



SARVAJANIK UNIVERSITY
Sarvajani College of Engineering and Technology
Master of Computer Applications



Subject Name: Communication Skills - Practical

Subject Code: IMCA10102

Type of course: Humanities and Social Science including Management

Prerequisite (if any):

- Communication and Soft Skills

List of Courses where this course will be prerequisite:

- In English Proficiency Tests like IELTS, PTE, GRE-TOEFL for studying abroad

Rationale: The rationale of the curriculum is to make students aware about the significance of communication skills in their professional and technical arena. It equips individuals with the tools they need to express themselves confidently, connect with others authentically, and navigate the complexities of the modern world.

Teaching and Examination Scheme:

TEACHING SCHEME				Theory Marks		Practical Marks		Total
L	T	P	C	TEE	CAT	TEP	CAP	
0	0	2	1	-	-	30	20	50

CAT: Continuous Assessment Theory comprised of CA1 and CA2 **CA1:** Continuous Assessment (assignments/projects/open book tests/closed book tests **CA2:** Sincerity in attending classes/class tests/ timely submissions of assignments/self-learning attitude/solving advanced problems **TEE:** Term End Examination **TEP:** Term End Practical Exam (Performance and viva on practical skills learned in course) **CAP:** Regular submission of Lab work/Quality of work submitted/Active participation in lab sessions/viva on practical skills learned in course





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List of Experiments:

Sr. No.	Problem Statements
MODULE:1 LISTENING	
1	Effective Listening
MODULE:2 SPEAKING	
2	Presentation
3	Group Discussion
4	Mock Interview
5	Situational Role Play
MODULE:3 READING	
6	Reading Comprehension
7	Book Review
MODULE:4 WRITING	
8	Creative Writing
9	Ad-Making
10	Analytical Writing (Graph/Pictures)

Major Equipment Needed: Language Lab Software





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Reference Books:

Sr. no.	Title of book /article	Author(s)	Publisher and details like ISBN	Year of publication	Publication Edition
1	Technical Communication	Raman M. & Sharma S.	New Delhi: Oxford University Press	2017	2 nd Edition
2	Communication Skills	Popat P. and Kotadia K.	New Delhi: Pearson Publication.	2016	3 rd Impression
3	Effective Technical Communication	Popat P. and Kotadia K.	New Delhi: Pearson India Education Services Pvt Ltd.	2020	1 st Edition
4	Business Communication Strategies	Monippally M.	New Delhi: Tata McGraw-Hill Education Pvt. Ltd.	2012	-

