

Semester I:

Eng/I/FC/I: ENGLISH I (Course I – FC)

UNIT I: Parts of Speech, Tense and Voice.

UNIT II: Direct and Indirect Speech, Concept of Concord.

UNIT III: Reading Comprehension, Precis Writing.

UNIT IV: Letter Writing – Job Application Letter, Resume Writing, Report Writing, Essay Writing.

UNIT V: Verbal Communication/Verbal Ability Test – Test of verbal skills, through mock interviews/Seminars/Presentations etc.

Semester II:

Eng/II/FC/2: ENGLISH II (Course II – FC)

UNIT I: Let Me Not To The Marriage of Minds – William Shakespeare

Death be not Proud – John Donne

UNIT II: Ode to Autumn – John Keats

A Prayer for my Daughter – W.B.Yeats

UNIT III: Kunwar Singh – Jim Corbett

UNIT IV: Letter to my Daughter – Jawaharlal Nehru

UNIT V: Lali – Biakliana

Mizoram University: Bachelor of Computer Applications (BCA)

First Semester

Name of Paper: English Language & Communication Skills

Course No.: BCA/1/CC/01

Marks Scale: **100** marks (End Sem. Exam: 75+Int.: 25)

Credit: 4
(3- 0- 1)

Unit 1 : Grammar 1

(10L)

Parts of Speech, Definition & Identification of Subject and Predicate, Phrases & Clauses, Tense – Types of Tenses & their use.

Unit 2: Grammar 2

(10L)

Voice – Active voice and Passive voice, Concept of Concord – What is Concord? Subject - Verb Agreement; Reported Speech – Direct and Indirect Speech.

Unit 3 : Introduction to Language Communication

(10L)

Importance of English Language, Basics of Communication – Process of Communication, Components of Communication, factors of Communication; Barriers to Communication – Physical, Psychological, Semantics, Organizational and Interpersonal Barriers; How to overcome Barriers.

Unit 4: Communication Skills in English

(10L)

Language Skills- Reading Skills and Listening Skills; Verbal Communication- Vocal Communication techniques and Oral Presentation; Non Verbal Communication- Personal appearance; Facial Expression, Movement, Posture, Gesture, Eye Contact.

Unit 5: Oral Communication

(P = 1Credit)

(Practical to be conducted in the College)

Facing Interview-Viva Voce, Different forms of classroom interaction-seminar, paper presentation, Group Discussion, Public Speaking.

Recommended Books:

- 1) R.C.Sharma& Krishna Mohan: *Business Correspondence & Report Writing. A Practical Approach to Business and Technical Communication*, Tata McGraw Hill. (New)
- 2) Aruna Koneru: *Professional Communication*, Tata McGraw Hill Pub. Co. Ltd.
- 3) Wren & Martin: *English Grammar and Composition*, S. Chand Publisher (2011)

Mizoram University: Bachelor of Computer Applications (BCA)

Second Semester

Name of Paper: Personality and Soft Skills Development

Course No.: BCA/2/CC/07

Marks Scale: 100 marks (End Sem. Exam: 75+Internal: 25)

Credit: 4
(3- 1- 0)

Unit 1: Introduction to Personality Development

(10L)

Basics of Personality Development and its importance- Definition, Components and Scope, Communication Skills and Personality Development.

Unit 2 : Grooming Personality

(10L)

Motivation, Leadership skills and team building, Goal setting, Time Management and Effective planning.

Unit 3: Elements of a Letter

(10L)

Email Communication- introduction, techniques for writing effective e-mail, email etiquette, Letter Writing- Job Application letters, writing Resume.

Unit 4: Business Letter

(10L)

Business Letters- Letter of Enquiry, quotations, order and acknowledgement letters, complaint and adjustment letters.

Unit 5: Effective Writing

(10L)

Writing Abstracts and Summaries; Report Writing- Structure and Layout, Elements of Structure, Front Matter, Main Body, Back Matter; Laboratory Reports.

Recommended Books:

1. Rajiv K Mishra: *Personality Development*, Rupa& Co.
2. Wallace and Masters: *Personal Development for Life Work*, 8th Edition, Thomson
3. Goodwill Publishing House: *All About Body Language*
4. R.C Sharma-Krishna Mohan: *Business Correspondence and Report Writing*, Tata McGraw Hill Pub. Co. Ltd.
5. Aruna Koneru: *Professional Communication*, Tata McGraw Hill Pub. Co. Ltd.