



GUJARAT TECHNOLOGICAL UNIVERSITY
Master of Science. (Integrated-Computer Science)

Semester: I

Subject Name: Communication Skills

Subject Code: 1310501

Teaching and Examination Scheme:

Teaching Scheme			Credits	Examination Marks				Total Marks
L	T	P		Theory Marks		Practical Marks		
			ESE (E)	PA (M)	ESE (V)	PA (I)		
2	2	0	4	70	30	0	0	100

Content:

Sr. No.	Content	Teaching Hours	Module Weightage (%)
1.	Oral Communication At the college, on the campus, outside the campus, at the post office, for business and pleasure, review	04	20
2.	Grammar And Usage The Articles, (Nouns & Pronouns Tenses, Auxiliary verbs (Model auxiliaries) (Questions and negatives, Prepositions attached to verbs	06	25
3.	Grammar And Usage Vocabulary words often confused, Abbreviations and Numerals Active-Passive, Conjunctions Reported speech, Translation	06	25
4.	Business Communication Enquiries and Replies, Quotations	02	05
5.	Business Communication Voluntary offers, Placing of orders Cancellations of orders, Complaints	06	25

Reference Books:

For Part-I Oral Communication

1. Essential English Grammar by Raymond Murphy, 2nd Edition (Cambridge University Press)

For Part-II Grammar And Usage

1. Advanced English for Non-native Learners B Mishara, Jadeja & Jishi.(O.U.P.)
2. Contemporary English Grammar, Structure, and Composition By David Green.(MacMillan)

For Part-III Business Communication

1. Essential of Business Communication By Rajendra Pal and J.S.Korlahalli (S.Chand & Sons)
2. Modern Business Correspondence in Business English Written By Barin M.H.Robinson,
3. V.S.Netrakanti(Orient) Business correspondence & Report By R.C.Sharma & Krishna Mohan



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Course Outcomes:

After learning the course, the students should be able to:

1. Understand that how to improve writing skills and level of readability
2. Understand the skills needed when writing a business document
3. Understand practical use of English in day to day communication
4. Understand business etiquette and its importance in communication

