

Semester –II
Course: B.Sc. (Hons) IT
Paper Code: BSIT-201
Nomenclature: Communication Skills (English)-II

Maximum Marks: 40+10
Time: 3 Hours

Unit-I

Business Communication Skill:- Business Letters: Objectives and importance of business letters, layout of business letter, Seven C's of effective business communication.

Unit-II

Official Corresponding Skill:- Letters of appreciation, reference, appointments, Quotations, placing an order, letter of recommendation, proposals, contracts, brochures, Précis Writing.

Unit-III

Functional Grammar: - Articles, agreement between verb and subject, Tenses, Active and passive voice, Auxiliaries.

Unit IV

Phonetics Transcription: - Introduction to Phonetics, Detailed study of vowels and consonants, Phonetics transcription of single syllabic words, Stress and intonation

NOTE: Any two assignments out of the following to be given for Internal Assessment. PPT, Models, Blogs, Animation, Short Film, Short Documentary, Audio Clip, Video Clip. Models of communication displayed through charts, diagrams, graphs, posters, sketch, painting.

Reference Books:

1. Super text book on English Language, communication skills, by Jindal Gautam and Siken Sharma.
2. Basic Communication Skills for Technology, by Rutherford & J. Andrea.
3. Handbook of Practical Communication Skills, by Wright & Chrissie.
4. Communication Skills and Functional Grammar, by Sadhna Gupta.

Note:

1. Syllabus in each Theory Paper is divided in 4 units.
 - I. A Student is required to attempt 5 questions in all.
 - II. Question No 1 is compulsory, consisting of short answer type questions based on all the 4 units.
 - III. Two questions will be set from each unit. A student is required to attempt one question from each unit.
 - IV. All questions carry equal marks.
2. Use of simple calculator is permissible.
3. Instructions should be imparted using SI system of units. Familiarity with CGS system of units should also be ensured.
4. Distribution of Marks: 40+10*= 50.
* Each question paper will be of 40 marks and 10 marks in each theory paper are awarded through internal assessment in each semester.
5. Work load – 3 periods per week per theory paper.