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**GOVT. COLLEGE FOR WOMEN, PARADE GROUND JAMMU**

**Communicative English Skills  
For MCA  
Semester – II (Under CBCS)**

Course Title: Communicative English Skills

Course Code: PGCFS1

Credits : 4

Maximum Marks : 100

Semester End Examination : 80

Internal Assessment test : 20

Duration of Exam: 2hrs

**Detailed syllabus to be held in the year 2018, 2019, 2020.**

**Course Objective:**

The objective of this paper is to enhance the communicative skills of the students and to improve their four basic language skills in English.

**Unit – I**

**Introducing communication:** Communication cycle, communication media, verbal and non-verbal communication, face to face communication, formal and informal communication and barriers to communication.

**Unit - II**

**Writing Skills:** Report writing, writing a proposal, CV writing, book review and summary making.

**Unit – III**

**Speaking skills:** Vowels, diphthongs, consonant, consonant clusters, syllable and word stress, sentence rhythm and weak forms, intonation(falling, rising and falling-rising tones), conversations (formal informal and telephonic).

**Unit – IV**

**Reading and listening skills:** Reading and reading comprehension, types of reading; skimming, scanning, intensive and extensive reading. Listening and hearing, the listening process and types of listening.

**Mode of Examination**

**Internal Assessment: 20 marks**

**External Semester End Examination: 60 marks**

The Paper will be divided in to four sections. Each section will have two questions and each question will be of 10 marks.

**Section – A:**

Section A will have two questions from unit – I with internal choice. (2x10=20)

**Section – B:**

Section - B will have two questions from unit – II with internal choice. (2x10=20)

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**Section – C:**

Section – C will have two questions from unit –III with internal choice. (2x10=20)

**Section – D:**

Section – D will have two questions from unit - IV with internal choice. (2x10=20)

**Suggested Reading**

Barker, Larry. *Communication*

Greller , Francoise. *Reading Skills*

BalaSubramanian, T. *Text Book of English Phonetics for Indian Students*

Goel