

SARDAR PATEL UNIVERSITY
Programme: BCOM
Semester: I
Syllabus with effect from: June 2016

Paper Code: UB01FCOM03	Total Credit: 3
Title Of Paper: English and Business Communication-I	

Unit	Description in detail	Weighting (%)
	Name of the Text: The Mill on the Floss – by George Eliot (Madhuban Publications - Abridged)	
1	Three text-based short answer questions	25 %
2	(A)Two text-based short notes (B)Objective questions based on the Text (One line answers; one word substitutes; match the following, etc)	17 % 8 %
3	(A)Paragraph Writing (on a topic of a general nature in not more than 150 words) (B)Vocabulary (Words often confused – 100 pairs of words in attached sheet)	8 % 17 %
4	Grammar Tenses: Present Simple, Present Progressive, Present Perfect, Past Simple, Past Progressive, Past Perfect, Future Tense Simple: Active and Passive aspects Modal auxiliaries Conditionals Concord	25 %

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)

