

BBA Sem.-III
Syllabus
June 2012

Uka Tarsadia University

COMPREHENSIVE COMMUNICATION SKILLS

Foundation Course

52 Hours Theory - 4 Credits

Course Code: 030030305

Total No. of Units: 4

Course Objective: To develop effective vocabulary and comprehension skills.

Course Outcomes: It will enhance comprehension skills of students.

	SECTION-I		No. of Hours Required
Unit-1 [Weightage-25%]	Vocabulary [Total Hours- 13]		13
	1.1	Prepositions- (Book-6 Ch. 33) <ul style="list-style-type: none"> • Time • Place • Words followed by prepositions 	
	1.2	Conjunctions – (Book-6 Ch. 34)	
	1.3	Types of Sentences- (Book-6 Ch. 3) <ul style="list-style-type: none"> • Statements • Questions • Commands • Exclamations 	
	1.4	Questions – (Book-6 Ch. 16 & 17) <ul style="list-style-type: none"> • Yes/No-questions • Wh-questions 	
Unit-2 [Weightage-25%]	Framing Sentences [Total Hours- 13]		13
	2.1	Permission: (Book-6 Ch. 18) <ul style="list-style-type: none"> • can, could, may 	
	2.2	Ability: (Book-6 Ch. 19) <ul style="list-style-type: none"> • can, could, be able to 	
	2.3	Request, offers and Suggestions: (Book-6 Ch. 20) <ul style="list-style-type: none"> • can, could, would, shall 	

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	SECTION-II		No. of Hours Required
Unit-3	Writing Application and Notices [Total Hours- 13]		13
[Weightage- 25%]	3.1	Leave application for sickness- Self and Others	
	3.2	Writing Notice for Lost and Found (Book- 6 Ch. 45)	
	3.3	Writing Messages from conversations (Book-6 Ch. 44)	
	3.4	Making Posters (Book-7 Ch. 40) <ul style="list-style-type: none"> • Important Points • Practical exercise 	
Unit-4	Descriptive Skills [Total Hours- 13]		13
[Weightage- 25%]	4.1	Story Writing (Book-7 Ch. 41) <ul style="list-style-type: none"> • Writing short stories based on given outlines 	
	4.2	Comprehension (Book-6 Ch. 40)	

Text Book:

1. Dr. N.D.V. Prasada Rao, "Learner's English Grammar and Composition- Book-6", S.Chand. (Chapter No.: 3, 17, 18, 19, 20, 33, 34, 40, 44 and 45)
2. Dr. N.D.V. Prasada Rao, "Learner's English Grammar and Composition- Book-7", S.Chand. (Chapter No.: 40 and 41)