

B.COM. PART II
ABILITY ENHANCEMENT COMPULSORY COURSE (AECC)
(CBCS)

ENGLISH FOR BUSINESS COMMUNICATION
(Compulsory English)
June 2019 Onwards

Course Objectives:

- To enable the students to develop communication skills in English, both oral and written.
- To equip the students with the language skills for use in their personal, academic and professional lives.
- To develop the students essential employability skills.
- To help the students to enter the job market with confidence and the ability to work effectively.
- To help the students to learn and practice both language and soft skills.
- To encourage the active involvement of students in learning process.
- To enable the students to cultivate a broad, human and cultured outlook.

CONTENTS
Semester III (Paper C)

Module I

- A) Oral Skills
- B) Phenomenal Woman – **Maya Angelou**

Module II

- A) Conversation Skills
- B) The Childless One – **Jai Nimbkar**
- C) Those Winter Sundays – **Robert Hayden**

Module III

- A) English for Competitive Examination – I
- B) Four Minutes that get you Hired
–**Connie Brown Glaser and Barbara Steinberg Smalley**

Module IV

- A) Stormy Arrival in South Africa – **Mohandas Karamchand Gandhi**
- B) The Road Not Taken – **Robert Frost**

Semester IV (Paper D)

Module V

- A) E-Communication
- B) Breathing Spaces – **Rana Nayar**

Module VI

- A) English for Competitive Examination – II
- B) My Financial Career – **Stephen Leacock**

Module VII

- A) English for Banking and Industries
- B) Senior Payroll – **William E. Barrett**

Module VIII

- A) The Verger – **Somerset Maugham**
- B) I Am the People, the Mob – **Carl Sandburg**
- C) One Day I Wrote Her Name – **Edmund Spenser**

Pattern of Question Paper

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PATTERN OF QUESTION PAPER (June 2019 Onwards)

Semester III (Paper C)

Total Marks 50

Que. No.	Sub. Q.	Type of Question	Based on	Marks
Q.1.	A.	Four multiple choice questions with four alternatives to be set.	Prose and poetry	04
	B.	Answer in one word/Phrase/Sentence each.	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
	C.	Two different Vocabulary exercises to be set for 2 marks each	Prose and poetry	04
Q.3.	A.	Question to be set on ORAL SKILLS	Module I A	05
	B.	Question to be set on ORAL SKILLS	Module I A	04
Q.4.	A.	Question to be set on CONVERSATION SKILL	Module II A	04
	B.	Question to be set on CONVERSATION SKILL	Module II A	04
Q.5	A.	Question to be set on ENGLISH FOR COMPETITIVE EXAMINATION – I	Module III A	05
	B.	Question to be set on ENGLISH FOR COMPETITIVE EXAMINATION – I	Module III A	04

Semester IV (Paper – D)**Total Marks 50**

Que. No.	Sub. Q.	Type of Question	Based on	Marks
Q.1.	A.	Four multiple choice questions with four alternatives to be set.	Prose and poetry	04
	B.	Answer in one word/Phrase/Sentence each.	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
	C.	Two different Vocabulary exercises to be set for 2 marks each	Prose and poetry	04
Q.3.	A.	Question to be set on E-COMMUNICATION	Module V A	05
	B.	Question to be set on E-COMMUNICATION	Module V A	04
Q.4.	A.	Question to be set on ENGLISH FOR COMPETITIVE EXAMINATION – II	Module VI A	04
	B.	Question to be set on ENGLISH FOR COMPETITIVE EXAMINATION – II	Module VI A	04
Q.5.	A.	Question to be set on ENGLISH FOR BANKING AND INDUSTRIES	Module VII A	05
	B.	Question to be set on ENGLISH FOR BANKING AND INDUSTRIES	Module VII A	04