

# LJ University LOK JAGRUTI KENDRA UNIVERSITY

Syllabus for two Years

School of Computer Applications, Master of Computer Applications (MCA)

## Semester - 1

Course Code	040110106	040110106			
Category	Supplementa	Supplementary			
Course Title	COMMUNI	COMMUNICATION SKILL- 1			
Scheme and Credits	Theory	Tutorial	Lab	Credits	
	2	1	0	3	
Pre-requisites (if any)	learning lang	The course is based on the basic principle of learning language of LSRW (Listening, Speaking, Reading and Writing)			

## **Course Objective**

1	To make students well in English Communication so that they can understand the subject properly.
2	To enhance their employability and make them ready for corporate environment or even for undertaking start up.

#### **Course Content:**

UNIT	CONTENT	WEIGHTAGE
1	Why English?	20 %
	Easiest way of learning English: LSRW	
	Principles of Listening	
	E-Dictionary Reading	
	Listening Exercises	
	Concept of Speaking.	20%
2	Removing Stage fear	
<u> </u>	How playfully learn tenses	
	Body language.	
	Pronunciation learning	
	Concept of Scrabble	
	How to master speaking by preparing Videos.	
	Art of telephonic and zoom conversation.	
	Handling interviews	
3	Art of Reading aloud.	20%
	Punctuation and voice effect.	
	Concept of monologue, dialogue	
	Role of Accent.	
	Concept of Debates, Extempore	
	Robotic Conversation.	
	Book Reading and preparation of book	
	Reviews.	



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	Art of Writing.	20%
4	Principles and samples writing emails.	
	Framing sentences and paragraphs.	
	Comprehension and précis.	
	Concept of SOP.	
	Practical	20%
5	1. Preparing Videos	
	2. Presenting Book Reviews	
	3. Scrabble riddle.	

TEST: 6-7 hours Online Listening Test. Reading Test **Speaking Test** 

Writing test

Separate assignments are given which carry 50 marks and input and assessment of 4-5 hours.

## Pedagogy tools:

- a. Audio/Video
- b. Soft Skill Games
- c. Group Discussions
- d. Presentations
- e. Lectures
- f. Group Assignments

#### **Books For reading**

- a. Who Moved My cheese
- b. Out of maze
- c. The monk who sold Ferrari.