

**SARDAR PATEL UNIVERSITY**  
**Programme: BCOM**  
**Semester: I**  
**Syllabus with effect from: June 2011**

<b>Paper Code:</b> UB01FCOM02	<b>Total Credit: 3</b>
<b>Title Of Paper:</b> English and Business Communication-I	

Unit	Description in detail	Weighting (%)
	Name of the Text: Glimpses of Life An anthology of short stories Publishers : Orient Longman (Any seven stories in consultation with the concerned teachers)	
<b>1</b>	<b>Three text-based short answer questions</b>	<b>25 %</b>
<b>2</b>	<b>(A)Two text-based short notes</b> <b>(B)Objective questions based on the Text</b> (One line answers; one word substitutes; match the following, etc)	<b>17 %</b> <b>8 %</b>
<b>3</b>	<b>(A)Paragraph Writing</b> (on a topic of a general nature in not more than 150 words) <b>(B)Vocabulary</b> ( Words often confused – 100 pairs of words in attached sheet)	<b>8 %</b> <b>17 %</b>
<b>4</b>	<b>Grammar</b> Tenses: Present Simple, Present Progressive, Present Perfect, Past Simple, Past Progressive, Past Perfect, Future Tense Simple: Active and Passive aspects Modal auxiliaries Conditionals Concord	<b>25 %</b>

**Basic Text & Reference Books**

- Developing Communication Skills, by Krishna Mohan and Meera Banerji (Macmillan)
- Effective Business Communication, by Asha Kaul (Prentice Hall – Economy Edition)
- Principles and Practice of Business Communication, by Rhoda Doctor and Aspi Doctor (Sheth Publishers Ltd)
- Business Communication, by Urmila Rai and S M Rai (Himalaya Publishing House)
- Essentials of Business Communication, by Rajendra Pal and J. S. Korlahalli (Sultan Chand and Sons, New Delhi)
- A Practical English Grammar, by Thomson and Martinet
- Practical English Usage, Michael Swan (Amazon.co.uk)
- Oxford Practice Grammar, by John Eastwood (OUP)

