



B. J. VANIJYA MAHAVIDYALAYA

(Autonomous)

(Grant-in-Aid)

(Affiliated to Sardar Patel University)

Vallabh Vidyanagar- 388 120, Dist. Anand, Gujarat, India

Accredited with CGPA of 2.78 on four-point scale at B++ Grade by NAAC

Syllabus as per the NEP 2020 with effect from June – 2024

Bachelor of Commerce (B. Com.)

Semester – I

Course Code	UB01AECOM01	Title of the Course	English & Business Communication –I
Total Credits of the Course	02	Hours per week	02

Course Objectives:	<ol style="list-style-type: none">1) To make the learner proficient in the use of communicative English.2) To enhance the learner's ability in writing skill in the English language.3) To make the learner able to learn the English language through the medium of English literature.
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Course Content		
Unit No.	Description	Weightage (%)
1.	<p>Text: A collection of short stories Name of the Text: Prism: An Anthology of Short Stories Section I - Glimpses of the World (Cambridge University Press)</p> <ul style="list-style-type: none">• My Thai Cat by Pratoomratha Zeng• The Father by Bjornsterne Bjornsen• God Sees the Truth, but Waits by Leo Tolstoy <p>(Four text-based short questions may be asked)</p>	50%
2.	<p>Grammar:</p> <ul style="list-style-type: none">• Tenses: Present Simple, Present Progressive, Present Perfect, Present Perfect Progressive, Past Simple, Past Progressive, Past Perfect, Future Tense Simple• Active-Passive Voice• Articles (a, an, the)	50%



	<ul style="list-style-type: none"> Concord (Subject Verb Agreement) <p>Vocabulary: Words often confused – 50 pairs of words. Refer to the words given after references. (Objective Type Questions may be asked)</p>	
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Teaching-Learning Methodology	The course would be taught /learnt through ICT (e.g. Power Point Presentation, Audio-Visual Presentation), Lectures, Group Discussions, Quizzes, Assignments, Case Study and Browsing E- Resources.
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / MCQ (As per CBCS R.6.8.3)	30%
2.	Internal Continuous Assessment in the form of Practical, Viva- voce, Quiz, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	20%
3.	Final Examination	50%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Develop proficiency in communicative English.
2.	Interpret the English language with enriched vocabulary.
3.	Employ the basic concepts of the English language for practical purposes.

Suggested References:	
Sr. No.	References:
1.	Essentials of Business Communication – Rajendra Pal and J S Korlahalli (Sultan Chand & Sons)
2.	Principles and Practice of Business Communication – Rhoda A Doctor & Aspi H Doctor (AR Sheth & Company, Mumbai)
3.	Business Communication – U S Rai & S M Rai (Himalaya Publishing House, Mumbai)
4.	Developing Communication Skills – Krishna Mohan & Meera Benerji (Macmillan)
5.	Effective Business Communication – Asha Kaul (Prentice Hall – Economy Edition)

6.	Business Communication – Asha Kaul (Prentice Hall of India Pvt Ltd, New Delhi)
7.	Effective Business Communication – M V Rodriques (Concept Publishing House)
8.	Writing with a purpose – Champa Tickoo and Jaya Sasikumar (Oxford University Press, Mumbai)
9.	Business Communication and Report Writing – R P Sharma and Krishna Mohan (Tata McGraw Hill 2002)
10.	Communication Skills – Sanjay Kumar & Pushplata (OUP)
11.	Oxford Practice Grammar, Intermediate – John Eastwood (OUP)

On-Line Resources to be used as and when required.

List of Words (Vocabulary)		
1	Accept	Except
2	Access	Excess
3	Ascent	Accent
4	Bail	Bale
5	Beside	Besides
6	Boast	Boost
7	Born	Borne
8	Bought	Brought
9	Breath	Breathe
10	Bridal	Bridle
11	Carton	Cartoon
12	Caste	Cast
13	Cite	Site
14	Coast	Cost
15	Complement	Compliment
16	Confident	Confidant
17	Congenial	Congenital
18	Damage	Damages
19	Dear	Deer



20	Decease	Disease
21	Defer	Differ
22	Deprecate	Depreciate
23	Elicit	Illicit
24	Eligible	Illegible
25	Emigrant	Immigrant
26	Empathy	Sympathy
27	Facilitate	Felicitate
28	Fair	Fare
29	Formerly	Formally
30	Heal	Heel
31	Industrial	Industrious
32	Lead	Led
33	Passed	Past
34	Patrol	Petrol
35	Pray	Prey
36	Principal	Principle
37	Rain	Reign
38	Rays	Raze
39	Right	Write
40	Ring	Wring
41	Role	Roll
42	Route	Rout
43	Soul	Sole
44	Story	Storey
45	Suit	Suite
46	Team	Teem
47	Trial	Trail
48	Vain	Vein
49	Wear	Ware
50	Weather	Whether