

S-29 Nov., 2013 AC after Circulars from Circular No.55 & onwards

- 55 -

डॉ. बाबासाहेब आंबेडकर मराठवाडा विद्यापीठ, औरंगाबाद**परिपत्रक क्रमांक/एस.यु./कला विद्याशाखा/अनिवार्य इंग्रजी/८१/२०१४**

या परिपत्रकाद्वारे सर्व संबंधितांना सुचित करण्यात येते की, कला विद्याशाखेने शिफारस केल्यानुसार बी.कॉम. द्वितीय वर्ष (तृतीय व चतुर्थ सत्र) पध्दतीचा अनिवार्य केलेल्या इंग्रजी (Compulsory English) सुधारीत अभ्यासक्रमास मा. कुलगुरु यांनी, त्यांना प्राप्त असलेला विशेष अधिकार महाराष्ट्र विद्यापीठ अधिनियम-१९९४ कलम १४(७) अन्वये शैक्षणिक वर्ष २०१४-१५ या एक वर्षा करिता मान्यता दिलेली आहे. करिता विद्यापरिषदेच्या अंतिम मान्यतेनंतर शैक्षणिक वर्ष २०१४-२०१५ या वर्षाकरिता या कार्यालयाने पारीत केलेले परिपत्रक पुढील परिपत्रक येईपर्यंत लागू राहिल. त्या अनुषंगाने सदरील सुधारीत अभ्यासक्रमाची प्रत या परिपत्रकासोबत आपल्या पुढील कार्यवाहीसाठी पाठविण्यात येत आहे. सुधारीत अभ्यासक्रम फक्त शैक्षणिक वर्ष २०१४-२०१५ या वर्षा पुरताच मर्यादित राहिल. या अभ्यासक्रमाची प्रत विद्यापीठाच्या (1) www.bamu.net (2) www.affiliation.oaasisbamu.org या संकेतस्थळावर उपलब्ध आहे.

करिता, या परिपत्रकाची सर्व संबंधितांनी नोंद घ्यावी.

विद्यापीठ प्रांगण,
औरंगाबाद-४३१ ००४.
संदर्भ क्र.एस.यु./कला वि.शा./जे.एल.के./२०१४-१५
९७४२-१००४१
दिनांक :- १३-०६-२०१४.

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संचालक,
महाविद्यालये व विद्यापीठ
विकास मंडळ.

या परिपत्रकाची एक प्रत :-

- १) मा. परिक्षा नियंत्रक, परिक्षा विभाग,
- २) मा. प्राचार्य, सर्व संलग्नीत महाविद्यालये,
- ३) संचालक, युनिक यांना विनंती करण्यात येते की, सदरील अभ्यासक्रम विद्यापीठाच्या संकेतस्थळावर उपलब्ध करुण देण्यात यावेत.
- ४) संचालक, ई-सुविधा केंद्र, विद्यापीठ परिसर,
- ५) जनसंपर्क अधिकारी, मुख्य प्रशासकीय इमारत,
- ६) कक्ष अधिकारी, पात्रता विभाग, मुख्य प्रशासकीय इमारत,
- ७) कक्ष अधिकारी, बी.कॉम. विभाग, परीक्षा भवन,
- ८) अभिलेख विभाग, मुख्य प्रशासकीय इमारती मागे,

डॉ. बाबासाहेब आंबेडकर मराठवाडा विद्यापीठ, औरंगाबाद.

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY
AURANGABAD**



**Revised SYLLABUS
OF
COMPULSORY ENGLISH
FOR
B.COM.SECOND YEAR
SEMESTER THREE AND FOUR**

EFFECTIVE FROM JUNE 2014 AND ONWARDS

SYLLABUS
COMPULSORY ENGLISH COURSE
FOR
B.COM. SECOND YEAR

THE COURSE OF B.COM. S.Y.COMPULSORY ENGLISH CONSISTS OF ONE PAPER TO BE STUDIED IN TWO SEMESTERS.

TITLE OF THE PAPER: **ENGLISH FOR ENTREPRENEURS**

CODE OF THE PAPER: **BCOMCLE- 2**

AIM OF THE COURSE:

*To help students achieve excellent business communication skills for better employment.

OBJECTIVES OF THE COURSE:

*To introduce students to multi business communication skills.

*To inspire students for enterprise through prose reading.

*To strengthen students' writing skill through grammar.

COURSE CONTENT (SEMWISE)

SEMESTER THREE

PAPER TITLE &NO.: **ENGLISH FOR ENTREPRENEURS, PAPER-III**

UNIT ONE: BUSINESS COMMUNICATION

(A) TRASACTIONAL WRITING:

1. *Standard Business Letters*
2. *Handling Letters of Complaint*

(B)DISCUSSIONS/MEETINGS/TEAM SKILLS

1. *Preparing Agenda for Meetings*
2. *Writing Minutes for Meetings*

(C)JOBS AND CAREERS

1. *Applying for Jobs*
2. *Writing Cover Letters for Resumes*

UNIT TWO: PROSE FOR BUSINESS INSPIRATION

- 1) *On the Education of a Man of Business*-Arthur Helps
- 2) *In the Office*-A.S.Hornby
- 3) *When Ideas Make Money*-Shamila Ganeshan
- 4) *Appro JRD*-Sudha Murthy
- 5) *The Man Who E-Mailed the World*-Po Bronson

UNIT THREE: GRAMMAR: WRITING SKILL

1) THE SENTENCES:

- i) *Simple Sentences.*
- ii) *Clauses and its Kinds.*
- iii) *Complex Sentences.*
- iv) *Compound Sentences.*

2) USE OF PUNCTUATIONS AND CAPITAL LETTERS

SEMESTER FOUR

PAPER TITLE&NO.: **ENGLISH FOR ENTREPRENEURS, PAPER-IV**

UNIT ONE: BUSINESS COMMUNICATION

(A) TRANSACTIONAL WRITING:

1. *Drafting E-Mail for Business Correspondence*
2. *Writing Short Reports*

(B) DISCUSSIONS/MEETINGS/TEAM SKILLS

1. *Making Notes of Business Conversations*
2. *Business Promotions and Language for Advertising*

(C) JOBS AND CAREERS

1. *Preparing for Interviews*
2. *Taking Interviews*

UNIT TWO: PROSE FOR BUSINESS INSPIRATION

- 1) *India's Tech King*-From www.wipro.com
- 2) *A Speech by N.R. Narayana Murthy*-----
- 3) *Saving Money*-M.Leafe
- 4) *The Beauty Industry*-Aldous Huxley
- 5) *Face Book is making us Miserable*-Daniel Gulati

UNIT THREE: GRAMMAR: WRITING SKILL

1. SENTENCE PATTERNS/STRUCTURES

- a) *Subject + Intransitive Verb*
- b) *Subject+ Transitive Verb + Direct Object*
- c) *Subject +Verb + Object + Adverb Particle*
- d) *Subject + Verb + Indirect Object + Direct Object*
- e) *Subject + Verb +Direct Object +Preposition + Indirect Object*
- f) *Subject + Verb + Object + Complements*
- g) *Subject + to be + Complement*

2) WORD FORMATION

- a) Use of Prefixes
- b) Use of Suffixes

PRESCRIBED TEXTS:

1. ***ENGLISH FOR ENTREPRENEURS***,
Board of Studies in English, Cambridge University Press, 2014.
2. ***ENGLISH GRAMMAR: A BOOK OF SENTENCE STRUCTURE AND VOCABULORY***,
Board of Studies in English, Cambridge University Press, 2014.
3. Recommended Reading:
Contemporary English Grammar Structures and Composition,
Rev.Edition, by David Green, Macmillan Publishers India Ltd., 2010.

SCHEME OF MARKING

SEMESTER THREE

PAPER TITLE &NO.: **ENGLISH FOR ENTREPRENEURS, PAPER-III**

Time: Two Hours

Marks: 50

- 1) Question one will be on Unit One Business Communication consisting A, B, C with internal choice. 18 Marks.
- 2) Question two will be on Unit Two Prose for Business Inspiration consisting five questions out of which three have to be answered. 18 Marks.
- 3) Question three will be on Unit Three Grammar: Writing Skill. 14 Marks.

Note: Model question paper will be incorporated.

SEMESTER FOUR

PAPER TITLE &NO.: **ENGLISH FOR ENTREPRENEURS, PAPER-IV**

Time: Two Hours

Marks: 50

- 1) Question one will be on Unit One Business Communication consisting A, B, C with internal choice. 18 Marks.
- 2) Question two will be on Unit Two Prose for Business Inspiration consisting five questions out of which three have to be answered. 18 Marks.
- 3) Question three will be on Unit Three Grammar: Writing Skill.s 14 Marks.

Note: Model question paper will be incorporated.

ACKNOWLEDGEMENT

The Board of Studies in English gratefully acknowledges the valuable suggestions from the Dean and all the Chairmen, Faculty of Commerce, in selecting and finalizing the content of the course. The Board also acknowledges support from the University.

Sd/-

Chairman

4, April 2014

University Campus

Board of Studies in English

Dr. B. A. M. University Aurangabad.