

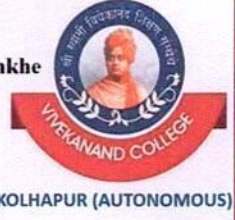


“Education for Knowledge, Science, and Culture”

- Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha's

Vivekanand College, Kolhapur
(Autonomous)



KOLHAPUR (AUTONOMOUS)

Department of English

B. Com. Part I



(स्वायत्त) कोल्हापूर

SYLLABUS

Introduced from June 2018



Head

DEPARTMENT OF ENGLISH
VIVEKANAND COLLEGE
KOLHAPUR (AUTONOMOUS)

B.Com. Part – I
Choice Based Credit System (CBCS)
ABILITY ENHANCEMENT COMPULSORY COURSE (AECC)
English for Business Communication (1040 A)
Introduced from June, 2018 onwards

SEMESTER I

Course Outcomes:

After completion of the course the students will be able to:

- CO1: Form grammatically correct sentences.
- CO2: Improve language skills in English both in terms of fluency and comprehensibility.
- CO3: Speak and write effectively using correct vocabulary.
- CO4: Read closely the variety of forms, styles, structures, and modes of texts.

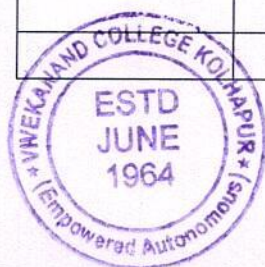
SYLLABUS

Module No	Units	Teaching hours	Credits
Module 1	A] Tenses B] Prepositions	15	1
Module 2	A] Developing Vocabulary B] On Smiles by A. G. Gardiner	15	1
Module 3	A] Description B] The Unknown Citizen by W. H. Auden	15	1
Module 4	A] Kabuliwala by Rabindranath Tagore B] Offering in the Temple by Desika Pillai C] Felling of the Bunyan Tree	15	1

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

Evaluation (Semester I and II)

Semester I	Theory/ semester-end exam	Practical/Internal Evaluation		Credits
AECC 1040A AECC 1040B	40marks	10marks		4
		Home Assignment (manual/online)	4	
		Field trip/visits	2	



		Group discussion/debates	2	
		Seminars/ projects/paper presentation	2	

**Semester End Examination
Pattern of Question Paper**

Total Marks: 40

Time: 2 hours

Q. No	Sub. Q.	Type of Question	Based on	Marks
Q.1	A	Four multiple choice questions with four alternatives.	Prose and Poetry	04
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	Question to be set on Description	Module I A	04
	B	Question to be set on Description	Module I A	04
Q.4	A	Question to be set on Narration	Module II A	04
	B	Question to be set on Narration	Module II A	04
Q.5	A	Question to be set on Information Transfer and Interpretation of Data	Module III A	04
	B	Question to be set on Information Transfer and Interpretation of Data	Module IIIA	04



SEMESTER II

Course Outcomes:

After completion of the course the students will be able to:

- CO1: Produce grammatically correct English.
- CO2: Use various expressions in business communicative contexts.
- CO3: Use English for business specific purposes.
- CO4: Interpret texts with due sensitivity to both textual and contextual cues.

SYLLABUS

Sem I	Units	Teaching Hours	Credits
Module 1	A] Articles B] Active Voice and Passive	15	1
Module 2	A] Business Correspondence B] Why does the Child Cry by Mulk Raj Anand	15	1
Module 3	A] English for Specific Purpose B] Thank you God by Bernard Dadie	15	1
Module 4	A] War by Luigi Pirandello B] The Cuckoo by William Wordsworth C] Let Me Go by William Wordsworth	15	1

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Semester End Examination Pattern of Question Paper

Total Marks 40

Time: 2 hours

Q. No	Sub. Q.	Type of Question	Based on	Marks
Q.1	A	Four multiple choice questions with four alternatives.	Prose and Poetry	04
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	Question to be set on Writing Letters	Module V A	04
	B	Question to be set on Writing Letters	Module V A	04
Q.4	A	Question to be set on Interdepartmental Communication	Module VI A	04
	B	Question to be set on Interdepartmental Communication	Module VI A	04
Q.5	A	Question to be set on Notice, Agenda and Minutes of Meeting	Module VII A	04
	B	Question to be set on Notice, Agenda and Minutes of Meeting	Module VIIA	04

Reference:

- 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.
- 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

