

Vivekanand College, Kolhapur (Autonomous)

Revised Syllabi under Choice Based Credit System (CBCS)

Introduced from June, 2022 onwards

B.Com. Part -II

ABILITY ENHANCEMENT COMPULSORY COURSE (AECC)

(Semester III) (Paper III)

ENGLISH FOR BUSINESS COMMUNICATION

(Compulsory English)

Course objectives:

- To impart employability skills to students
- To enhance students' English Communication Skills-oral and written
- To equip the students with language skills to use in personal, academic and professional lives.
- To create interest in English literature among students
- To inculcate human values through literature in order to enable them to become good citizens.

Course outcomes: After completion of this course, the students will be able to

- Face job interviews confidently and efficiently
- Communicate in oral and written mode in day-today lives
- Acquire language skills
- Learn to appreciate poetry and prose and acquire human values

Module	Communication Units	Sub-points	Teaching hours	Credits
I	A. Avoiding Common Errors	1.Errors related to use of articles, quantifiers, prepositions, superlatives 2. Errors related to use of tenses, subject-verb agreement	15	1
	B. For Rita's daughter , Just Born by Eunice de Souza			
II	E-communication	1. Electronic mail, creating email ID, Email discussion group, Email pals 2. Video Chat 3. Blogs-personal & professional	15	1
	B. A Wrong Man in Worker's Paradise by Rabindranath Tagore			
III	A. Writing C.V. And Job Application	1.Writing Curriculum Vitae 2. Writing Job application	15	1
	B. Why Constant Complaining is So Toxic in the Workplace by Blogger Alexander			
IV	RC A The Open Window by A. G. Gardiner		15	1
	RC B My Mistress' Eyes Are Nothing Like The Sun by William Shakespeare			
	RC C Woman by Arun Kolhatkar			

Division of Teaching: 4 Modules X 15 Periods= 60 Periods

Reference Books:

- Lester Mark, Tata MC Grew, Handbook of English Grammar and Usage, Hill Publishing Company- New Delhi.3
- Thomson and Marlinet , A Practical English Grammar. OUP
- Turton N.D. and Heaton J.B., Longman Dictionary of Common Errors, , Longman, 1998.

ABILITY ENHANCEMENT COMPULSORY COURSE (AECC)

(Semester III) (Paper II)

ENGLISH FOR COMMUNICATION

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PATTERN OF QUESTION PAPER

(JUNE 2022 Onwards)

SEMESTER III

Total Marks 35

Que.No	Sub.Q.	Type of Question	Based on	Marks
Q.1	A	Five multiple choice questions with four alternatives.	Prose and Poetry	05
Q.2	A	Answer the following questions in 3-4 sentences each (3 out of 5)	3 on Prose and 2 on Poetry	06
	B	Write short notes on the following in about 7-8 sentences each(2 out of 3)	1 on Prose and 2 on Poetry	06
Q.3	A	One Question to be set on Avoiding Common Errors	Module I A	06
Q.4	A	One Question to be set on E-communication	Module II A	06
Q.5	A	One Question to be set on Writing C.V. And Job Application	Module III A	06

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ABILITY ENHANCEMENT COMPULSORY COURSE (AECC)

(Semester IV) (Paper IV)

ENGLISH FOR BUSINESS COMMUNICATION

(Compulsory English)

Module	Skills	Sub-points	Teaching hours	credits
Module V	A. Writing Reports	1.Short informal reports 2. Short formal reports 3.committee report 4. Fact finding report	15	1
	B. Management by Crisis by Sharu Rangnekar			
Module VI	A. Group Discussion	1. Initiating a discussion 2. Eliciting opinions and provoking arguments (agreements, disagreements and partial agreements) 3. Intervening discussion	15	1
	B. Poetry	The Tyger by William Blake		
Module VII	A. Interview Techniques	1. Dos and don'ts 2. Preparations before interview 3. How to answer questions	15	1
	B A Doctor's Word by R. K. Narayan			
Module VIII	RC A Questioning The Universe : A TED Speech by Stephen Hawking		15	1
	RC B In Time of 'The Breaking of Nations' by Thomas Hardy			
	RC C <u>The Trees</u> by Philip Larkin			

Division of Teaching: 4 Modules X 15 Periods= 60 Periods

Reference Books:

- Sanjay Kumar and Pushp Latha. 2012. Communication Skills. New Delhi: OUP
- Bikram K Das. 2011. Functional Grammar and Spoken and Written Communication in English. Kolkata: Orient Blackswan
- Kiranmai Dutt, P et al. 2011. A Course in Communication Skills. New Delhi: CUP India
- Taylor, Ken. 2011. 50 Ways to Improve Your Business English. Hyderabad: Orient Blackswan

ABILITY ENHANCEMENT COMPULSORY COURSE (AECC)

(Semester IV) (Paper IV)
ENGLISH FOR COMMUNICATION
(Compulsory English)

PATTERN OF QUESTION PAPER
(JUNE 2022 Onwards)

SEMESTER IV

Total Marks 35

Que.No	Sub.Q.	Type of Question	Based on	Marks
Q.1	A	Five multiple choice questions with four alternatives.	Prose and Poetry	05
Q.2	A	Answer the following questions in 3-4 sentences each (3 out of 5)	2 on Prose and 2 on Poetry	06
	B	Write short notes on the following in about 7-8 sentences each(2 out of 3)	1 on Prose and 1 on Poetry	06
Q.3	A	One Question to be set on Writing Reports	Module V A	06
Q.4	A	One Question to be set on Group Discussion	Module VI A	06
Q.5	A	One Question to be set on Interview Techniques	Module VII A	06