

FACULTY OF LANGUAGES
SYLLABUS
OF
COMMUNICATIVE ENGLISH
Bachelor of Commerce (Honours)
(Semester I-II)
(Under Continuous Evaluation System)
Session: 2022-23



The Heritage Institution
KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)

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SCHEME OF STUDY AND EXAMINATION OF THREE YEAR DEGREE PROGRAMME

Bachelor of Commerce (Honours)

Session-2022-23

COMMUNICATIVE ENGLISH

COMMUNICATIVE ENGLISH Semester I							
Course Name	Course Code	Course Type	Marks				Examination time (in Hours)
			Total	Ext.		CA	
				L	P		
Communicative English	BCOL- 1102	C	50	40	-	10	3

C - Compulsory

Bachelor of Commerce (Honours)

SEMESTER – I

Session: 2022-23

Course Code: BCOL-1102

Course Outcomes

The students will be:

CO 1: to enhance their vocabulary through vocabulary building exercises

CO 2: able to improve their writing skills by writing letters and reports

CO3: to enhance their reading and analyzing power of texts through guided reading by the study of “Making Connections” by Kenneth J. Pakenham

CO4: acquainted to the techniques of effective essay writing

Bachelor of Commerce (Honours)

(SEMESTER-I)

Session: 2022-23
Course Code: BCOL-1102
COMMUNICATIVE ENGLISH

Time: 3 Hours

Max. Marks: 50

Theory: 40

Continuous Assessment: 10

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four).

Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section. Each section has a weightage of 8 marks.

SECTION–A

“Word List”, “Correct Usage of Commonly used words and Phrases” from the chapter “Vocabulary” given in *The Written Word* by Vandana R. Singh

SECTION–B

Letter- writing as prescribed in *The Written Word* by Vandana R. Singh
Report writing as prescribed in *The Written Word* by Vandana R. Singh

SECTION–C

Unit-I from *Making Connections: A Strategic Approach to Academic Reading* by Kenneth J. Pakenham, Second Edition

SECTION–D

Unit-II from *Making Connections: A Strategic Approach to Academic Reading* by Kenneth J. Pakenham , Second Edition

Prescribed Text books:

The Written Word by Vandana R. Singh, Oxford University Press, New Delhi.

Making Connections: A Strategic Approach to Academic Reading by Kenneth J. Pakenham, Second Edition

FACULTY OF LANGUAGES
SYLLABUS

**OF
COMMUNICATIVE ENGLISH
Bachelor of Commerce (Honours)
(Semester II)
(Under Continuous Evaluation System)**

Session: 2022-23



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SCHEME OF STUDY AND EXAMINATION OF THREE YEAR DEGREE PROGRAMME

Bachelor of Commerce (Honours)

Session-2022-23

COMMUNICATIVE ENGLISH

COMMUNICATIVE ENGLISH Semester II							
Course Name	Course Code	Course Type	Marks				Examination time (in Hours)
			Total	Ext.		CA	
				L	P		
Communicative English	BCOL-2102	C	50	40	-	10	3

C - Compulsory

Bachelor of Commerce (Honours)

SEMESTER – II

Session: 2022-23

Course Code: BCOL-2102

Course Outcomes

At the end of this course, students will be able to:

CO1: distinguish the main points from the supporting details and the irrelevant information from the relevant one through Note-Taking

CO2: learn the skills and strategies of effective writing by paragraph writing

CO3: enhance their reading and analyzing power of texts through guided reading through the study of “Making Connections” by Kenneth J. Pakenham

CO4: be acquainted to the techniques of effective essay writing

Bachelor of Commerce (Honours)

(SEMESTER-II)

Session: 2022-23

Course Code: BCOL-2102

COMMUNICATIVE ENGLISH

Time: 3 Hours

Max. Marks: 50

Theory: 40

Continuous Assessment: 10

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section. Each section has a weightage of 8 marks.

SECTION–A

Practical question on Note Making, Summarizing and Abstracting as given in The Written Word by Vandana R. Singh

SECTION–B

Practical question on Paragraph writing as prescribed in The Written Word by Vandana R. Singh

SECTION–C

Theoretical questions based on ABC of Good Notes as prescribed in The Written Word by Vandana R. Singh, Unit-III from Making Connections: A Strategic Approach to Academic Reading by Kenneth J. Pakenham, Second Edition

SECTION–D

Practical question on Essay writing from The Written Word by Vandana R. Singh, Unit - IV from Making Connections: A Strategic Approach to Academic Reading by Kenneth J. Pakenham, Second Edition.

Prescribed Text books:

- The Written Word by Vandana R. Singh, Oxford University Press, New Delhi
- Making Connections: A Strategic Approach to Academic Reading by Kenneth J. Pakenham, second edition.