

**SARDAR PATEL UNIVERSITY**  
**B.Com. Semester: I**  
**Syllabus with Effect From: June-2019**

<b>Paper Code: UB01CCOM56</b>	<b>Total Credit: 3</b>
<b>Title Of Paper: Functional English – I</b>	

**Objective:** To familiarize the learner with the basic concepts of English language.

1. To develop the skill of independent reading with comprehension.
2. To equip the students with the language proficiency and skills necessary for drafting informal and formal letters.

Prescribed Text : Fantasy (a Collection of Short Stories )

Ed. By V. Sasikumar (Orient Longman Private Limited)

Unit	Description of Detail	Weighting(%)
<b>I</b>	Text Stories : 1. A service of love ( O Henry ) 2. The Thief ( Ruskin Bond) 3. My Brother, My Brother ( Norah Burke) 4. Marriage is Private Affair ( Chinua Achebe) ( Short Question Answer 5/7, Short Notes 3/4 )	<b>25%</b>
<b>II</b>	Grammar A. Forms and Uses of Primary Auxiliary B. Use of Definite and Indefinite Articles C. Prepositions	<b>25%</b>
<b>III</b>	Composition A. Informal (Personal) Letters 1. Letter to a friend describing an interesting book or an article you have just read 2. Letter to your younger brother advising him to study hard for the examination 3. Letter to congratulate your friend on his sport achievement 4. Letter of condolence to a friend who has recently lost his/her mother. 5. Letter to your father describing the Annual Function of your college B. Formal (Official ) Letters : 1. Letter to the Principal of your Institution asking for leave on medical ground 2. Letter to the Post Master complaining the late delivery of the post in your area. 3. Letter to the President of the Nagar Palika about uncleanliness and the garbage spread all over the town. 4. Letter to Superintendent of the Police complaining about nuisance of anti-social elements and their illicit activities in your area. 5. Letter to the Vice- Chancellor, demanding more facilities in the University Library and the Reading Room	<b>25%</b>
<b>IV</b>	A. Comprehension (A passage of general interest) B. Cloze Reading (A passage of about 200 words to test the proficiency level the students)	<b>25%</b>

**Basic Text & Reference Books:-**

- Wren & Martin, High School English Grammar & Composition, S. Chand
- Thomson & Martinet, A Practical English Grammar, OUP
- Green, David, Contemporary English Grammar, Structure and Composition, McMillan
- Murphy, Raymond, Essential English Grammar, Cambridge University Press
- Hewings, Martin, Advance Grammar in Use, Cambridge University Press