

Veer Narmad South Gujarat University

First Year B.Com.

Semester - 2

Course Code - FE 215 B

English Paper - II

(Syllabus effective from Academic Year 2011-12 and onward)

Foundation Course in English: Language Through Literature

Communication Skills

Text Prescribed : **Strings of Gold**

Teaching items are as follows:

1. Business Communication
2. Interview and Interviewing Skills
3. Writing Notices, Agenda, Minutes
4. Paragraph Writing
5. Narration
6. Summarizing
7. Comprehension of an Unseen Passage

DISTRIBUTION OF MARKS FOR THE SECOND SEMESTER UNIVERSITY EXAMINATION

Seven Questions to be set on the above seven items; each item will carry 10 Marks.
One internal option to be given, save the Passage for Comprehension.