

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY
AURANGABAD**



**Revised SYLLABUS
OF
COMPULSORY ENGLISH
FOR
B.COM.SECOND YEAR
SEMESTER THREE AND FOUR**

EFFECTIVE FROM JUNE 2014 AND ONWARDS

SYLLABUS
COMPULSORY ENGLISH COURSE
FOR
B.COM. SECOND YEAR

THE COURSE OF B.COM. S.Y.COMPULSORY ENGLISH CONSISTS OF ONE PAPER TO BE STUDIED IN TWO SEMESTERS.

TITLE OF THE PAPER: **ENGLISH FOR ENTREPRENEURS**

CODE OF THE PAPER: **BCOMCLE- 2**

AIM OF THE COURSE:

*To help students achieve excellent business communication skills for better employment.

OBJECTIVES OF THE COURSE:

*To introduce students to multi business communication skills.

*To inspire students for enterprise through prose reading.

*To strengthen students' writing skill through grammar.

COURSE CONTENT (SEMWISE)

SEMESTER THREE

PAPER TITLE &NO.: **ENGLISH FOR ENTREPRENEURS, PAPER-III**

UNIT ONE: BUSINESS COMMUNICATION

(A) TRASACTIONAL WRITING:

1. *Standard Business Letters*
2. *Handling Letters of Complaint*

(B)DISCUSSIONS/MEETINGS/TEAM SKILLS

1. *Preparing Agenda for Meetings*
2. *Writing Minutes for Meetings*

(C)JOBS AND CAREERS

1. *Applying for Jobs*
2. *Writing Cover Letters for Resumes*

UNIT TWO: PROSE FOR BUSINESS INSPIRATION

- 1) *On the Education of a Man of Business*-Arthur Helps
- 2) *In the Office*-A.S.Hornby
- 3) *When Ideas Make Money*-Shamila Ganeshan
- 4) *Appro JRD*-Sudha Murthy
- 5) *The Man Who E-Mailed the World*-Po Bronson

UNIT THREE: GRAMMAR: WRITING SKILL

1) THE SENTENCES:

- i) *Simple Sentences.*
- ii) *Clauses and its Kinds.*
- iii) *Complex Sentences.*
- iv) *Compound Sentences.*

2) USE OF PUNCTUATIONS AND CAPITAL LETTERS

SEMESTER FOUR

PAPER TITLE&NO.: ENGLISH FOR ENTREPRENEURS, PAPER-IV

UNIT ONE: BUSINESS COMMUNICATION

(A) TRANSACTIONAL WRITING:

1. *Drafting E-Mail for Business Correspondence*
2. *Writing Short Reports*

(B) DISCUSSIONS/MEETINGS/TEAM SKILLS

1. *Making Notes of Business Conversations*
2. *Business Promotions and Language for Advertising*

(C) JOBS AND CAREERS

1. *Preparing for Interviews*
2. *Taking Interviews*

UNIT TWO: PROSE FOR BUSINESS INSPIRATION

- 1) *India's Tech King*-From www.wipro.com
- 2) *A Speech by N.R. Narayana Murthy*-----
- 3) *Saving Money*-M.Leafe
- 4) *The Beauty Industry*-Aldous Huxley
- 5) *Face Book is making us Miserable*-Daniel Gulati

UNIT THREE: GRAMMAR: WRITING SKILL

1. SENTENCE PATTERNS/STRUCTURES

- a) *Subject + Intransitive Verb*
- b) *Subject+ Transitive Verb + Direct Object*
- c) *Subject +Verb + Object + Adverb Particle*
- d) *Subject + Verb + Indirect Object + Direct Object*
- e) *Subject + Verb +Direct Object +Preposition + Indirect Object*
- f) *Subject + Verb + Object + Complements*
- g) *Subject + to be + Complement*

2) WORD FORMATION

- a) Use of Prefixes
- b) Use of Suffixes

PRESCRIBED TEXTS:

1. ***ENGLISH FOR ENTREPRENEURS***,
Board of Studies in English, Cambridge University Press, 2014.
2. ***ENGLISH GRAMMAR: A BOOK OF SENTENCE STRUCTURE AND VOCABULORY***,
Board of Studies in English, Cambridge University Press, 2014.
3. Recommended Reading:
Contemporary English Grammar Structures and Composition,
Rev.Edition, by David Green, Macmillan Publishers India Ltd., 2010.

SCHEME OF MARKING

SEMESTER THREE

PAPER TITLE &NO.: **ENGLISH FOR ENTREPRENEURS, PAPER-III**

Time: Two Hours Marks: 50

- 1) Question one will be on Unit One Business Communication consisting A, B, C with internal choice. 18 Marks.
- 2) Question two will be on Unit Two Prose for Business Inspiration consisting five questions out of which three have to be answered. 18 Marks.
- 3) Question three will be on Unit Three Grammar: Writing Skill. 14 Marks.

Note: Model question paper will be incorporated.

SEMESTER FOUR

PAPER TITLE &NO.: **ENGLISH FOR ENTREPRENEURS, PAPER-IV**

Time: Two Hours Marks: 50

- 1) Question one will be on Unit One Business Communication consisting A, B, C with internal choice. 18 Marks.
- 2) Question two will be on Unit Two Prose for Business Inspiration consisting five questions out of which three have to be answered. 18 Marks.
- 3) Question three will be on Unit Three Grammar: Writing Skill.s 14 Marks.

Note: Model question paper will be incorporated.

ACKNOWLEDGEMENT

The Board of Studies in English gratefully acknowledges the valuable suggestions from the Dean and all the Chairmen, Faculty of Commerce, in selecting and finalizing the content of the course. The Board also acknowledges support from the University.

Sd/-

4, April 2014
University Campus

Chairman
Board of Studies in English
Dr. B. A. M. University Aurangabad.