence
2. Stay Calm - G. Kleiser
3. Our Strange Lingo -
4. A Red Red Rose - Burns

Unit-II Grammar, Vocabulary and Language Proficiency

- Parts of Speech.
- Suffixes, prefixes
- Do as directed (question tags, change of voice, narration)
- Use of Articles, Prepositions
- Appropriate forms of verbs
- Synonyms and Antonyms
- Tenses

Unit-III: Forms of Written Communication

- 1) Job Application
- 2) Preparing Resume/ Curriculum Vitae

Unit-IV: Creative Writing (Situational Dialogues, Preparing an Advertisement)

Unit-V: Communication Skills

- 1) Theoretical Background – Importance of Communication, Its process, model of communication, its significance and Barriers.
- 2) Report Writing.

Distribution of Marks.

Maximum Marks : 50

Time : 2.30 Hours

- Q.1 : There shall be two long answer questions based on prescribed prose. Out of these students will have to answer any one (100 words). 05 marks
- Q.2 : There shall be two long answer questions based on prescribed poems. Out of these students will have to answer any one (100 words). 05 marks
- Q.3 : There shall be ten questions of one mark each from Grammar section Parts of Speech, Use of Articles and Prepositions, Tenses, Synonyms and Antonyms, etc. 10 marks
- Q.4 : There shall be four questions on forms of written communication out of these students will have to attempt any two. 10 marks
- Q.5 : There shall be four questions on creative writing out of which students will have to answer any two . 10 marks
- Q.6 : There shall be two short notes on Communication Skills students will have to answer any one. 05 marks
- Q.7 : Personal Response one out of two to be attempted (Paragraph Writing of about 100 words). 05 marks

2ST6 Communication Skill

Time : 2.30 Hours

Total Marks : 50

Unit-I : Comprehension and Analytical Ability

Prose Section :

5. Toasted English - R. K. Narayan
6. Why is the Sea Blue? - G. Venkatraman
7. Forgetting - Lynd
8. The Gift of Magi - O. Henry

Poetry Section :

5. Father William - Carroll
6. Father Returning Home - Dilip Chitre
7. If - Rudyard Kipling
8. Where the Mind is Without Fear - Rabindranath Tagore

Unit-II : Grammar, Vocabulary and Language Proficiency

- Parts of Speech.
- Suffixes, prefixes
- Do as directed (question tags, change of voice, narration)
- Use of Articles, Prepositions
- Appropriate forms of verbs
- Synonyms and Antonyms
- Tenses

Unit-III : Forms of Written Communication

- 1) Official Letters
- 2) Personal Letters

Unit-IV : Creative Writing

- 1) Composing Messages (Emails, Memoranda)

Unit-V : Communication Skills & Paragraph Writing

- 1) Group Discussion and Interviews
- 2) Methodology of Conduction of Meetings, Seminars, and Conferences

Distribution of Marks.

Maximum Marks : 50

Time : 2.30 Hours

- | | | |
|-------|---|----------|
| Q.1 : | There shall be two long answer questions based on prescribed prose. Out of these students will have to answer any one (100 words). | 05 marks |
| Q.2 : | There shall be two long answer questions based on prescribed poems. Out of these students will have to answer any one (100 words). | 05 marks |
| Q.3 : | There shall be ten questions of one mark each from Grammar section Parts of Speech, Use of Articles and Prepositions, Tenses, Synonyms and Antonyms, etc. | 10 marks |
| Q.4 : | There shall be four questions on forms of written communication out of these students will have to attempt any two. | 10 marks |
| Q.5 : | There shall be four questions on creative writing out of these students will have to attempt any two. | 10 marks |
| Q.6 : | There shall be two short notes on Communication Skills, out of these students will have to answer one. | 05 marks |
| Q.7 : | Personal Response one out of two to be attempted (Paragraph Writing of about 100 words). | 05 marks |

List of Reference Books-

1. Intermediate English Grammar, Raymond Morphy, Publisher- Cambridge.
2. Developing Communication Skills, Krishna Mohan & Meera Banargee, Publisher- Macmillan India Limited.
3. A Course in Communication Skills, Dr Madhvi Apte, Publisher-Printice Hall.
4. Spoken English, V. Safikumar & P.V. Dhanuja, Publisher- Tata McGraw-Hill.
5. Advanced Skill in English-Publisher Orient Blackswan

Names of the books & its publisher from where the prescribed prose and poetry pieces are available :

1. A Pathway to Success , board of Editors, publisher Orient Blackswan
2. Literary Landscapes, Board of Editors, publisher- orient Blackswan
3. Visionary Gleam, Orient Blackswan
4. Literary Vistas, Board of Editors, publisher- orient Blackswan
6. New Dawn, An anthology of prose and Poetry, publisher- orient Blackswan
7. A Pathway to Success, New Dawn, An anthology of prose and Poetry, publisher- orient Blackswan
8. Prism Spoken and written Communication Prose and poetry, Board of editors, Orient Blackswan.
9. Radiance, Communication skills, Prose and Poetry, publisher- orient Blackswan
10. Wisdom and Experience: An Anthology for Degree classes- Orient Blackswan
11. Modern Trailblazers, Akshay Dhote, Hitendra Dhote, Orient Blackswan
12. Honey Dew: An Anthology of Prose, Poetry and One-act Plays, publisher - Orient Blackswan
