Bibliography
Bibliography


Webliography
Webliography


- www.everyday English com.


- www.dauniv.ac.in
Appendices
Appendices

- Questionnaire for English Language

- Syllabus of English Language, Communication Skills and Business Communication, prescribed in different professional courses.
B.A. LL.B. (HONS.) PART I  
SEMESTER I  
PAPER I  
ENGLISH

Unit I

Grammar

1. Simple, compound, complex sentences.
2. Tense
3. Phrase and Clause
4. Active Passive
5. Positive-Negative
6. Interrogative
7. Reported Speech
8. Conditionals

Unit II

Grammatical Usage
1. Transformation of sentences
2. Spotting Common Errors

Unit III

Communication Skills

1. Short responses in communication
2. Use of question tags in communication

Unit IV

Correspondence

1. Formal correspondence
2. Informal correspondence
Unit V

Composition Skills

1. Note Taking
2. Paragraph writing

Select Bibliography
1. Wren and Martin ‘English Grammar’
2. J.S. Allen ‘English Grammar’
3. J.C. Nesfield ‘English Grammar’

English Glossary:

Vidhi Sahitya Prakashan, Ministry of Law, New Delhi.
B. B. A. Course  
Business communication BB 201

Objective:

to generate understanding of communication process and develop communication skills among the students.

Scheme:

20 marks for internal evaluation. The assessment shall be done on the basis of test, case and assignments. External examination shall be of 80 marks for two sections section A & B. The section A shall have 6 questions, questions shall be of logical and analytical type. Emphasis shall be on real life situation based questions rather direct theory based questions. Out of 6 questions 4 shall be solved for 64 marks and there shall be a case for 16 marks in section B.

Syllabus

UNIT I

Communication

Defining communication, Process of communication, Communication Model, Objectives of communication, Principles of communication, Importance of Business communication, Importance Feed back,

UNIT II

Channels of communication, Types of communication, Dimensions of communication, Barriersto communication Verbal, Non-Verbal, Formal, Informal communication.
UNIT III


UNIT IV

Employment Messages Writing Resume, Application letter, Writing the opening paragraph, Writing the closing paragraph, summarizing

UNIT V

Spoken skills Conducting Presentation, Oral presentation, Debates, Speeches, Interview, Group Discussion, English Pronunciation, Building Vocabulary.

UNIT VI

Barriers to Effective Communication and ways to overcome them, Listening: Importance of Listening

Types of Listening, Barriers to Listening and overcoming them, Listening situations, Developing Listening Skills,

Text Books

1. M.K. Sehgal
   Managerial communication,
   Excel Books, 2010

2. Rohini Aggarwal,
   Business Communication, Organisation Management,
   Taxmann, 2010

3. P.D. Chaturvedi,
   Business Communication Concepts Cases & Applications,
   Pearson Education

4. Abha Sharma Remedial English, Acme Learning

5. Shalini Sharma
Concepts of professional Communication, Acme Learning

6. Penrose,
   Business Communication for Managers, 5th edition, Cengage Learning, India

**B. B. A. Course**

English BB 205

Course Objectives:

The objectives of the course are to enable students to learn and to have a good working practice of English.

Scheme:

The faculty member will award marks out of a maximum of 20 marks for the internal performance of the student. The semester examination will be worth 80 marks. The Students are required to attempt 5 Question out of 7 Questions. All Questions carry equal Marks.

Syllabus

(A) Prose (A. G. Gardiner)

1. On Saying 'Please'
2. On Habits
3. On Courage
4. On Fear
5. On Keyhole Morals.

(B) Poetry

1. On His Blindness - John Milton
2. It is not Growing Like a Tree - Ben Jonson
3. Elegy Written in a Country Churchyard – Thomas Gray

(C) English Grammar & Usages
(D) Concord; Agreement of the verb with its subject, structure of sentence, Element of a series, Active & Passive Voice, Reported Speech

(E) Paragraph Writing

(F) Preci-Writing

(G) Letter & Application – Writing

(H) Essay Writing

Text Books:


2. Solomon Ambuchelvan, What is what of English, Acme Learning

3. Deepshikha Jain, Communicative English Parshva Publishers

4. Rajshri Dewan, English and Business communication Acme learning
M. B. A. Course
15FT-107C BUSINESS COMMUNICATION

COURSE OBJECTIVE

The objective of the course is to help the students to acquire the basics of interpersonal communication, corporate communication and soft skills, so as to improve their communication skills and ability to understand others along with the personality development as per the requirement of the corporate world.

EXAMINATION

The faculty member will award internal marks out of 20 (8 for Tests and 12 for class participation). The semester examination carrying 80 marks will have two sections A and B. Section A worth 60 marks will have 6 theory questions out of which students will be required to attempt any four questions. Section B carrying 20 marks will contain one or more cases.

Cases prescribed below are only for class room discussion and internal evaluation and not for end semester examinations

COURSE CONTENTS

I. Basics of Communication

• Defining Communication.
• Distinguishing between Business Communication and General Communication.
• Process of Communication explained through various Models; Importance of Feedback.
• Purpose of Organizational Communication.
• Introduction to Corporate Communication.

2. Communication Networks

• Channels of Communication - Formal: Upward, Downward, Lateral.
  Informal: Grapevine; Advantages and Disadvantages of the grapevine.
• Comparing Formal and Informal Channels for Communication Situations.
• Principles of Effective Communication.
• Verbal Communication: using words, addition and obsolescence of words from the dictionary, Language as a tool for Communication.
• Non-Verbal Communication: Importance of non-verbal communication, Kinesics, Proxemics, Paralanguage.
• Cultural differences in Non-Verbal Behaviour.

3. Factors affecting Communication

• Barriers to Effective Communication and ways to overcome them.
• Listening: Importance of Listening

Types of Listening

Barriers to Listening and overcoming them
Listening situations
Developing Listening Skills.
BBA (Full-Time)
Second-2nd-II Semester Curriculum/ Syllabus
Business communication Syllabus

Business communication [BB 201] Syllabus

UNIT-I Communication-Defining communication, Process of communication, Communication Model, Objectives of communication, Principles of communication, Importance of Business communication, Importance Feed back,

UNIT II Channels of communication, Types of communication, Dimensions of communication, Barriers to communication Verbal, Non-Verbal, Formal, Informal communication.


UNIT IV Employment Messages Writing Resume, Application letter, Writing the opening paragraph, Writing the closing paragraph, summarizing
UNIT V Spoken skills Conducting Presentation, Oral presentation, Debates, Speeches, Interview, Group Discussion, English Pronunciation, Building Vocabulary.

UNIT VI Barriers to Effective Communication and ways to overcome them, Listening: Importance of Listening, Types of Listening, Barriers to Listening and overcoming them, Listening situations, Developing Listening Skills.

Text Books
4. Abha Sharma Remedial English, Acme Learning
5. Shalini Sharma Concepts of professional Communication, Acme Learning

Objective: to generate understanding of communication process and develop communication skills among the students.

Scheme: 20 marks for internal evaluation. The assessment shall be done on the basis of test, case and assignments. External examination shall be of 80 marks for two sections section A & B. The section A shall have 6 questions, questions shall be of logical and analytical type. Emphasis shall be on real life situation based questions rather direct theory based questions. Out of 6 questions 4 shall be solved for 64 marks and there shall be a case for 16 marks in section B.
M. B. A. Course
FT-106C ORGANIZATIONAL BEHAVIOUR AND PROCESSES

Course Objectives
Objective of this course is to help students to understand human Behavior in organizations at cross cultural level so that they improve their managerial effectiveness.

Examination

The faculty member will award internal marks out of 20 (8 for Tests and 12 for class participation). The semester examination carrying 80 marks will have two sections A and B. Section A worth 60 marks will have 6 theory questions out of which students will be required to attempt any four questions. Section B carrying 20 marks will contain one or more cases.

Cases prescribed below are only for classroom discussion and internal evaluation and not for end semester examinations

Course Contents
1. Foundations of Individual Behavior:

The organization and the individual: Personality: Determinants and Attributes, Job Attitudes, Learning and Learning Theories, Perception, Cross cultural issues in OB.

Case: Right Man, Wrong Job?

2. Motivation:
Definition and concept, theories of motivation- Maslow’s Hierarchy of Needs, Herzberg’s Two Factor theory, ERG theory, Vroom’s Expectancy theory, Equity theory, Reinforcement theory and Behavior Modification.

Case: Frustrated at age 30.

3. Foundations of Group Behavior:

Defining and Classifying Groups, stages of group development, Group Structure, Group Processes, Group Dynamics, Group v/s Team, Team Effectiveness. Group and Intergroup Relations.

Case: A virtual team at Nanavati Associates.

4. Leadership:
Nature and Significance of leadership, leadership in different cultures, leadership theories and Styles:

Trait theories, Behavioral theories-- Ohio State Studies, Michigan Studies, and Managerial Grid.

Contingency theories-- Fiedler’s Model, Hersey and Blanchard's Situational theory, Path Goal theory, emotional intelligence and leadership effectiveness, Recent Development in Leadership Theory.

Case: Narayanmurthi and Infosys

5. Conflict and Negotiation

ENGLISH

COURSE CODE- MFT -5101
Semester-I

COURSE OBJECTIVE:

(i) Give practice to learners, reading, listening and writing skills
(ii) Systematically strengthen the understanding and use of the language
(iii) Familiarize students with functional use of grammar

COURSE CONTENTS:

Unit 1: PROSE WORK

(i) Tryst With Destiny – Jawaharlal Nehru
(ii) Delhi In 1857- Mirza Ghalib
(iii) The Heritage of Indian Art – Kapila Vatsyan
(iv) The portrait Of A Lady – Khushawantsingh
(v) Raja’s Diamond – R.l Stevenson

Unit 2: Poem

(i) Where the mind is without fear – Ravindranath Tagore
(ii) A Song of kabir- Translated by Tagore
(iii) Elegy on the country churchyard – Thomas Gray

Unit 3: Letter writing

– Elements of a letter, essential & optional, basic letter formats, Planning, organizing & writing business letters

Unit 4:

Reading Comprehension

Unit 5: Grammar

– phonetics, Direct/indirect speech, Active & voice, modals

716 -Business Communication

Objective:
The objective of this paper is to develop effective communication skills and an impressive personality.

1. Introduction: Defining Communication, Process of communication, Principles of effective communication, importance of business communication, importance of feedback.

2. Factors affecting communication: Perception and reality, Physical, Mechanical and Psychological barriers to communication, Effective listening – Types and Essentials of effective listening.


5. Employment Messages: Writing Resumes: Controlling the format and style, tailoring the content, choosing the best organizational plan, writing the perfect resume.

Application letters: writing the opening paragraph, summarizing the key selling points, writing the closing paragraph.

6. Reports and Proposals: Using reports and proposals as business tools, completing and writing reports and proposals.


8. Presentation

B. C. A. Course
I Semester Curriculum/ Syllabus
2011-12 Academic Year Onwards

English – Syllabus

English [BCA – 106] Syllabus /Course contents

Scheme For Examination:

UNIT – I: Short-answer question.
UNIT – II: Reading Comprehensive and vocabulary.

UNIT – III: paragraph writing.

UNIT – IV: Letter Writing (both formal & informal)

UNIT – V: Grammar(20 Items from the prescribed text book to be asked and 15 to be attempted)

Structural Items:

1. Simple. Compound and complex sentences

2. co-ordinate clauses (with, but, or, either-or, neither-nor, otherwise or else)

   i) subordinate clauses-noun, clause-as, subject object and complement: Relative clauses (restrictive and non-restrictive clauses): adverb Clauses(open and Hypothetical conditional with because, thought, here, so that, as soon as)

   j) comparative clauses (as+=adjective/adverb + as-no sooner…..Than)

Tenses:

i. Simple present, progressive present perfect

ii. Simple past, progressive and past perfect

iii. Indication of futurity: The passive (Simple present and past, present and past perfect and to infinitive structure) reported speech: i) declarative sentences, ii) imperatives, iii) Interogative-wh-question. Exclamatory sentences

iv. Modals (Will, Shall, Should, Would, Ought to, have to/ have got to, Can-could, may- might and need) Verb structures (infinitives and gerundial), Linking Devices
Note: The above language items will be introduced to express the following communicative functions:

a) seeking and imparting information.

b) Expressing attitudes - intellectual and emotional.

c) Persuasion and dissuasion etc

B. E. I Year

Technical English

Course Objectives: To develop the English communication skills in terms of reading, writing and understanding of engineering terms with the improved technical English and to be able to express the technical ideas.

Prerequisite(s): nil
COURSE OF CONTENTS

Unit-I

Basic of Technical Communication: Concept and Process of Communication; Forms of Communication: Verbal and Non-Verbal; Technology-Enabled Communication; Barriers to Communication; Essentials of Effective Communication; Nature and Dimensions of Technical Communication; Identifying & Defining Audiences for Technical Communication; Types of Communication ranked by importance to Engineering Practice; Language tasks performed by Technical Professionals.

Unit-II

Professional Correspondence: Qualities of Professionals Correspondence: Goodwill Techniques; Types of Correspondence: Letters, Memos, Transmittal Correspondence, E-Mail.


Memos: Components of a Memo; Organization, Development, Language and Tone of a Memo; Memo Formats; Types of Memos: Status Memos, Negative Memos, Personal Memos, Memos of Transmittal. Employment Communication: Writing Job Application Letters; Designing Resumes; Organization Approaches to Letters of Application and Resumes; Follow-Up Correspondence.

Unit-III


Communicating Through Reports: Essentials of Good Report Writing; Classification of Reports; Planning, Organizing, and Writing the Report: Report Formats: Formal and Informal (Short and Long); Structure and Formatting of Short Informal Reports and Memo Reports.

Unit-IV

Reading Comprehension: Reading Styles for Technical Professionals; Skimming a Passage to abstract relevant ideas and information; Skimming Memos. Letters and Reports, Rewriting a “Receptive Passage” as a “Skim Passage”; Scanning a Passage for specific information; INFERENTIAL COMPREHENSION: Understanding

Logical Relationships (Cause-Effect, Rule-Illustration, Data-Conclusion.); Inferring meanings of words, Phrases; and sentences in context; Judging the Tone of the Passage and Identifying the Attitude of the Writer; Précis Writing/Reformulating/Summarizing: Restating in a shortened form the main ideas of a given Passage; Summarizing a Passage for various purposes and for particulars audiences; Reducing or Selectively Rewriting a Passage for a specific purpose.

Scheme for B.E. All Semester Examination effective from July 2006

Unit-V

English for Technical Communication: Vocabulary Extension: Word Usage; Related Forms; Foreign Roots, Prefixes and Suffixes that form Technical Words; Conversational Expressions, Formal And Informal Expressions for Scientific and Technical Communication; Antonyms and Synonyms; Frequently Confused, Misused and Misspelled Words; Transitional Words and Phrases; Choosing Appropriate Words that Communicate.

The Most Commonly Used Grammatical Items in Technical: Major Tense Distinctions; Articles; Modal Verbs: Connectives; Relative Clauses; Noun/Nominal Compounds.

Mechanics and Punctuation: Abbreviations; Capitalisation; Number Usage; Sentence Punctuation; Word and Phrase Punctuation.
Common Grammatical and Stylistic Errors In Professional Communication:
Structural Ambiguity: Agreement between Subject and Verb: Agreement between Pronoun and Antecedent; Faulty or Vague Pronoun Reference: Sentence Fragments; Fused Sentences and Comma Splices; Misplaced/Dangling Modifiers; Parallelism; Embedding sentences within sentences; Wordiness; Inappropriate Jargon.

BOOKS RECOMMENDED:


B. E. II Year

Effective Communication Skills

Objective of the subject:
To develop effective communication skills in engineers for expressing the technical ideas and for discussing the technical issues with confidence.

COURSE CONTENTS

UNIT-1

Fundamentals of Communication:

The importance of communication; the basic forms of communication; the process of communication; why communication is necessary?; art of communication.

UNIT-2

Inter “Personal Skills:

Building positive relationships; giving praise; dealing with criticism; managing conflicts; telephone speaking skills and cross “ cultural communication skills.

UNIT-3 Listening:

The importance of listening; barriers to effective listening; approaches to listening; how to be better listener; what speakers can do to ensure better listening.

UNIT-4 Interviews:

Points to be remembered as an interviewer or an interviewee; commonly asked questions; types of interview; dos and don’ts.

UNIT-5

Making Presentations:

Speech purpose “ general and specific; methods of speaking; analyzing the audience; non-verbal dimension of presentation, group discussion; importance; process; points to be kept in mind while participating; dos and don’ts.

Note: There shall be seminars and practice sessions by students.

BOOKS RECOMMENDED


[4] Lecture material given by the course teacher.

Scheme for B.E. All Semester Examination effective from July 2006