

B.Com Semester I English I

(Written English)

100 Marks - 75 Lectures

- 1. To improve the English language proficiency of the students, by developing their reading, comprehending, writing, listening and speaking skills.**
- 2. To provide them competence and expertise to answer various Competitive Exams.**

Learning Outcomes

By the end of the semester the students should be able:

- to know correct grammatical usage / analyze the structure of language;**
- to comprehend a given text, grasp its gist, locate meanings, and infer conclusions;**
- to prepare notes of an unseen text in a format of their choice;**
- to write simple narratives;**
- to design advertisements;**
- to write articles of an analytical nature;**
- To write reports.**

Course content

- 1 Grammar: Students to be familiarized with the structure of the English language.
(20 Marks -18 lectures)**
- 2 Comprehension: Questions asked should test literal, inferential, interpretive skills of students.
(15Marks-11lectures)**
- 3 Basics of Business Letter Writing: Layout and Parts of letters; Courtesy Letters: Invitation letters, Appreciation and Congratulation, Sympathy etc.
(15marks - 09 lectures)**
- 4 Creative writing: Students should create documents in genres like poetry, drama, short stories, essays, biographies etc. (09 lectures) 15 mark**
- 5 Advertisements: Students should prepare simple classified and display advertisements (08lectures) 10 marks**
- 6 Articles: Students should interpret visual representations like graphs, maps, tables and charts and write articles of analytical nature based on them
(15 marks-10 lectures)**
- 7 Computer Writing Skills: Students should improve their ability to touch type and use the on-line and off-line tools like spell checker, grammar checker and search engines to improve their writing abilities. This can be taught through computer games that can be freely-downloaded.
(10 Marks-10 Lectures)**

Books for Study and Reference:

- *Objective English for Competitive Examination* by Hari Mohan Prasad. Tata McGraw-Hill Publishing Company Limited.
- *Advanced Learner's English Grammar and Composition* by M.P.Sinha., Concept Publishers and Distributors.
- *Objective English* by Rajni Sehgal, Sarup & Sons, New Delhi.
- *Comprehension, Precis and Paragraph Writing*, by Lawrence Shaffer, Sarup & Sons.
- *English through Reading*, by Bhaskar and Prabhu, Macmillan India.
- owl.english.purdue.edu/ The Purdue University Online Writing Lab

Scheme of Examination:

2 Intra Semester Assessments [ISA]

20 marks.

1 Semester End Examination [SEE]

80 marks.

