Dear Student!!

Greetings of the day!

This is to inform you that an *Augmented Reality* (AR) *application based on the QR Code* is designed and developed **by the undersigned**. QR Code based access is provided to the eContent available online on eGyankosh, IGNOUs Video Archives etc.. With the corresponding QR codes given in this document you can access the eContent for **MCS -015 Communication Skills**. In this document e-resources are compiled/curated and placed in order for the ease and benefit of the students. With the help of a Smartphone, Tab etc.. the student can access MCA Programme Guide, all the Course Material (SLMs) for the said course, Audio Tracks (10 Nos.), Gyandhara etc..

**Requirements:**

Smartphone (Android or iPhone) or Tab or iPad with any *QR Scanner* app.

**Note**: Download any of the free QR Code Scanner app from Google Play Store for Android app or Apple iStore for iPhone or iPad.

 **Free Android Apps:**

QR & Barcode Scanner, Free QR Scanner, Lightning QR Code Scanner, QR Code Reader and Scanner, i-nigma, kaspersky's QR Scanner, Quickmark, Quickscan, Scan QR Code Reader, Tapmedia's QR Reader, Zapper

**Apple iOS App:**

QR Reader for iPhone

**Procedure to Access the eContent**

(i)     Take a print-out of this QR based course access document (OR) else you can open this document and scan it from the system itself.

(ii)    Connect your smartphone or Tab to the Internet through WIFI, Mobiledata etc..

(iii)   Open the QR scanner app from your smart phone or Tab and scan the respective QRcode (QR image) given against each item on the QR-based course document given. Corresponding eContent will be accessed. You can read or bookmark or download the resources for future reference.

Happy QR Code Based Accessing……..

**Designed and Developed by:**

**Dr.V.V.Subrahmanyam**
**Associate Professor,**
**SOCIS, IGNOU, New Delhi**

# MASTER OF COMPUTER APPLICATIONS (MCA)

## MCS-015: COMMUNICATION SKILLS

**SEMESTER: FIRST SEMESTER**                                    **CREDITS   : 2**

### COURSE COORDINATOR: Prof. ANJU SAHGAL GUPTA
### &
### Dr. V. V. SUBRAHMANYAM

### Objectives

This course is aimed to develop the communication skills at the work place. In this course, we concentrate on English at the workplace.  You are probably wondering whether business English (as it is also called) is a separate language to general English.  Certainly not, business English is not a separate language.  It is English used at the workplace using specific vocabulary, and in certain situations having a different discourse.  Every profession uses a certain 'jargon' and the business context in no different.  While Business English is firmly rooted in general English, nevertheless there are certain distinguishing features which are evident. In this course, you will learn some theoretical inputs into the process of communication, its different types, the difference between written and oral communication. We then concentrate on the structure of conversation – its characteristics and conventions, effectively speaking over the telephone, preparing Curriculum vitae for jobs and interviews, preparing and participating in the Group Discussions, presentation skills, making negotiations and many more. You can listen to the audio tracks too.

### MCA Programme Guide

| MCA Programme Guide | http://www.ignou.ac.in/upload/programme/MCAPROGRAMME_GUIDEJuly2014%20-%20final.pdf | |
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**Course Material (3 Blocks)**

| BLOCK | URL | QR CODE |
|---|---|---|
| **Block – 1**<br><br>**Skills Needed at the Work Place - I** | http://www.egyankosh.ac.in/handle/123456789/1610 | |
| **Block – 2**<br><br>**Skills Needed at the Work Place - II** | http://www.egyankosh.ac.in/handle/123456789/1611 | |
| **All the Blocks** | http://www.egyankosh.ac.in/handle/123456789/453 | |

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**Audio Tracks**

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|---|---|---|
| **All Tracks** | https://soundcloud.com/search?q=MCS-015 | |
| **Track – 01 & 02** | https://soundcloud.com/venkata-subrahmanyam-vampugani/track-1-and-track-2 | |
| **Track - 03** | https://soundcloud.com/venkata-subrahmanyam-vampugani/track-3 | |
| **Track - 04** | https://soundcloud.com/venkata-subrahmanyam-vampugani/track-4 | |

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| **Track - 05** | https://soundcloud.com/venkata-subrahmanyam-vampugani/track-5 |  |
| **Track - 06** | https://soundcloud.com/venkata-subrahmanyam-vampugani/track-6 |  |
| **Track - 07** | https://soundcloud.com/venkata-subrahmanyam-vampugani/track-7 |  |
| **Track – 08** | https://soundcloud.com/venkata-subrahmanyam-vampugani/track-8 |  |

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| Track - 09 | https://soundcloud.com/venkata-subrahmanyam-vampugani/track-9 | |
|---|---|---|
| Track - 10 | https://soundcloud.com/venkata-subrahmanyam-vampugani/track-10 | |

**Old Question Papers**

| MCA Old Question Papers | https://webservices.ignou.ac.in/Pre-Question/ | |
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**Gyandhara**

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| **Gyandhara**<br><br>**(Radio Counselling)** | http://www.ignouonline.ac.in/gyandhara/ |  |

**University Website**

| | | |
|---|---|---|
| **University Website** | www.ignou.ac.in |  |
| **MCA Page** | http://www.ignou.ac.in/ignou/aboutignou/school/socis/programmes/detail/174/2 |  |

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