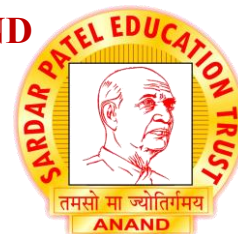




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Revised Syllabus as per NEP 2020 with effect from the Academic Year 2026-2027

Bachelor of Computer Application (BCA)
Semester – II

Course Code	US2\AEBCA17	Title of the Course	Foundation of Communication Skills in English-II
Total Credits	02 Credits	Hours per Week	02 Hours / Week

Course Learning Outcomes (CLOs)

CLO 1	Develop effective oral communication and job-related skills.
CLO 2	Apply business writing and professional communication skills.

Course Content

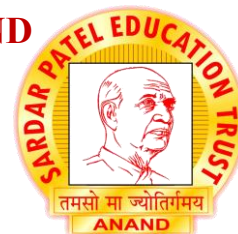
Unit No.	Description	Weightage (%)
1.	Effective Oral Communication Skills & Job Skills - Effective presentation Skills; Putting the message across, Body Language, - Proxemics and Kinesics, dealing with Nerves, Using Visual Aids - Language of Meetings and participating in a seminar Telephone Techniques – Writing Job Application and CV - Interview Skills i.e., General Preparation for an Interview, Types of Questions generally asked in interviews, Types of interviews, Importance of non-verbal aspect. - Self-development Skills: i.e., Assertiveness, Stress Management, Time Management - Interpersonal Skills: Team Development Skills i.e., Team-Talk Dynamics, Communication in Teams, Leadership-Skills, Giving-Feedback	50%
2.	Writing Skills in Business Communication and Individual Project - Issues in Writing Business Letters i.e., Structure and Types of Business - Letters, Letters of Inquiry, Complaint, Adjustment and Regret - Report Writing Skills i.e., Types of Reports, Characteristics of a Good Report, Preparing and Organizing a Report and Individual reports (a report about the need to computerize the activities of your	50%



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	department) - Students can be made to work individually on detailed projects based on the following topics. However, the list given below is not exhaustive and thus any topic related to the areas of Communication and Personality Development can be worked upon in the interest of the students: - Process of Communication - Barriers of Communication - Types of Communication - Objectives of Communication - Stress Management - Time Management - Leadership Quality - Teamwork - Body Language - Presentation Skills - Group Discussion Skills - Personal Interview Skills - Feedback Skills	
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Teaching – Learning Methodology

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

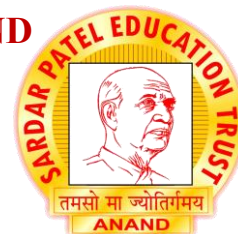
Examination Evaluation Pattern

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



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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: 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.	25 Marks
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

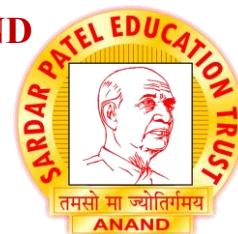
Rubrics – Based Assessment for Attendance (05 Marks)		
As per the Rules and Regulations provided by the Academic Section of Sardar Patel University, Vallabh Vidyanagar, for the students studying in all departments and colleges. Reference No.: E – 3 / 3127; dated: 07-03-2024. https://www.spuvvn.edu/orbit-cdn/uploads/circulars/Circular-NEP-InternalExamMarks-March-April24.pdf		
Excellent	05 Marks	More than 90% (Minimum 27 Hours for 02 Credits Courses)



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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

Excellent	13 – 15 Marks	Demonstrates clear understanding of oral communication, presentation, interview skills, and business writing. Accurate explanations, correct use of terminology, well-structured answers, and proper application such as report writing, business letters, and communication techniques with relevant examples.
Good	10 – 12 Marks	Minor errors, good conceptual clarity of communication and job skills. Mostly correct explanations with appropriate examples.
Average	07 – 09 Marks	Basic understanding of communication concepts, but explanations may be incomplete or partially incorrect. Limited coverage of topics.
Basic	04 – 06 Marks	Limited clarity of concepts. Noticeable mistakes, incomplete answers, missing key points such as writing formats or communication techniques.
Poor	01 – 03 Marks	Inadequate understanding of concepts. Incorrect explanations, irrelevant content, inability to apply communication or writing 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

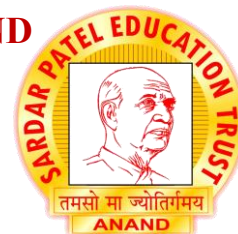
Excellent	01 Mark	The chosen option is correct, no errors in response
Below Poor	Zero Marks / NA	Chosen option is incorrect, completely irrelevant, multiple options chosen / Not Attempted



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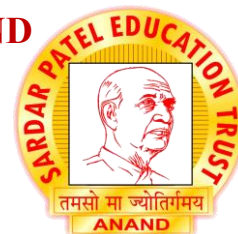
Short Question (08 Marks) – 4 Question from all Units		
Excellent	02 Marks	Demonstrates accurate understanding of concepts related to questions.
Good	01 Mark	Shows partial understanding of concepts. Minor errors or incomplete answers may be present.
Poor	00 Mark	Incorrect, irrelevant, or no response 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.



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Below Poor	Zero Marks / NA	No attempt or completely irrelevant answer.
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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.

PLO – CLO Mapping

Foundation of Communication Skills in English-II

	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 & Martin: High School English Grammar and Composition, S. Chand & Company.
- Sanjay Kumar & Pushp Lata: Communication Skills, Oxford University Press.
- Raymond Murphy: English Grammar in Use, Cambridge University Press.
- Urmila Rai & S.M. Rai: Business Communication, Himalaya Publishing House
- Kulbhushan Kumar: Effective Communication Skills, Khanna Publishing House
- Wren & Martin: High School English Grammar and Composition, S. Chand & Company.
- Sanjay Kumar & Pushp Lata: Communication Skills, Oxford University Press.
- <https://www.britishcouncil.org/english>
- <https://www.grammarly.com/blog/>
- <https://www.bbc.co.uk/learningenglish>
- https://www.tutorialspoint.com/business_communication/index.htm