

B.A. Part II – English compulsory

English for communication

Syllabus and Its Objectives

(For Academic Years : 2008-09, 2009-10, 2010-11)

The Syllabus of B.A. II Compulsory English is divided into two parts-

I) Communication skills and

II) Reading – Comprehension.

I) In the first part the following Communication Skills are introduced.

1. Presenting Your Point of View
2. Writing Notices, Agenda and Minutes
3. Information Transfer and Interpretation of Data
4. English for Journalistic Writing
5. Summarising
6. Organizing Written Composition

II) The Reading - Comprehension units in the second part are the prose and poetry passages.

Prose and Poetry :

7. The Dawn on Prabhat : Durga Khote
8. Full Circle : N. Thilak
9. Post Haste : Colin Howard
10. Laughter Kills Stress : Pramod Batra
11. Cell Phone : Aditya Kundalkar
12. Dusk : Saki

Poetry :

13. Power : N.S. Rajasekaran
14. Are you Looking for
That Poet : Vihang Naik
15. Richard Cory : Paul Simon

The Objectives in general :

General objective behind all the text-books from Part I to Part III classes has been to make students acquire English for Speaking, Writing and Reading. Some skills of Communication emphasize spoken English in a variety of situations of social life and some are designed to teach written composition some specialized registers.

In the second section, Reading-Comprehension passages are chosen to inculcate humanistic values. And the passages are followed by various types of exercises to enable students to read the text again and again for seeking answers. There are also exercises on vocabulary and grammar points.

Objectives of the text for B.A. II

1. To make students acquire spoken English for expressing their opinions, views etc.
2. To teach them how to use English for writing formal notices, agenda of the meeting and technical aspects of minute – writing.
3. To make students learn how to present different diagrams and tables and narrate and comment on the information given in them, in English.
4. To familiarize students with the English used in different journalistic kind of writing.
5. To teach students the skill of summarizing passages, which should help them in their advanced studies.
6. To show them how English prose is organized making use of different kinds of devices.
7. To improve their ability to read longer passages and understand them.
8. To teach them the skill of skimming and scanning passages for specific kind of information.
9. To develop writing skill among them through answering short and long type questions set on the passages.
10. To develop their vocabulary.

B.Com. Part II – English Compulsory

English for Communication

Syllabus and Its Objectives

(For Academic Years : 2008-09, 2009-10, 2010-11)

The Syllabus of B.Com. Part II is designed in continuation with the syllabus for B.Com. Part I, keeping in mind the English specifically needed for the students of commerce.

This syllabus is divided into two parts -

- I) Communication skill and
- II) Reading – Comprehension.

I) In the first part the following Communication Skills are introduced.

- 1. English for Marketing
- 2. English for Banking
- 3. English for writing Business Reports
- 4. English for Public Relations Correspondence
- 5. Summarising
- 6. Developing Written English

II) The Reading - Comprehension units in the second part are the prose and poetry. As far as possible the passages are selected to suit the syllabus of English for Commerce:

Prose:

- 7. The Best Investment I Ever Made : A.J. Cronin
- 8. Junk Food : Tanushree Podder
- 9. Time Is On Their Side : from a website
- 10. My Lost Dollar : Stephen Leacock
- 11. Financial Infidelity : From a website
- 12. Pioneer Indian Sales Girls : Prakash Tandon

Poetry :

- 13. Money : D.H. Lawrence

14. Executive
15. The Bitter Truth

John Detjman
Mani Shankar Ayer

The Objectives in general :

General objective behind English for B.Com. Part I and B.Com. Part II has been to introduce English for social communication as well as English for commerce. The first section introduces communication skills used in specific social/commercial spoken and written communication. In the second section, Reading-Comprehension passages are chosen to expose students to good English prose and poetry, and to inculcate in them humanistic values. Various types of exercises are set below each passage to make students read the passages again and again to find answers. There are also exercises on vocabulary.

Objectives of the text for B.Com. Part II :

1. To make students familiar with English used for marketing, sales-promotion, etc.
2. To introduce vocabulary and structures, as well as formal written communication used in English for Banking.
3. To teach students how to write business reports in English, and the format of such formal kind of writing.
4. To make students aware of English used in public relations correspondence.
5. To teach them how to summarize passages using different techniques..
6. To show them what devices of inter-sentence connections are used for writing English prose passages.
7. To teach them how to read and get information from the passages..
8. To make them read passages for study skill.
9. To develop their vocabulary.