

**VITTHALBHAI PATEL & RAJRATNA P.T. PATEL SCIENCE COLLEGE
(AUTONOMOUS)**

VALLABH VIDYANAGAR-388 120, Dist. Anand, Guj., India (Grant-in-Aid)

(Managed by Charutar Vidya Mandal)

AFFILIATED TO SARDAR PATEL UNIVERSITY

Re-Accredited 'A' By NAAC



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BCA Semester 1
Proposed Syllabus for Communication Skills in English (UAS1AEBCA07)

Course Code	UAS1AEENG01	Title of the Course	Functional English
Total Credits of the Course	2	Hours per Week	2

Course Objectives:	• Introduce themselves and others effectively using correct sentence structures. • Construct grammatically correct sentences for everyday communication. • Use functional English for social interactions, including greetings, making requests, and asking for permission. • Form and ask questions correctly in different contexts. • Develop active listening skills through audio and video materials. • Engage in short dialogues and structured conversations. • Write short messages and informal communication effectively. • Compose well-structured emails with appropriate language and tone.
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Course Outcomes	Upon successful completion of this course, students will be able to: 1. Communicate basic personal and professional information confidently. 2. Construct meaningful sentences with correct grammar and syntax. 3. Use appropriate expressions for greetings, requests, and permissions in social and professional settings. 4. Frame and ask relevant questions in spoken and written contexts. 5. Comprehend spoken English from audio and video sources and respond appropriately. 6. Participate in structured dialogues with clarity and coherence. 7. Write concise and effective short messages in informal settings. 8. Draft clear, structured, and professional emails for different purposes
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Course Content		
Unit	Description	Weightage*
1.	Speaking & Listening (LS) – Building Basic Communication - Talking about Self – (Basic introduction, personal details) - Basic Sentence Structure – (Forming simple sentences, subject-verb agreement) - Functional English: Greeting, Requesting, Asking for Permission – (Common expressions for everyday communication) - Listening through Audio-Video – (Listening for comprehension, identifying key information)	25%
2.	Speaking & Writing (SW) – Interactive Communication - Asking Questions – (Wh-questions, Yes/No questions, question formation) - Dialogue Writing – (Constructing short conversations, role-playing) - Functional English: Greeting, Requesting, Asking for Permission (Extended practice through speaking & writing tasks)	25%
3.	Module 3: Listening & Writing (LW) – Short-form Communication - Listening through Audio-Video – (Identifying key details and responding) - Short Messages – (Text messages, notes, informal communication) - Asking Questions (in written form – framing clear and effective questions)	25%
4.	Module 4: Reading & Writing (RW) – Formal Communication & Professional Writing - Email Writing – (Formal and informal emails, structure, etiquette) - Dialogue Writing (for structured professional conversations, workplace communication) - Listening through Audio-Video (Advanced)	25%

	comprehension tasks leading to written responses)	
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Teaching-Learning Methodology	Using Audio-Video material Interactive method Group work and pair work
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	Journal Work
1	• Talking about Self – (Basic introduction, personal details)
2	• Basic Sentence Structure – (Forming simple sentences, subject-verb agreement)
3	• Functional English: Greeting, Requesting, Asking for Permission – (Common expressions for everyday communication)
4	• Asking Questions – (Wh-questions, Yes/No questions, question formation)
5	• Listening through Audio-Video – (Listening for comprehension, identifying key information)
6	• Dialogue Writing – (Constructing short conversations, role-playing)
7	• Short Messages – (Text messages, notes, informal communication)
8	• Email Writing – (Formal and informal emails, structure, etiquette)

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1	Internals: Lab Work, Assessment, Quiz, Presentation, Viva	50% (25 Marks)
2	Externals: Viva, Listening comprehension, written test	50% (25 Marks)

Viva (5)	5
Grammar: Sentence Structure, verb forms, Concord	5
Listening Comprehension	5
Letter Writing (Leave Application, Apology and Request Letters)	5
picture description/ Functional English	5
Total	25

Suggested References:	
Sr. No.	References

1	Practical English Grammar, A. J. Thomas & A.V. Martinet
2	Living English Structure, Standard Allen, Longman
3	A Comprehensive English Language Course, Chandak Chattarji, Orient Longman
4	Developing Communication Skills, K. Mohan and M. Banerji, McMillan, Chennai
5	Grant Taylor. English Conversation Practice. (Tata McGraw Hill, New Delhi)
6	R P Bhatnagar and R T Bell (1999) Communication in English, (Orient Longman, Hyderabad)
7	Books / Audio-Visual Course Recommended 1) Learn English Teens – (20 episodes, British Council) 2) Spoken English— D Sasikumar and PV Dhamija. (With Audio Cassette) (Tata McGraw Hill Publication Ltd, New Delhi) (Units 1-13) 3) Keep Up Your English (BBC Audio) (Lessons 1-20) 4) One Minute Videos BBC English Learning
8	English Grammar in Use – Raymond Murphy (Cambridge) A self-study grammar book with exercises.
9	Developing Writing Skills in English – Mark Cholij (Cambridge) Practical guide for improving writing skills, including short messages and emails.
10	Business and Professional Communication – Steven A. Beebe & Timothy P. Mottet Covers workplace communication, including emails and dialogues.
11	Listening & Speaking (LS) – Functional English, Asking Questions • BBC Learning English – Speak English with Confidence • https://www.bbc.co.uk/learningenglish • Covers pronunciation, asking questions, functional English
12	ESLPod – English Listening Podcasts • https://eslpod.com/ • Short, practical dialogues for daily communication
13	BBC 6-Minute English (Short discussions with transcripts) • https://www.bbc.co.uk/learningenglish/english/features/6-minute-english • Writing (SW, RW) – Short Messages, Emails, Dialogue Writing
14	British Council – Writing Skills (Includes Email Writing, Dialogue Writing) • https://learnenglish.britishcouncil.org/skills/writing
15	Listening & Writing (LW) – Short Messages, Listening for Comprehension

	TED Talks – English Listening & Comprehension • https://www.ted.com/talks
16	• BBC Learning English – News Report Listening • https://www.bbc.co.uk/learningenglish/english/features/news-report