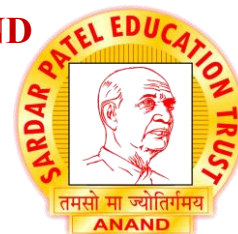




C P PATEL AND F H SHAH COMMERCE COLLEGE, ANAND
(AUTONOMOUS)

(Managed by Sardar Patel Education Trust, Anand)
(Affiliated to Sardar Patel University, Vallabh Vidyanagar)
NAAC Reaccredited CGPA – 3.30 – Grade A+



Revised Syllabus as per NEP 2020 with effect from the Academic Year 2026-2027

Bachelor of Computer Application (BCA)

Semester – I

Course Code	US1AEBCA17	Title of the Course	Foundation of Communication Skills in English-I
Total Credits	02 Credits	Hours per Week	02 Hours / Week

Course Learning Outcomes (CLOs)

CLO 1	Develop effective reading and listening skills including skimming, scanning, comprehension, and understanding spoken communication.
CLO 2	Apply writing and speaking skills with correct grammar, paragraph writing, dialogue writing, and formal communication.

Course Content

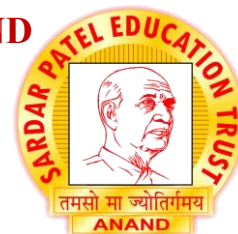
Unit No.	Description	Weightage (%)
1.	Skills of Reading and Listening & Feedback Skills, Forming Words - Techniques of Reading i.e. Eye Movement and Different Reading Styles - Issues of Reading Speed and Comprehension Value - Reading Gears for different reading purposes - Skimming & Scanning Skills - Barriers to Effective Reading - Importance and purpose of Listening. - Barriers to Effective Listening. - Ways of improving Listening Skills. - Giving Feedbacks I.e. Confirmatory and Corrective - Form words properly using prefixes/suffixes - Use Phrasal Verbs - Writing formal letters of invitation(inviting/accepting/declining), letters of complaint and intimation to civil authorities.	50%



**C P PATEL AND F H SHAH COMMERCE COLLEGE, ANAND
(AUTONOMOUS)**

**(Managed by Sardar Patel Education Trust, Anand)
(Affiliated to Sardar Patel University, Vallabh Vidyanagar)**

NAAC Reaccredited CGPA – 3.30 – Grade A+



2.	Skills of Writing & Speaking - Paragraph development i.e. topic sentence and supporting sentence, attributes of a good paragraph, types of paragraphs; writing dialogue on given topics. - Use greetings and formulae in everyday conversation. - Notions and Functions of everyday usage - Parts of Speech, Types of Sentences, Tenses, Imperatives, Modals, Voice, Determiners, Concord, Interrogation and Negation, Basic Prepositions, Use of Phrasal Verbs, Constructions and Registers. - Connectives and Linkages	50%
-----------	---	------------

Teaching – Learning Methodology

Role Play, Discussion and Debate, Think-Pair-Share, Traditional Classroom Teaching, as well as Usage of ICT Tools.

Examination Evaluation Pattern

Sr. No.	Particulars	Weightage (%)
01	Continuous and Comprehensive Evaluation (CCE) (Formative Assessment)	50%
02	Semester End Evaluation (SEE) (Summative Assessment)	50%
	TOTAL	100%

Specifications for CCE and SEE

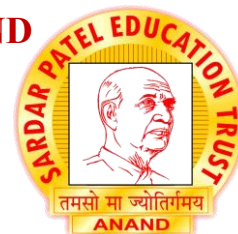
Sr. No.	Details of the Evaluation Pattern	Marks
01	Continuous and Comprehensive Evaluation (CCE) (Formative Assessment)	
	A Assignments	10
	B Multiple Choice Questions	05
	C Attendance	05
	D Written Examination (01 Hour)	30
	(Formative Assessment) (A + B + C + D)	50 Marks
	Note:	25 Marks



C P PATEL AND F H SHAH COMMERCE COLLEGE, ANAND
(AUTONOMOUS)

(Managed by Sardar Patel Education Trust, Anand)
(Affiliated to Sardar Patel University, Vallabh Vidyanagar)

NAAC Reaccredited CGPA – 3.30 – Grade A+



	For 02 Credit Courses, the Formative Assessment for students must be from 25 Marks. Thus, the total obtained marks from A + B + C + D (50 Marks) will be divided by 02.	
02	Semester End Evaluation (SEE) (Summative Assessment)	
	E Written Examination (01 Hour)	25 Marks
	TOTAL	50 Marks

Rubrics – Based Assessment for Assignments (10 Marks)

Excellent	09 – 10 Marks	Accurate, error-free, logically presented, timely submission
Good	07 – 08 Marks	Minor errors and good conceptual clarity
Average	05 – 06 Marks	Basic understanding or partially correct
Basic	03 – 04 Marks	Limited clarity, noticeable mistakes, incomplete content
Poor	01 – 02 Marks	Inadequate conceptual clarity, incorrect content
Below Poor	Zero Marks / NA	Content is irrelevant / Not Attempted / Not Submitted

Note:

- Assignments may be taken in forms of written project, computerized and online suggested courses / certificates as per the decision made by the respective faculties of the courses.

Rubrics – Based Assessment for Multiple Choice Questions (05 Marks)

05 Multiple Choice Questions – 01 Mark Each (05 Marks)

Excellent	01 Mark	The chosen option is correct, no errors in response
Below Poor	Zero Marks / NA	Chosen option is incorrect, completely irrelevant, multiple options chosen / Not Attempted

Rubrics – Based Assessment for Attendance (05 Marks)

As per the Rules and Regulations provided by the Academic Section of Sardar Patel University, Vallabh Vidyanagar, for the students studying in all departments and colleges.

Reference No.: E – 3 / 3127; dated: 07-03-2024.

<https://www.spuvvn.edu/orbit-cdn/uploads/circulars/Circular-NEP-InternalExamMarks-March-April24.pdf>

Excellent	05 Marks	More than 90% (Minimum 27 Hours for 02 Credits Courses)
Good	04 Marks	80% - 89% (24 to 26 Hours for 02 Credit Courses)
Average	03 Marks	70% - 79% (21 to 23 Hours for 02 Credit Courses)
Poor	Zero / NA	Less than 70% (NOT ELIGIBLE TO APPEAR FOR EXAM)

Note:

- Students with below 70% of attendance must submit their written application to their respective class coordinators with genuine reasons and evidence (in case of working or medical emergencies). Students must **not** pursue dual degree programmes that clash with the college's timings.

Rubrics – Based Assessment for Mid-Semester Examination (30 Marks)

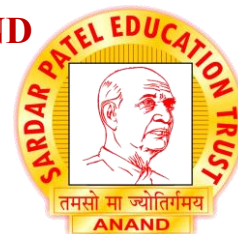
Any One Unit or 50% of The Syllabus - 15 Marks Each Question



C P PATEL AND F H SHAH COMMERCE COLLEGE, ANAND
(AUTONOMOUS)

(Managed by Sardar Patel Education Trust, Anand)
(Affiliated to Sardar Patel University, Vallabh Vidyanagar)

NAAC Reaccredited CGPA – 3.30 – Grade A+



Excellent	13 – 15 Marks	Demonstrates comprehensive understanding of reading, listening, feedback, vocabulary building, grammar, writing, and speaking skills. Explanations are accurate, well-organized, and supported with appropriate examples. Correct application of reading techniques, listening strategies, formal letter writing, paragraph writing, grammar, and communication skills with proper language usage.
Good	10 – 12 Marks	Demonstrates basic understanding of reading, writing, listening, speaking, vocabulary, and grammar concepts. Explanations are partially correct but lack detail, organization, or adequate examples. Limited application of language skills.
Average	07 – 09 Marks	Shows partial understanding of the concepts. Answers are incomplete, contain noticeable grammatical or conceptual errors, and demonstrate limited ability to apply reading, writing, listening, or speaking skills.
Basic	04 – 06 Marks	Shows partial understanding of the concepts. Answers are incomplete, contain noticeable grammatical or conceptual errors, and demonstrate limited ability to apply reading, writing, listening, or speaking skills.
Poor	01 – 03 Marks	Demonstrates very limited understanding of the concepts. Answers contain major errors, insufficient content, weak organization, and poor application of language and communication skills.
Below Poor	Zero Marks / NA	No attempt or completely irrelevant answer.

Note:

- Written Examination questions will be based on various levels of Revised Bloom's Taxonomy.

Rubrics – Based Evaluation Pattern for End-Semester Examination (25 Marks)

Multiple Choice Questions (05 Marks) – 01 Mark Each from all Units

Excellent	01 Mark	The chosen option is correct, no errors in response
Below Poor	Zero Marks / NA	Chosen option is incorrect, completely irrelevant, multiple options chosen / Not Attempted

Short Question (08 Marks) – 4 Question from all Units

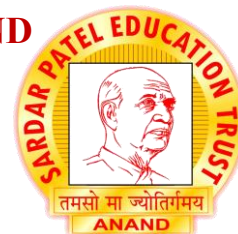
Excellent	02 Marks	Demonstrates accurate understanding of concepts related to questions.
Good	01 Mark	Shows partial understanding of concepts. Minor errors or incomplete answers may be present.



**C P PATEL AND F H SHAH COMMERCE COLLEGE, ANAND
(AUTONOMOUS)**

**(Managed by Sardar Patel Education Trust, Anand)
(Affiliated to Sardar Patel University, Vallabh Vidyanagar)**

NAAC Reaccredited CGPA – 3.30 – Grade A+



Poor	00 Mark	Incorrect, irrelevant, or no response provided.
UNIT I - 06 Marks Each Question		
Excellent	05 – 06 Marks	Demonstrates comprehensive understanding of the topic. Concepts are accurate, well-organized, and explained clearly with logical reasoning, relevant examples, illustrations, or applications wherever appropriate.
Good	04 – 05 Marks	Shows good understanding of the topic with clear explanations and relevant examples. Minor conceptual gaps may be present, but the overall answer is accurate and well presented.
Average	03 – 04 Marks	Demonstrates basic understanding and recall of the topic. Explanations are generally correct but lack analytical depth, detail, or adequate examples.
Basic	02 – 03 Marks	Shows partial understanding of the topic. Explanations are incomplete, lack clarity and organization, and include limited supporting details or examples.
Poor	01 – 02 Marks	Demonstrates very limited understanding of the topic with major conceptual errors, insufficient content, and weak presentation.
Below Poor	Zero Marks / NA	No attempt or completely irrelevant answer.

UNIT II - 6 Marks Each Question		
Excellent	05 – 06 Marks	Demonstrates comprehensive understanding of the topic. Concepts are accurate, well-organized, and explained clearly with logical reasoning, relevant examples, illustrations, or applications wherever appropriate.
Good	04 – 05 Marks	Shows good understanding of the topic with clear explanations and relevant examples. Minor conceptual gaps may be present, but the overall answer is accurate and well presented.
Average	03 – 04 Marks	Demonstrates basic understanding and recall of the topic. Explanations are generally correct but lack analytical depth, detail, or adequate examples.
Basic	02 – 03 Marks	Shows partial understanding of the topic. Explanations are incomplete, lack clarity and organization, and include limited supporting details or examples.
Poor	01 – 02 Marks	Demonstrates very limited understanding of the topic with major conceptual errors, insufficient content, and weak presentation.
Below Poor	Zero Marks / NA	No attempt or completely irrelevant answer.

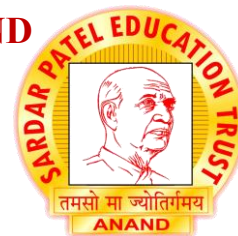
Note:

- Multiple Choice Questions of 5 Marks will be based on various levels of Revised Bloom's Taxonomy.
- Written Examination questions will be based on various levels of Revised Bloom's Taxonomy.



C P PATEL AND F H SHAH COMMERCE COLLEGE, ANAND
(AUTONOMOUS)

(Managed by Sardar Patel Education Trust, Anand)
(Affiliated to Sardar Patel University, Vallabh Vidyanagar)
NAAC Reaccredited CGPA – 3.30 – Grade A+



PLO – CLO Mapping						
Foundation of Communication Skills in English-I						
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6
CLO 1	03	02	02	00	02	00
CLO 2	02	03	02	00	01	03

Note:

- High: **03**; Moderate: **02**; Low: **01**; No Mapping: **00s**

Suggested References and E-Resources for Further Reading
• Wren, P. C., & Martin, H. – High School English Grammar and Composition. • Murphy, Raymond – Essential English Grammar. • Raman, Meenakshi, & Sharma, Sangeeta – Technical Communication: Principles and Practice. • Rizvi, Ashraf M. – Effective Technical Communication. • Krishna Mohan & Meera Banerji – Developing Communication Skills. • Oxford University Press – <i>Oxford Advanced Learner's Dictionary</i>. • SWAYAM • National Digital Library of India (NDLI) • e-PG Pathshala • NPTEL • British Council – Learn English • BBC Learning English • Cambridge English • Merriam-Webster Dictionary • Oxford Learner's Dictionaries