

Course : BCA

Semester : II

Sub Code : 2BCA5(B) Only For Foreign Students

Subject Name : English Language & Skills

UNIT	Lectures	Practical's	Workshops	Demo	Field Visit	Total Hours	Remarks
Unit - I Punctuations, Common errors, Analysis and Corrections, Syntax, Spelling rules. Phonetics: Organs of Speech, Speech Mechanism, Speech Sounds, Phonetics Symbols.	8					8	
Unit - II Change of Narration - Assertive Sentences (statement) Interrogative Sentence, Imperative Sentences (command, request and advice), Exclamatory Sentence (joy, sorrow, wonder etc.), Optative Sentence (wish, prayer etc.)	8					8	
Unit - III Letter-Writing - Social Letters, Friendly Letters, Business Letter, Official Letters, Letters of Application, Letters to News Papers.	8					8	
Unit - IV Report Writing - Observation report, Survey report, report of trouble, Laboratory report, Project Report, Vocabulary, Presentations, Demonstrations. Conversation - Telephone media, socializing, cultural events, debates, speech.	8					8	
Unit - V Language and Skill of communication -Linguistic techniques, modern usages Reading comprehensions, English phonetic symbols/signs, Oral Presentation, Audition communication, process of communication, verbal and non-verbal communication, Barriers to communication.	8					8	
TEXT & REFERENCE BOOKS: <ul style="list-style-type: none">• Living English Structure - By W.S. Allen, Longmans• Business Correspondence and Report Writing - By Sharma, TMH• English Grammar & Composition - By Wren & Martin• Intermediate English Grammar -By Raymond Williams							