



Ganpat University
॥ विद्यया समाजोत्कर्षः ॥

Faculty of
Computer Applications



Programme	BCA Honors (Artificial Intelligence & Machine Learning)					Branch	Computer Applications		
Semester	I					Version	1.0.0.0		
Effective from the Academic Year				2026-2027		Effective for the batch Admitted in		June 2026	
Subject code	U91D5CS		Subject Name			Communication Skills			
Teaching scheme						Examination scheme (Marks)			
(Per week)	Lecture (DT)		Practical (Lab.)		Total		CE	SEE	Total
	L	TU	P	TW					
Credit	2	-	-	-	2	Theory	25	25	50
Hours	2	-	-	-	2	Practical	-	-	-
Objective:									
Understand the role of communication in personal and professional success. Develop awareness of appropriate communication strategies. Prepare and present messages with a specific intent. Analyze a variety of communication acts. Ethically use, document and integrate sources.									
Pre-requisites:									
✓ Familiarity with the basics of English language, strong determination and willpower for skill-set enhancement.									
Learning Outcome:									
Name of CO		Description							
C01		Understand the process of communication and its effects on giving and receiving information							
C02		Understand the basic vocabulary and Grammatical concepts							
C03		Understand, Evaluate and apply basic listening skills							
C04		Be able to read and comprehend various reading materials							
C05		Express their ideas and speak confidently in the English language							
Mapping of CO and PO:									
Cos	P01	P02	P03	P04	P05	P06	P07	P08	
C01	0	0	0	0	2	3	2	1	
C02	0	0	0	0	1	2	2	0	
C03	0	0	0	1	1	3	2	1	
C04	0	0	0	2	1	2	2	1	
C05	0	1	0	1	2	3	3	2	

Content:		
Unit		Hrs.
1	Basics of Communication: Definition and Principles, Process of communication, Functions, Forms of communication (Formal – Informal, Verbal – Non-verbal, Electronic and Visual), Flow of Communication, Language as a Tool of Communication, Barriers to communication with remedies	10
2	Functional Grammar and Vocabulary Articles, Parts of Speeches, Tenses, Synonyms-Antonyms, One Word Substitution, Eponyms	05
3	Listening Skills Definition and process of listening, Rudiments of effective listening, Modes of listening, Barriers to listening, Tips for effective listening, Traits of good listening. Listening comprehension practice using audio-visuals (IELTS Listening) Listening to Announcements- (railway/ bus stations/ airport /sports announcement/ commentaries etc.), Listening to Speeches of Leaders, TED Talks, TED-Ed, Educational Videos	05
4	Reading Skills Definition, Purposes & types of reading, KWL method of reading, Techniques for effective reading comprehension, Reading Blogs, Website content	05
5	Oral Communication in Context: Greetings and Introduction, know your Buddy (Knowing about a partner, asking for information, likes and dislikes, etc.), Just a Minute (JAM), Asking for and giving information, offering and responding to offers, requesting and responding to requests, congratulating people on their success, expressing sympathy, expressing condolences, apologizing and forgiving, giving instructions, seeking and giving permission, expressing opinions (likes and dislikes), agreeing and disagreeing.	05
Practical Content:		
Not Applicable		

Textbooks

1	Effective Communication Skills by Keith Coleman
2	Effective Communication Skills (A Tool For Winning People And Conquering The World) by Dr. Kulbhushan Kumar
3	Practice Manual - I
Reference Books:	
1	Technical Communication - Principles and Practice by Meenakshi Raman & Sangeeta Sharma (Oxford University Press)
2	Effective Technical Communication by M Ashraf Rizvi (TMH Publication)
3	Leadership Lessons from the Bhagavad Gita by Mohan Murti
4	Intermediate English Grammar with Answers, 2nd Edition by Raymond Murphy (Cambridge University Press)
Web Reference:	
1	Online resources: YouTube - Daily Video Vocabulary, Vocab 24, TED Lectures, Inspirational speeches/addresses of successful people, parliamentary speeches, interviews, various internet channels devoted to learning and improving communication in English
MOOC/Certificate Course:	
1	Finding Your Professional Voice: Confidence & Impact Coursera
2	Top Communication Skills Courses - Learn Communication Skills Online (coursera.org)
3	Free Online Bhagavad Gita Course - Gita Quest
Question Paper Scheme:	
	Paper Structure Q-1 (Attempt any Five Out of Seven: each question must be 5 marks) – 25 Questions must be covered in all possible sections. (C01, C02, C03, C04, C05)