



“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

2022-23

B.Com. Part II

(AECC) English for Business Communication

Revised Syllabus under CBCS

w.e.f. from June 2022

CHOICE BASED CREDIT SYSTEM


Head

DEPARTMENT OF ENGLISH
VIVEKANAND COLLEGE
KOLHAPUR (EMPOWERED AUTONOMOUS)



CHOICE BASED CREDIT SYSTEM
B.Com – II (Sem -III and IV) AECC English for Business Communication
Course Structure

Paper No.	Course code	Title of Old Paper	Title of New Paper	Percentage of Change (%)	No. of Credits
Semester III					
I	AECC-1040C	AECC –English for Business Communication	AECC- English for Business Communication	20	4
Semester IV					
II	AECC-1040D	AECC- English for Business Communication	AECC- English for Business Communication	20	4

CHOICE BASED CREDIT SYSTEM

B.Com II (Semester III)
AECC: English for Business Communication

Course Outcomes:

On completion of the course, students will be able to:

CO1: Understand principles of communication and gain expertise in both written and oral communication.

CO2: Develop interpersonal communications skills that are required for social and business interaction.

CO3: Demonstrate a good understanding of effective business writing. .

CO4: Appreciate poetry and prose and acquire human values

SYLLABUS

Modules	Syllabus	Teaching Hours	No. of Credits
Module 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 (Poem)		
Module II	A) 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 (Short Story)		
Module III	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 (Blog)		
Module IV	Prose and Poems A) The Open Window by A. G. Gardiner (An Essay) B) My Mistress' Eyes Are Nothing Like The Sun by William Shakespeare (Poem) C) Woman by Arun Kolhatkar (Poem)	15	1

Division of Teaching: 4 Modules
Periods=60 Periods Evaluation

Continuous Internal Evaluation

Evaluation Type	Marks
Home Assignment/Test/ Summary writing/book review/ Seminar /Project	15

Semester End Examination
Structure of Question Paper

Total Marks: 35

Time : 2 hrs

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



B.Com II (Semester IV)
AECC: English for Business Communication

Course Outcomes:

On completion of the course, students will be able to:

CO1: Write articulate and detailed reports for professional sector .

.CO2: Understand to value and respect others' views and develop democratic attitude.

CO3: Face job interviews confidently and efficiently.

CO4: Acquire human values and develop cultured outlook.

SYLLABUS

Modules	Syllabus	Teaching Hours	No. of Credits
Module V	Writing Reports 1)Short informal reports 2)Short formal reports 3)committee report 4. Fact finding report 5) Management by Crisis by SharuRangnekar (Article)	15	1
Module VI	Group Discussion 1)Initiating a discussion 2)Eliciting opinions and provoking arguments (agreements, disagreements and partial agreements 3) Intervening discussion 4)The Tyger by William Blake (Poem)	15	1
Module VII	Interview Techniques 1)Dos and don'ts 2)Preparations before interview 3)How to answer questions 4)Doctor's Word by R. K. Narayan (Short Story)	15	1
Module VIII	A) Questioning The Universe : A TED Speech by Stephen Hawking (Speech) B) In Time of 'The Breaking of Nations' by Thomas Hardy (Poem) C)The Trees by Philip Larkin(Poem)	15	1

References (Semester III and IV)

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



Division of Teaching: 4 Modules
Periods=60Periods Evaluation

Paper Number	Title of the paper	Course Code	Semester End Examination	Continuous Internal Evaluation Marks	Total Marks
I	AECC –English for Business Communication	AECC-	35	15	50
II	AECC-English for Business Communication	AECC-	35	15	50

Continuous Internal Evaluation (CIE)

Evaluation Type	Marks
Home Assignment/Test/ Summary writing/book review/ Seminar /Project	15

Pattern of Question Paper

Total Marks35

Time: 2 hrs

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 in3-4 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

