



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

**Semester: I**

**Subject Name: Communication Skills**

**Subject Code: 1310301**

**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.      | <b>Oral Communication</b><br>At the college, on the campus, outside the campus, at the post office, for business and pleasure, review                            | 04             | 20                   |
| 2.      | <b>Grammar And Usage</b><br>The Articles, (Nouns & Pronouns Tenses, Auxiliary verbs (Model auxiliaries) (Questions and negatives, Prepositions attached to verbs | 06             | 25                   |
| 3.      | <b>Grammar And Usage</b><br>Vocabulary words often confused, Abbreviations and Numerals Active-Passive, Conjunctions Reported speech, Translation                | 06             | 25                   |
| 4.      | <b>Business Communication</b><br>Enquiries and Replies, Quotations   | 02             | 05                   |
| 5.      | <b>Business Communication</b> 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



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

**Semester: I**

**Subject Name: Communication Skills**

**Subject Code: 1310301**

**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

