

(Compulsory English)
B. Com. I
Semester I

Theory :- 80 Marks

Time :- 3 Hours

Text Prescribed for study : RAYS OF LETTERS

(As per model curriculum of the U.G.C. for B.Com. Part- I and published by Raghav Publisher and Distributors, Mahal, Nagpur.)

Unit I : PROSE

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|---------------------------------|-------------|
| 1. The Eyes are not Here | Ruskin Bond |
| 2. The Romance of a Busy Broker | O. Henry |

Unit II

: PROSE

- | | |
|-------------------|----------------|
| 3. Bores | E.V. Lucas |
| 4. The Lost Child | Mulk Raj Anand |

Unit III : POETRY

- | | |
|----------------------------------|--------------------|
| 1. The World is too Much With us | William Wordsworth |
| 2. Once Upon a time | Gabriel Okara |
| 3. If | Rudyard Kipling |

Unit IV : GRAMMAR (strictly based on the prescribed text)

- Change the Narration
- Articles
- Synonyms & Antonyms
- Tense Forms

Unit V : BUSINESS CORRESPONDENCE AND WRITING SKILLS

(As given in the prescribed text.)

- Letter Writing (Formal & Informal)
 - Formal
Applications for Job/Complaint/Order
 - Informal/ Personal Letters
- Resume Writing

Distribution of Marks (80 : 20)

A) Theory 80 Marks

Textual Components :

Que. 1 P OSE

Any two long answer questions to be attempted out of four each carrying eight marks .

2X8=16 Marks

Que. 2- POETRY

Any Four short answer questions to be attempted out of Six each carrying four marks.

4X4=16 Marks

Que. 3 GRAMMAR (TEXTUAL)

- Change the narration
Two questions carrying two marks each Articles 2X2 = 4 Marks
- Articles
Four questions carrying one mark each 4X1 = 4 Marks
- Synonyms & Antonyms
Four questions carrying one mark each 4X1 = 4 Marks
- Tense Forms
Four questions carrying one mark each 4X1 = 4 Marks

Que. 4 BUSINESS CORRESPONDENCE AND WRITING SKILLS

a) Letter Writing

- Formal Letter
(Application for Job/Complaint/Order)
(Any one out of two) 5X1 = 5 Marks
- Informal Letters/Personal Letters
(Any one out of two) 5X1 = 5 Marks

b) Resume Writing

6 Marks

B) Internal Assessment

20 Marks

- Class Test 10 Marks.
- Home Assignment 10 Marks.

**B.Com. I
Semester II
(Compulsory English)**

Theory :- 80 Marks

Time :- 3 Hours

Text Prescribed for study : RAYS OF LETTERS

(As per model curriculum of the U.G.C. for B.Com. Part- I and published by Raghav Publisher and Distributors, Mahal, Nagpur.)

Unit I : PROSE

- | | |
|-----------------------------------|---------------------|
| 1. Each is Great in His Own Place | Swami Vivekananda |
| 2. The Postmaster | Rabindranath Tagore |

Unit II : PROSE

- | | |
|------------------------------------|---------------------|
| 3. How I Became a Public Speaker | George Bernard Shaw |
| 4. Prospects of Democracy in India | Dr. B.R. Ambedkar |

Unit III : POETRY

- | | |
|--------------------------------|-----------------|
| 1. Success is Counted Sweetest | Emily Dickinson |
| 2. Laugh and Be Merry | John Masefield |
| 3. The Impossible Dream | Joe Darion |

Unit IV : GRAMMAR (strictly based on the prescribed text)

- A. Change the Voice
- B. Idioms & Phrases
- C. One Word Substitute
- D. Prepositions

Unit V : BUSINESS CORRESPONDENCE AND WRITING SKILLS

- A) E- mail
- B) Newspaper Reports

Distribution of Marks : (80 : 20 Marks)

Textual Components :

ue. 1 P OSE

Any two long answer questions to be attempted out of four each carrying eight marks .

2X8=16 Marks

Que. 2- POETRY

Any Four short answer questions to be attempted out of Six each carrying four marks.

4X4=16 Marks

Que. 3 MULTIPLE CHOICE QUESTIONS

(10 questions from Prose and six questions from Poetry, each carrying one mark.

16X1= 16 Marks

Que. 4 GRAMMAR (TEXTUAL)

- a) Change the Voice
Four questions carrying one marks each
- b) Idioms & Phrases
Four questions carrying one mark each
- c) One Word Substitute
Four questions carrying one mark each
- d) Preposition
Four questions carrying one mark each

4X1=4 Marks

4X1 = 4 Marks

4X1 = 4 Marks

4X1 = 4 Marks

Que. 5 - BUSINESS CORRESPONDENCE AND WRITING SKILLS

- a) E- Mail
(Any one out of two)
- b) Newspaper Reports
(Any one out of two)

6X1 = 6 Marks

10X1 = 10 Marks

B Internal Assessment

20 Marks

- (i) Class Test 10 Marks.
- (ii) Home Assignment 10 Marks.
