

Syllabus

B.Com. PART-I (P.U.)

SEMESTER-II

ENGLISH (Compulsory)

- (i) There will be one paper of 80 marks. 10 marks are reserved for the Internal Assessment and 10 for the Practical Work. Total is 100.
- (ii) The paper shall consist of Two Units. Unit I will be text specific and Unit II shall deal with different aspects of communication and language learning skills.
- (iii) For Unit I, the prescribed text is **Ten Mighty Pens** Issues ed. K.A. Kalja (Oxford University Press).

The relevant sections, however, are as follows :

- I. Chandalika: Rabindranath Tagore
- II. A Bachelor's Complaint of the Behaviour of Married People: Charles Lamb
- III. El Dorado: R.L. Stevenson
- IV. Bores : E.V. Lucas
- V. The Art of the Essayist : A.C. Benson

- (iv) For Unit II, there is no prescribed text, only suggested reading, listed towards the end, Unit II shall consist of the following sub-units.

Writing Skills : This section shall focus on business précis-writing, curriculum vitae; short formal reports (not exceeding 200 words) .

Modern Forms of Communication : Here special emphasis shall be given to teaching the format of e-mails, Fax Messages, Teleconferencing, Audio-Visual Aids and Power-Point Presentations. Apart from this, the students shall also be given basic lessons in Effective Listening, Non-Verbal Communication, How to Prepare for Group Discussion etc.

Practical Work: To impart skills of Group Discussion.

Practical Work :

There will be viva-voce examination of 10 marks which will include Group Discussion. The students will appear in the group of 10 students for viva-voce.

Note : In case of private candidates and students of School of Open Learning, the marks obtained by them out of 80 will be proportionately increased out of 100.

Testing Scheme : The examination paper shall be divided into two sections, corresponding to two units already proposed in the syllabus. The distribution of questions and marks in Section I shall be as follows :