



Programme: B Com Semester: I

Course Code	US1AECOM01	Title of the Course	Business English 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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Course Content		
	Description	Weightage
1.	<p>Text: A collection of short stories Name of the Text: Prism: An Anthology of Short Stories Section I - Glimpses of the World (Cambridge University Press)</p> <ol style="list-style-type: none">1. My Thai Cat by Pratoomratha Zeng2. The Father by Bjornsterne Bjornsen3. God Sees the Truth, but Waits by Leo Tolstoy <p>(four text-based short questions may be asked)</p>	50%
2.	<p>Grammar:</p> <ul style="list-style-type: none">• Tenses: Present Simple, Present Progressive, Present Perfect, Present Perfect Progressive, Past Simple, Past Progressive, Past Perfect, Future Tense Simple• Modal Auxiliaries (shall, should, will, would, can, could, may, might, must, ought to, need, dare, used to)• Articles (a, an, the)• Concord (Subject Verb Agreement) <p>Vocabulary:</p> <p>Words often confused – 25 pairs of words. Refer to the words given after references.</p> <ul style="list-style-type: none">• Objective Type Questions may be asked	50%





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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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 Rodriques (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.





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

