

Shivaji University, Kolhapur
B.Com. Part I – (Compulsory English)
CBCS Pattern

English for Business Communication

Semester –I

Communication Skills and Reading Comprehension

Unit I A) Unit 1 A) Business Communication I:

a) Telephonic communication

b) Using Fax machine c) Writing e-mails

Unit I B) Growing Up - Joyce Cary

Unit II A) Business Communication II:

a. Writing Notices/Office Orders

b. Writing Circular Letters

Unit II B) The Nalapat House - Kamala Das

Unit III A) Preparing C. V. and Writing a Letter of Application

Unit III B) I Have a Dream - Martin Luther King Jr.

Unit IV A) Money - Philip Larkin

Unit IV B) The Blind Boy - Colley Ciber

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English for Business Communication

Semester II

Communication Skills and Reading Comprehension

Unit V A) English for Consumer Advertising

Unit V B) The Worker - Walter Wykes

Unit VI A) Information Transfer and Interpretation of Data

Unit VI B) One Thousand Dollars - O' Henry

Unit VII A) Writing Notice, Agenda and Minutes of Meeting

Unit VII B) Beautiful Mandakini –Ruskin Bond

Unit VIII A) Leisure - W. H. Davies

Unit VIII B) First, They said – Alice Walker

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English for Business Communication
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Pattern of Question Paper
SEMESTER I

Total Marks: 50

Que. No	Sub. Que	Type of Question	Based on Unit	Marks
Q.1	A	Five multiple choice objective type questions on Reading Skill. (Four choices should be given, out of which one should be the most correct choice)	Unit 1B, 2B, 3B & Unit 4 A & B	05
	B	Five objective type questions on textual vocabulary on i) Synonyms ii) Antonyms iii) Change the grammatical classes iv) Use of phrases	Unit 1B, 2B, 3B & Unit 4 A & B	05
Q.2	A	Answer the following questions in two to three sentences each (3 out of 5)	Unit 1B, 2B, 3B & Unit 4 A & B	09
	B	Write short note on the following in about 50 to 60 words (2 out of 3)	Unit 1B, 2B, 3B & Unit 4 A & B	06
Q.3	A	Business Communication I	Unit 1A	06
	B	Business Communication I	Unit 1A	06
Q.4	A	Business Communication II:	Unit 2A	07
	B	Preparing C. V. and Writing a Letter of Application	Unit 3A	06

