

## **CVM University**

### **Syllabus of Functional English for BCA (General and Honours)**

**Course: BCA - Semester 1**

**Subject: Communication Skills in English - I**

**Subject Code: UG01ABCA01**

**Credits: Two (Two hours per week)**

**Evaluation: Internal 40 Marks & External 60 Marks**

#### **Course objectives:**

The objectives of this course are to enable students to...

- a)** Introduce themselves, describe person, place or situation,
- b)** Use subject-verb agreement appropriate
- c)** Read for information news features, articles, newspapers and texts
- d)** Read to get the overall idea, and comprehend the passage.
- e)** Use tenses correctly for communicative purpose
- f)** Write leave application, apology and request letters
- g)** Write paragraphs by developing points
- h)** listen and understand short lectures, descriptions, and narrations

#### **Topics to be covered in journal**

1. Self-Introduction, Describing Objects / Scene / People
2. Tenses
3. Concord or Subject-Verb Agreement
4. Wh- Questions
5. Modal Auxiliaries
6. Active and Passive Voice
7. Letter of request and apology, Leave Application
8. Letter of Invitation / Accepting the Invitation / Declining the Invitation
9. Reading Comprehension
10. Listening Comprehension (Look Ahead – BBC Course)

#### **❖ Books / Audio-Visual Courses recommended**

- 1.** *Corridors to Communication* by- Ranu Vanikar (Orient Longman)
- 2.** Champa Tickoo and Jaya Sasikumar (2000). '*Writing with a Purpose*' ,Chennai, OUP
- 3.** David Jolly (1988). *Writing Tasks: An Authentic Task Approach to Individual Writing Needs* (Cambridge University Press)
- 4.** *Look Ahead –* (Audio-Visual BBC Course)
- 5.** *Spoken English*—D Sasikumar and PV Dhamija. (Tata Mcgraw Hill Publication Ltd, New Delhi) (Units 1-13)
- 6.** Grant Taylor. *English Conversation Practice*. (Tata McGraw Hill, New Delhi)
- 7.** R P Bhatnagar and R T Bell (1999) *Communication in English*, (Orient Longman, Hyderabad)