

SARDAR PATEL UNIVERSITY
Programme: B.Com.
Semester: I
Syllabus with Effect From: June-2018

Paper Code: UB01ACOM21	Total Credit: 3
Title Of Paper: English and Business Communication - I	

Course Contents

Text: [a novel (abridged) or a collection of short stories]

Name of Text: Mill on the Floss – by George Eliot (abridged)

Publisher: Madhubun

Objective: 1. To familiarize the learner with the basic concepts of English language.
 2. To develop the skill of independent reading and writing with comprehension.

Unit	Description of Detail	Weighting(%)
I	Three text – based short answer questions	25% (15 marks)
II	Three text – based short notes	25% (15 marks)
III	(A) Paragraph Writing (on a topic of a general nature in not more than 150 words) For eg. Topics like Books: Our Best Friends; My Favorite game; Importance of English; Pollution; A picnic by a river side....	08% (05 marks)
	(B) Vocabulary (Words often confused – 100 pairs of words in a attached sheet)	17% (10 marks)
IV	Grammar	10% (06 marks)
	• Tenses: Present Simple, Present Progressive, Present Perfect, Past Simple, Past Progressive, Past Perfect, Future Tense Simple	
	• Model Auxiliaries	05% (03 marks)
	• Conditionals	05% (03 marks)
	• Concord	05% (03 marks)

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 & Sons
- A Practical English Grammar by Thomson and Martinet
- Practical English Usage – Michael Swan - Amazon.co.uk
- Oxford Practice Grammar by John Eastwood - OUP