

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT

T.Y.B.Com.

ENGLISH COMPULSORY

2008-09, 2009-10, 2010-11.

(Gujarati Medium)

TEXT-1 **Twelve Short Stories (Oxford)**

TEXT-2 **English for Competitive Examinations**
(Chapters prescribed: 1, 2, 11, 12, 13, 14)

The following teaching items pertaining to Business English will also have to be dealt with in the classroom :

- (i) Notice/Agenda
- (ii) Minutes/ Questionnaire
- (iii) Office Order/Memos
- (iv) Job Application with C.V./Oral presentation in written form (Business situations only such as symposium, seminars, Conference, etc. only)
- (v) Individual Report

REFERENCE BOOKS:

- (1) English Online – J. Mohanraj et al. (O.L.)
- (2) Essentials of Business Communication – Rajender Paul et al (Sultan Chand & Sons, NEW DELHI)
- (3) The Oxford Guide to Writing and Speaking – John Seely (Oxford)
- (4) A Foundation English Course for Undergraduates (Book-III)
Ed. Geetha Nagraj (Oxford)
- (5) Written Communication in English
- Sarah Freeman (O.L.)
- (6) Developing Communication Skills (Mac)
- Krishna Mohan , Meera Banerji.

DISTRIBUTION OF MARKS FOR THE UNIVERSITY EXAMINATION

1.	Long essay type question based on Text-1 – (1 out of 3)	12 Marks
2.	Short notes based on Text-1 (2 out of 4)	8 Marks
3.	5 questions, with internal options, based on the skills enlisted above, each carrying 7 Marks, i.e.,	35 Marks
4.	Language items based on Text 2, with internal options	<u>15 Marks</u>
	TOTAL:	<u>70 Marks</u>

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TEXT:1 Selection From Modern English Prose - Ed. Haldhar Pande - (Uni. Press)

TEXT-2 Professional Communication - (OUP)
(Chapters prescribed : 1, 2, 3, 4, 5, 7, 8, 9)

DISTRIBUTION OF MARKS FOR THE UNIVERSITY EXAMINATION

1.	Essay type question from Text-1 (1 out of 3)	10 Marks
2.	Short notes based on Text-1 (2 out of 4)	10 Marks
3.	Essay writing	10 Marks
4.	Four Questions, with internal options, based on Text-2,each carrying 10 marks, i.e.	<u>40 Marks</u>
	TOTAL:	<u>70 Marks</u>