**R15 MCA I year PCS (theory) syllabus**

**Jawaharlal Nehru Technological University Hyderabad - 500 085**

**JNTUH College of Engineering Hyderabad *(Autonomous)***

**I Year MCA T P C**

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**PROFESSIONAL COMMUNICATION SKILLS**

**Course Objectives:**

* To teach the four language skills - Listening, Speaking, Reading and Writing; critical thinking skills to students.
* To enable students comprehend the concept of communication.
* To help students cultivate the habit of Reading and develop their critical reading skills.

**Course Outcomes:**

* Students are trained to convert the conceptual understanding of communication into every day practice.
* Students are expected to be ready for placements.
* Students are prepared to communicate their ideas relevantly and coherently in professional writing.

**UNIT I INTRODUCTION**

Basics of Communication - Principles of Communication - Types of Communication – Stages of Communication – Verbal and Non-verbal Communication – Channels of Communication – Barriers to Effective Communication – Formal and Informal Expressions in Various Situations.

**UNIT II READING & STUDY SKILLS**

Reading Comprehension – Reading Strategies - Skimming and Scanning- Intensive and Extensive Reading– Unknown Passage for Comprehension - Critical Reading of Short Stories – Study Skills – Note Making – Summarizing – Articles and Prepositions – Synonyms and Antonyms

**UNIT III**

**WRITING SKILLS**

Difference between Spoken and Written Communication- Features of Effective Writing - Formation of a Sentence – SVOs and SVOC patterns – Types of sentences- Common errors in Writing - Writing coherent sentences using connectives and conjunctions- Written Presentation Skills – Tenses – Concord – Question Tags - Practice Exercises - One Word Substitutes – Words Often Confused and Misspelt.

**UNIT IV**

**PROFESSIONAL WRITING**

Letter writing – Types, Parts and Styles of Formal Letters – Language to be used in Formal Letters – Letters of Enquiry, Complaint, and Apology with Replies – Letter of Application -Resume – E-mail – Active and Passive Voice.

**UNIT V**

**REPORT WRITING**

Types of Reports – Formats of Reports – Memo Format – Letter Format and Manuscript Format- Parts of Technical Report – Informational, Analytical and Project Reports – Idioms and Phrases.

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