



Programme: B Com Semester: I

Course Code	UB01ACOM71	Title of the Course	English & Business Communication I
Total Credits of the Course	03	Hours per Week	03

Course Objectives:	The programme has been designed to make the learner proficient in the use of communicative English and enhance his/her ability in writing skills in the English Language
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Course Content		
	Description	Weightage
1.	Text: A collection of short stories Name of the Text: Vignettes of Life: An Anthology of Selected Short Stories (Macmillan) 1. The Lottery Ticket by Anton Chekhov 2. Ha'Penny by Alan Patan 3. Subha by Rabindranath Tagore 4. The Selfish Giant by Oscar Wilde 5. The Night the Ghost got in by James Thurber (Three text-based short questions may be asked)	25%
2.	A. Two Text based Short notes.(10 Marks) B. Composition: (07 Marks) (Based on students' experience and general topics)	25%
3.	Vocabulary: (Words often confused – 75 pairs of words. Refer to the words given after references.) (a) Choose the right word (b) Match 'A' with 'B' (c) Find out the most closely related word from a group of words (d) Explain the meanings and use the words in Sentences (The Four components may carry 05+04+04+04 marks)	25%
4.	Grammar: • Tenses: Present Simple, Present Progressive, Present Perfect, Present Perfect Progressive, Past Simple, Past Progressive, Past Perfect, Future Tense Simple	25%





	<ul style="list-style-type: none">• Modal Auxiliaries (shall, should, will, would, can, could, may, might, must, ought to, need, dare, used to)• Conditionals• Concord (Subject Verb Agreement) Objective Type Questions may be asked (The Four components may carry 05+05+04+04 marks)	
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Teaching-Learning Methodology	Learner-centred Instructional methods Direct method, quiz, assignments, interactive sessions, seminars, visual presentations, group discussions, project based learning and use of e-resources, including films
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Evaluation Pattern		
Sr. No.	Details of the Evaluation Pattern	Weightage
1.	Internal (Written)	15 marks
2.	Continuous Internal Evaluation in the form of Quizzes, Seminars, Assignments and Attendance	15 marks
3.	University Examination	70 marks

Course Outcomes: After completion of the course, the learner	
1.	<ul style="list-style-type: none">• Develops proficiency in Communicative English• Interprets the language with enriched vocabulary• Employs the basic concepts of the English language for practical purposes.





Sr. No.	References
	<ul style="list-style-type: none">• Essentials of Business Communication – Rajendra Pal and J S Korlahalli (Sultan Chand & Sons)• Principles and Practice of Business Communication – Rhoda A Doctor & Aspi H Doctor (AR Sheth & Company, Mumbai)• Business Communication – U S Rai & S M Rai (Himalaya Publishing House, Mumbai)• Developing Communication Skills – Krishna Mohan & Meera Benerji (Macmillan)• Effective Business Communication – Asha Kaul (Prentice Hall – Economy Edition)• Business Communication – Asha Kaul (Prentice Hall of India Pvt Ltd, New Delhi)• Effective Business Communication – M V Rodrigues (Concept Publishing House)• Writing with a purpose – Champa Tickoo and Jaya Sasikumar (Oxford University Press, Mumbai)• Business Communication and Report Writing – R P Sharma and Krishna Mohan (Tata Mcgraw Hill 2002)• Communication Skills – Sanjay Kumar & Pushplata (OUP)• English Grammar in Use – Murphy Raymond (Cambridge University Press)

On-line resources to be used as and when required.





A List of Words (Unit III)					
1	Aboard	Abroad	39	Eminent	Imminent
2	Accept	Except	40	Empathy	Sympathy
3	Access	Excess	41	Facilitate	Felicitate
4	Adapt	Adept	42	Fare	Fair
5	Addition	Edition	43	Foreword	Forward
6	Advice	Advise	44	Heal	Heel
7	Affect	Effect	45	Hoard	Horde
8	Allusion	Illusion	46	Industrial	Industrious
9	Alternate	Alternative	47	Isle	Aisle
10	Amiable	Amicable	48	Judicial	Judicious
11	Appraise	Apprise	49	Later	Latter
12	Ascent	Assent	50	Lessen	Lesson
13	Bail	Bale	51	Lose	Loose
14	Beside	Besides	52	Marry	Merry
15	Boast	Boost	53	Minor	Miner
16	Bridal	Bridle	54	Minute	Minutes
17	Carton	Cartoon	55	Moral	Morale
18	Caste	Cast	56	Negligent	Negligence
19	Casual	Causal	57	Official	Officious
20	Check	Cheque	58	Pail	Pale
21	Cite	Site	59	Personal	Personnel
22	Coast	Cost	60	Piece	Peace
23	Complement	Compliment	61	Popular	Populous
24	Confident	Confidant	62	Precede	Proceed
25	Congenial	Congenital	63	Principal	Principle
26	Damage	Damages	64	Role	Roll
27	Dear	Deer	65	Sever	Severe
28	Decease	Disease	66	Slay	Sleigh
29	Defer	Differ	67	Sole	Soul
30	Deprecate	Depreciate	68	Stationary	Stationery
31	Descent	Dissent	69	Suit	Suite
32	Die	Dye	70	Tail	Tale
33	Disinterested	Uninterested	71	Teem	Team
34	Draft	Draught	72	Vacation	Vocation
35	Dual	Duel	73	Vary	Very
36	Elicit	Illicit	74	Way	Weigh
37	Eligible	Illegible	75	Weather	Whether
38	Emigrant	Immigrant			





Revised Question Paper format for Semester – end University Exam with effect from June 2022. Note: Change is only in Paper style, syllabus remains the same.	70 Marks
Que. 1 Text Based short questions: (any three out of six) based on Unit I	18 Marks
Que. 2 a). Text based short notes: (any two out of four) based on Unit II	12 Marks
Que. 2 b). Write a paragraph on any one of the following: based on Unit II	05 Marks
Que. 3 a). Choose the right word. (any five)	05 Marks
Que. 3b). Match 'A' with 'B' (any four)	04 Marks
Que. 3c). Find out the most closely related word from a group of words. (any four)	04 Marks
Que. 3 d). Explain the meanings and use the words in Sentences. (any two)	04 Marks
Que. 4 a). Fill in the blanks with appropriate forms of verb given in the bracket: (any five).	05 Marks
Que. 4 b). Fill in the blanks using appropriate Modals expressing meanings given in the bracket: (any five)	05 Marks
Que. 4 c). Do as directed: (any four)	04 Marks
Que. 4 d). Fill in the blanks choosing appropriate options: (any four)	04 Marks

