

## F.Y.B.B.A. Semester-I

Effective from June 2011

**Communication Skill-I****Objectives:**

1. To familiarize students with basic knowledge of English language and its use in daily life and at work place.
2. Unit 1 will help in developing the basic grammar and its working in written texts. It will develop skills for comprehending simple texts and prepares them to handle difficult prose writings later on.
3. Unit 2 will focus on different situations where English is used. It will help the students to develop basic vocabulary and sentence structure to speak in English.
4. Unit 3 is designed to equip students to write different kinds of formal letters with simple vocabulary.

Unit	Topic	Wheightage
1	<b>Text: <i>Configurations</i>.</b> Eds. N.K Dakorwala, M.F. Salat, and S.P. Sylvester. Mumbai: Macmillan, 1995	
	Chapter number 1 to 7 , Questions from these chapters, Vocabulary, Grammar & Composition of the same	30%
	Chapter number 8 to 15, Questions from these chapters, Vocabulary, Grammar & Composition of the same	30%
2	Comprehension of the text	20%
3	Use of Tenses in various situations	20%
	Subject-Verb concord	
	Punctuations	
	Use of articles	
	Types of sentences	

**Reference Book:**Gokhle et al. Eds. *Developing your English*. Pune: Frank Brothers & Company.