

SYLLABUS OF ENGLISH FOR B.B.A. (SEM-1 & SEM II) FOR
THE ACADEMIC YEARS 2017-18, 2018-19 & 2019-20.

B.B.A. Sem-I Communication Skills I

Objectives:

1. To know the basic concepts of communication
2. To understand the communication process and its elements: listening, speaking, reading and writing.

***Text Prescribed :**

1. Vibrant English Ed. Board of Editors (Orient Blackswan)

***Chapters Prescribed :**

1. Communication: An Overview
2. Listening Skills
3. Oral Communication
4. Reading Skills
5. Paragraph writing Abilities
6. Letter Writing Abilities

<u>Distribution of Marks for the University Exams.</u>	MARKS
1. Theoretical questions from the chapters Prescribed (2/4) (Semi - long type questions)	14
2. (a) Phonetic Transcription of Words (3/5) 3 Marks	13
(b) Word - Stress (3/5) 3 Marks	
(c) Role Play with a Partner (1/2) 7 Marks	
3. (a) Reading Comprehension. 5 MARKS. (One Passage to be given)	13
(b) Paragraph Writing. (1/3) 8 Marks	
4. Letter Writing. (1/2)	10

Total Marks 50