



Programme: B Com Semester: I

Course Code	UB01AECOM01	Title of the Course	English & Business Communication-I
Total Credits of the Course	02	Hours per Week	02

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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<b>Course Content</b>		
	Description	Weightage
1.	<p><b>Text:</b> A collection of short stories <b>Name of the Text:</b> Prism: An Anthology of Short Stories Section I - Glimpses of the World (Cambridge University Press)</p> <ol style="list-style-type: none"><li>1. My Thai Cat by Pratoomratha Zeng</li><li>2. The Father by Bjornsterne Bjornsen</li><li>3. God Sees the Truth, but Waits by Leo Tolstoy</li></ol> <p>(four text-based short questions may be asked)</p>	50%
2.	<p><b>Grammar:</b></p> <ul style="list-style-type: none"><li>• Tenses: Present Simple, Present Progressive, Present Perfect, Present Perfect Progressive, Past Simple, Past Progressive, Past Perfect, Future Tense Simple</li><li>• Modal Auxiliaries (shall, should, will, would, can, could, may, might, must, ought to, need, dare, used to)</li><li>• Articles (a, an, the)</li><li>• Concord (Subject Verb Agreement)</li></ul> <p><b>Vocabulary:</b></p> <p>Words often confused – 25 pairs of words. Refer to the words given after references.</p> <ul style="list-style-type: none"><li>• Objective Type Questions may be asked</li></ul>	50%





Teaching- Learning Methodology	<b>Learner-centred Instructional methods</b> 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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<b>Course Outcomes:</b> After completion of the course, the learner	
1.	<ul style="list-style-type: none"><li>• Develops proficiency in Communicative English</li><li>• Interprets the language with enriched vocabulary</li><li>• Employs the basic concepts of the English language for practical purposes.</li></ul>





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

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





<b>List of Words (Vocabulary)</b>		
<b>1</b>	Accept	Except
<b>2</b>	Access	Excess
<b>3</b>	Bail	Bale
<b>4</b>	Beside	Besides
<b>5</b>	Boast	Boost
<b>6</b>	Bridal	Bridle
<b>7</b>	Carton	Cartoon
<b>8</b>	Caste	Cast
<b>9</b>	Cite	Site
<b>10</b>	Coast	Cost
<b>11</b>	Complement	Compliment
<b>12</b>	Confident	Confidant
<b>13</b>	Congenial	Congenital
<b>14</b>	Damage	Damages
<b>15</b>	Dear	Deer
<b>16</b>	Decease	Disease
<b>17</b>	Defer	Differ
<b>18</b>	Deprecate	Depreciate
<b>19</b>	Elicit	Illicit
<b>20</b>	Eligible	Illegible
<b>21</b>	Emigrant	Immigrant
<b>22</b>	Empathy	Sympathy
<b>23</b>	Facilitate	Felicitate
<b>24</b>	Heal	Heel
<b>25</b>	Industrial	Industrious

