

**Class- B. Com 2<sup>nd</sup> semester**  
**Subject- English & Business Communication Skills**

Max. Marks: 100  
 Theory: 80  
 Int. Asst.: 10  
 Practical: 10

**Section- I**

Topic	Teaching Points	Specific objectives	Methods/Approaches/Techniques	Resources & Links
<u>Text Portion</u> 1. Chandalika 2. A Bachelor's complaint of the behaviour of Married People 3. El Dorado 4. Bores 5. The Art of the Essayist	a) About the Author b) Introduction of the characters/main issues involved c) General overview of the lesson d) Interpretation of the individual lines of the lesson e) Explanation of the difficult words f) Discussion of various themes/incidents/characters/main issues	a) To provide the students a detailed overview of the lesson b) To encourage the students to participate in class-room discussion thereby enabling them to express their own understanding of the main issues/themes/incidents/characters c) To motivate the students to critically analyze the lesson	Class-room teaching with examples, discussion	Ten Mighty Pens, ed., K. A. Kalia (Oxford University Press)
Vocabulary Test in the form of 'Match the Columns'	Practice of the various exercises given at the end of each chapter	Main Objective is to enhance the students' knowledge of words and their meanings		
Unseen passage for Comprehension with minimum six questions at the end.	Practice of unseen passages of wide variety to improve reading & comprehension skills	This is to test a student's comprehension ability, language/ presentation skills & vocabulary etc.		

## Section- II

Topic	Teaching Points	Specific objectives	Methods/Approaches/Techniques	Resources & Links
<p>1. Modern forms of communication</p> <p>2. Effective Listening</p> <p>3. Non-verbal Communication</p> <p>4. Writing skills: Business précis-writing, curriculum vitae, short formal reports.</p>	<p>a) Format of e-mail &amp; fax messages and their advantages and disadvantages</p> <p>b) Meaning of teleconferencing, audio-visual aids &amp; power point presentations and their merits and demerits.</p> <p>c) Difference between listening and hearing, process of listening, types of listening, barriers in effective listening, how to become a good listener</p> <p>d) Meaning of Non-verbal Communication, types &amp; its importance</p> <p>e) Meaning of précis and practice of précis writing by teaching students how to use conjunctions to merge sentences, how to form complex sentences and how to substitute few words for many.</p> <p>f) Meaning, purpose, format and components of curriculum vitae. Features of a good curriculum vitae &amp; how to draft it.</p> <p>g) Types, purpose, format &amp; components of formal reports. Features of a good report &amp; how to draft it.</p>	<p>The main objective is to familiarize the students with the modern forms of communication and motivate them to participate in the class-room discussion. It will also enhance their writing skills as they will come to know how to effectively draft curriculum vitae and formal reports.</p>	<p>Class-room teaching with examples using black-board, discussion</p>	<p>1. Textbook of Business Communication, Anjali Kalkar, R. B. Suryawanshi, Amalanjyoti Sengupta, Hyderabad: Orient Blackswan, 2010.</p> <p>2. Business Communication, Ed. Om. P. Juneja &amp; Aarti Mujumdar, Hyderabad: Orient Blackswan, 2010</p>

**Practical**

Topic	Teaching Points	Specific objectives	Methods/Approaches	Resources & Links
Group Discussion	To teach students how to prepare for Group Discussion.	Practical work will improve students' speaking skills.	Class-room teaching, Examples, Discussion	50 Ways to Improve Your Business English... without too much effort, Ken Taylor, Hyderabad: Orient Blackswan, 2006