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BC104: English Communication Skills

Time allowed: 3 hours

Periods per week: 3

Pass Marks: 35%

Max marks- 50

External assessment -35

Internal assessment -15

Credit - 2

Course Objectives:

1. To develop a strong foundation in English grammar, including parts of speech, sentence structure, and punctuation.
2. To enhance students' writing skills through guided practice in various forms of composition such as paragraphs, essays, letters, and reports.
3. To cultivate clarity, coherence, and unity in written communication.
4. To build editing and proofreading abilities for self-correction and improvement of written work.
5. To encourage creative and critical thinking through structured writing exercises and assignments.

Course Outcomes:

1. Demonstrate effective verbal and non-verbal communication skills suitable for workplace and business environments.
2. Compose grammatically correct and professionally appropriate documents, including emails, reports, and business letters.
3. Participate confidently in group discussions, interviews, and presentations, using formal spoken English.
4. Apply listening and comprehension skills in academic and business contexts such as meetings, lectures, and audio recordings.
5. Use a wide range of business vocabulary and correct grammar to communicate clearly and professionally in writing and speech.

Mr.
Dr.
Ms.

Mr.
Dr.
Ms.

Instructions for the paper setter:

Q1 .(a)One essay type question with an internal alternative on theme or summary

(4 marks)

(b) Five short answer questions to be attempt out of the given eight from the prescribed text in about 30 words each.

(5 marks)

Q2. Report Writing

The student may be asked to write a report on any of the following with an internal alternative

a) Current trends

b) Event

c) Business Reports. (4 marks)

Q3. Acquiring Business Skills The following topics are to covered

a) Leadership

b) Time Management

c) Goal Oriented Tasks

d) Stress Busters

e) Risk Initiative

f) Setting New Benchmarks.

The students should be asked to attempt any one of the given three topics

(4 marks)

Q4. 1. Language Usage

a) Use of tenses

b) Use of verbs

c) Use of relative clauses and connectives

d) Use of articles

e) Use of Preposition and Conjunction

The students should be asked to attempt two sentences in each part from the given 4 sentences. (10 marks)

2. Words commonly mis-spelt

The student should be asked to correct any four incorrect words from the given seven words. (4 marks)

3.Proverbs

The student may be attempt to complete any four proverbs from the given seven

(4 marks)

Mr. 

Dr. 

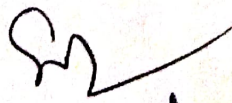
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Mr. 

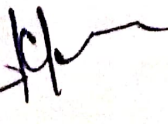
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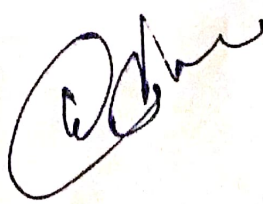












Instructions for the candidates:

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Ms.

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Ms.

Guru Nanak College Budhlada

An Autonomous College
Recommended Syllabus

COURSE CONTENT AND TESTING

Texts Prescribed (Literary):

The Poetic Palette (Orient Black Swan, Second edition 2016)

The following poems from this anthology are prescribed:

1. "Pippa's Songs": Robert Browning
2. "Apparently With No Surprise": Emily Dickinson
3. "The Road Not Taken": Robert Frost
4. "Magic of Love": Helen Farries
5. "The Charge of the Light Brigade": Alfred Tennyson
6. "Where the Mind is Without Fear": Rabindranath Tagore
7. "The Soul's Prayer": Sarojini Naidu
8. "I Sit and Look Out": Walt Whitman
9. "Women's Rights": Annie Louise Walker
10. "Goodbye Party for Miss Pushpa T.S": Nissim Ezekiel

Q1.(a) One essay type question with an internal alternative on theme or summary
(4 marks)

(b) Five short answer questions to be attempted out of the given eight from the prescribed text in about 30 words each.
(5 marks)

Q2. Report Writing

The student may be asked to write a report on any of the following with an internal alternative

- a) Current trends
- b) Event
- c) Business Reports. (4 marks)

Q3. Acquiring Business Skills

The following topics are to be covered

- a) Leadership
- b) Time Management
- c) Goal Oriented Tasks
- d) Stress Busters
- e) Risk Initiative
- f) Setting New Benchmarks.

The students should be asked to attempt any one of the given three topics
(4 marks)

Mr.

Dr.

Ms.

Q4. 1. Language Usage

a) Use of tenses

Mr.

Dr.

Ms.

[Handwritten signatures and initials are present at the bottom of the page, including a large signature on the left, a signature above 'Mr.', a signature above 'Dr.', a signature above 'Ms.', and several other signatures and initials scattered across the bottom.]

- b) Use of verbs
- c) Use of relative clauses and connectives
- d) Use of articles
- e) Use of Preposition and Conjunction

The students should be asked to attempt two sentences in each part from the given 4 sentences. (10 marks)

2. Words commonly mis-spelt

The student should be asked to correct any four incorrect words from the given seven words. (4 marks)

3. Proverbs

The student may be attempt to complete any four proverbs from the given seven (4 marks)

Recommended Books and Suggested Readings :

1. *Practical English Grammar* by Thomson and Martinet
2. *Grammar in Use* by Raymond Murphy
3. *A Communicative Grammar of English* by Geoffrey Leech and Jan Svartvik
4. *College Writing Skills with Readings* by John Langan
5. *The Written Word* by Vandana R Singh
6. *The Student's Companion* By Welfred D. Best (Collins)

Teaching Learning Activities:

Assignments: Class assignments focus on a strong foundation of conceptual knowledge, better understanding of the subject and development of problem-solving skills.

Guest lecturers: Guest lectures are conducted for overall development of students and a strong foundation of the subject.

Quizzes: Quizzes are organized to build the bridge between theoretical and practical applications of the learned concepts.

Group discussions: Group discussions are conducted to develop and boost the self confidence comparative aptitude and enhance the problem solving skills seminar seminars are conducted for overall personality development for interviews and class teaching this will help them in for the placement

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Ms.

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