

R.T.M.Nagpur University, Nagpur

B.Com Compulsory English

Semester-I & II

Prescribed Textbook- Epiphanies (Orient BlackSwan)

Semester III & IV

Prescribed Textbook- Igniting Minds

SYLLABUS

Course Objectives

1. To be well versed in all the four language skills- Listening, Speaking, Reading and Writing.
2. To enhance their study skills
3. To familiarize the students with Business Communication skills and soft skills.
4. To develop insight and critical thinking through the prescribed prose and poems.
5. To inculcate 21 century skills in the students
6. To develop life skills in the students through ethics, morals and mould the character of the students through the diligently chosen texts.
7. To instil self- confidence in the students through inspiring examples of successful people.

Learning Outcomes

1. The students will be able to listen and comprehend the English Language through the prescribed poems and prose.
2. The students will be able to read with comprehension a fairly complex English text.
3. The students will be able to speak, converse, deliver a speech, narrate and describe in English.
4. The students will be able to express their emotions and ideas in English in spoken and written form.
5. The students will be able to draft various letters and reports.
6. The students will be able to analyse, interpret, discuss and debate on different topics on the basis of the prescribed prose and poems
7. The students will be inspired and motivated to look at life with a positive attitude.
8. The students will be able to make constructive use of ICT and social media.
9. The students will develop logical reasoning and will be able to form and give their personal opinions and take decisions on various topics
10. The students will develop creativity through the ideas and activities in the text.

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Question Paper Pattern
1T5-Compulsory English
Semester I

N.B: SAQ – Short Answer Questions to be answered in about 75-100 words

VSAQ- Very Short Answer Question to be answered in two or three sentences

PRQ- Personal Response Question to be answered in about 75- 100words

Time: 3 Hrs

Total 80 Marks

- Q.1. (A) Three VSAQ out of Five based on Prose (Unit 1) (3x 2) - (06Marks)
(B) One SAQ out of Two based on Prose (Unit1) (05Marks)
(C).One PRQ out of Two based on Prose (Unit1) (05Marks)
- Q.2. (A) Three VSAQ out of Five based on Prose (Unit 2) (3x 2) - (06Marks)
(B) One SAQ out of Two based on Prose (Unit 2) (05marks)
(C).One PRQ out of Two based on Prose (Unit 2) (05marks)
- Q.3. (A) Three VSAQ out of Five based on prescribed Poems (Unit 3) (3x 2) - (06Marks)
(B) One SAQ out of Two based on prescribed Poems (Unit 3) (05Marks)
(C).One PRQ out of Two based on prescribed Poems (Unit 3) (05Marks)
- Q.4 .(A).ONE Business Email (05Marks)
(B)One Speech (150 Words) (05Marks)
(C) One View and Opinion (150 Words) (06Marks)
- Q.5.(A)i) Synonyms (3 Words)/Antonyms (3Words) (06Marks)
ii)Textual Match the following based on Unit-I & II(- 4 Items) (02Marks)
(B) Nouns/Pronouns/ Verbs/ Adjectives/Adverbs (06Marks)
(C) Root word/Suffixes/Prefixes (02Marks)

INTERNAL ASSESSMENT : 20 MARKS

The Internal Assessment would be done on the basis of the assignments submitted by the student and his/her performance, attendance and conduct during the Semester. The concerned teacher shall provide, in advance, a list of topics based on the Units prescribed in the textbook. Students shall finalize 2 topics/items from 2 different units with the approval of the concerned teacher and submit the same within the prescribed deadline as Assignments.

Students may be given freedom to submit a creative writing assignment on human values/world peace/environmental issues inspired by or related to the lessons/poems prescribed in the syllabus and give a **Power Point Presentation/Oral** of the same.

2 Assignments – 5+5 = 10 Marks

Power Point Presentation/Oral Presentation– 5 Marks

Attendance – 5 Marks TOTAL – 20 MARKS

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Semester II
2T5- Compulsory English

Unit 1: Prose

1. Stephen Hawking
2. How to be a healthy user of Social Media-Peggy Kern
3. Jadav Payeng

Unit 2: Prose

1. Luck-Mark Twain
2. How I became a Public Speaker-George Bernard Shaw
3. My Lord, the Baby-Rabindranth Tagore

Unit 3: Poetry

1. Success is Counted Sweetest-Emily Dickinson
2. The World is Too Much With Us-William Wordsworth
3. No Man is an Island-John Donne

Unit 4: Writing Skills

4. Weave Your Idea/Story
5. Interviews
6. Narrate an Experience

Unit 5: Language Study

1. Articles
2. Prepositions
3. Conjunctions
4. Interjections

Prescribed Text: Epiphanies , Published by Orient BlackSwan

Edited by: Dr.Indrajit Orke, Dr.Manjushree Sardeshpande, Dr.Maroti Wagh, Dr.Narayan Mehare, Dr.Veena Ilame, Dr. Pranjali Kane

Reference Books

1. Learner's English Grammar & Composition by Dr. N.D.V.Prasada Rao (S.Chand)
2. Word Power Made Easy- Norman Lewis
3. 151 Essays, S.C.Gupta, Arihant Publications
4. Powerful Vocabulary Builder –Anjana Agarwal-New Age Publishers

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N.B: SAQ – Short Answer Questions to be answered in about 75-100 words
VSAQ- Very Short Answer Question to be answered in two or three sentences
PRQ- Personal Response Question to be answered in about 75- 100words

Total 80 Marks

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|---|-----------|
| Q.1. (A) Three VSAQ out of Five based on Prose (Unit 1) (3x 2) - | (06Marks) |
| (B) One SAQ out of Two based on Prose (Unit1) | (05Marks) |
| (C).One PRQ out of Two based on Prose (Unit1) | (05Marks) |
| Q.2. (A) Three VSAQ out of Five based on Prose (Unit 2) (3x 2) - | (06Marks) |
| (B) One SAQ out of Two based on Prose (Unit 2) | (05Marks) |
| (C).One PRQ out of Two based on Prose (Unit 2) | (05Marks) |
| Q.3. (A) Three VSAQ out of Five based on prescribed Poems (Unit 3) (3x 2) - | (06marks) |
| (B) One SAQ out of Two based on prescribed Poems (Unit 3) | (05Marks) |
| (C).One PRQ out of Two based on prescribed Poems (Unit 3) | (05Marks) |
| Q.4 .(A). Weave Your Idea/Story | (05marks) |
| (B) Framing Interview Questions (5x1) | (05Marks) |
| (C) Narrating an Experience | (06Marks) |
| Q.5.(A) i)Synonyms(03 Words) & Antonyms(03 Words) | (06marks) |
| ii)Textual Match the Columns based on Unit I & II(4 items) | (02Marks) |
| (B)Articles(03) and Prepositions(03)-Fill in the Blanks | (06Marks) |
| (C) Conjunctions(01) and Interjections(01) | (02Marks) |

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Attendance - 5 Marks TOTAL— 20 MARKS

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Semester III
3T5- Compulsory English

Unit 1: Prose

1. The Chicago Speeches-Swami Vivekananda
2. What Teenagers Need to Know about Cyber Security- Sanjay Goel
3. Values in Life-Rudyard Kipling

Unit 2: Prose

1. Work Brings Solace-A.P.J. Abdul Kalam
2. Too Dear- Leo Tolstoy
3. The Pleasures of Ignorance-Robert Lynd

Unit 3: Poetry

1. The Tiger and the Deer-Sri Aurobindo
2. A Dream within a Dream- Edgar Allan Poe
3. Leisure-W.H. Davies

Unit 4: Writing Skills

1. Application Letters
2. Etiquette and Manners
3. Writing Blogs

Unit 5: Language Study

1. Types of Sentences (Affirmative, Assertive, Negative, Exclamatory, Interrogative)
2. Tenses

Prescribed Text: Igniting Minds, Published by Orient BlackSwan

Edited by: Dr. Indrajeet Orke, Dr. Manjushree Sardeshpande, Dr. Maroti Wagh, Dr. Narayan Mehare, Dr. Veena Ilame, Dr. Subhashree Mukherjee

Reference Books

1. Learner's English Grammar & Composition by Dr. N.D.V. Prasada Rao (S.Chand)
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Question Paper Pattern
3T5-Compulsory English
Semester III

N.B: SAQ – Short Answer Questions to be answered in about 75-100 words
VSAQ- Very Short Answer Question to be answered in two or three sentences
PRQ- Personal Response Question to be answered in about 75- 100words

Time: 3 Hrs

Total 80 Marks

- | | |
|---|------------|
| Q.1. (A) Three VSAQ out of Five based on Prose (Unit 1) (3x 2) | (06Marks) |
| (B) One SAQ out of Two based on Prose (Unit1) | (05Marks) |
| (C).One PRQ out of Two based on Prose (Unit1) | (05Marks) |
| Q.2. (A) Three VSAQ out of Five based on Prose (Unit 2) (3x 2) - | (06Marks) |
| (B) One SAQ out of Two based on Prose (Unit 2) | (05Marks) |
| (C).One PRQ out of Two based on Prose (Unit 2) | (05Marks) |
| Q.3. (A) Three VSAQ out of Five based on prescribed Poems (Unit 3) (3x 2) - | (06Marks) |
| (B) One SAQ out of Two based on prescribed Poems (Unit 3) | (05Marks) |
| (C).One PRQ out of Two based on prescribed Poems (Unit 3) | (05Marks) |
| Q.4 .(A).One Application Letter | (05Marks) |
| (B)Etiquette & Manners | (05Marks) |
| (C)Writing Blog (150 Word) | (06Marks) |
| Q.5.(A)i)Idioms and Phrases-Make sentences(03), One Word Substitute(03) | (06Marks) |
| ii)True and False based on Unit II & III (4 items) | (02Marks) |
| (B)Types of Sentences | |
| (Affirmative, Negative, Interrogative, Exclamatory, Assertive) | (04 Marks) |
| (C) Tenses | (04marks) |

INTERNAL ASSESSMENT : 20 MARKS

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2 Assignments – 5+5 = 10 Marks

Power Point Presentation/Oral Presentation– 5 Marks

Attendance – 5 Marks TOTAL – 20 MARKS

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Semester IV
4T5- Compulsory English

Unit 1: Prose

1. Gifts-Ralph Waldo Emerson
2. India, What Can It Teach Us?-Max Muller
3. Why we Travel-Pico Iyer

Unit 2: Prose

1. the Doll's House- Katherine Mansfield
2. The Globe of Gold-Bankim Chandra Chattopadhyay
3. The Beggar-Anton Chekhov

Unit 3: Poetry

- 1.The Ballad of Father Gilligan-William Butler Yeast
2. God's Grandeur-Gerard Manley Hopkins
- 3.The Soul's Prayer- Sarojini Naidu

Unit 4: Writing Skills

- 1.Comprehension
2. Summary Writing
3. Writing Dialogue
- 4.Group Discussion

Unit 5: Language Study

- 1.Voice
- 2.Direct/Indirect Narration

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Question Paper Pattern
4T5-Compulsory English
Semester IV

N.B: SAQ – Short Answer Questions to be answered in about 75-100 words
VSAQ- Very Short Answer Question to be answered in two or three sentences
PRQ- Personal Response Question to be answered in about 75- 100words

Time: 3 Hrs

Total 80 Marks

- Q.1. (A) Three VSAQ out of Five based on Prose (Unit 1) (3x 2) - (06Marks)
(B) One SAQ out of Two based on Prose (Unit1) (05Marks)
(C).One PRQ out of Two based on Prose (Unit1) (05Marks)
- Q.2. (A) Three VSAQ out of Five based on Prose (Unit 2) (3x 2) - (06Marks)
B) One SAQ out of Two based on Prose (Unit 2) (05Marks)
(C).One PRQ out of Two based on Prose (Unit 2) (05Marks)
- Q.3. (A) Three VSAQ out of Five based on prescribed Poems (Unit 3) (3x 2) - (06Marks)
(B) One SAQ out of Two based on prescribed Poems (Unit 3) (05Marks)
(C).One PRQ out of Two based on prescribed Poems (Unit 3) (05Marks)
- Q.4 .(A).One passage for Comprehension (05Marks)
(B)Summary Writing of the above passage in 4(A) (05Marks)
(C) Dialogue Writing or Group Discussion
(At least 3 Dialogues to be exchanged) (3x2) (06Marks)
- Q.5.(A)i)Idioms and Phrases-Make Sentences(03) One Word Substitute(03 Words) (06Marks)
ii)True and False(Textual based on Unit II & III) -4 Items (02Marks)
(B) Voice (04Marks)
(C) Direct/Indirect Narration (04Marks)

INTERNAL ASSESSMENT : 20 MARKS

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Power Point Presentation/Oral Presentation– 5 Marks

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R.T.M.Nagpur University, Nagpur
Syllabus
B.Com -Semester-I
1T6.1-Supplementary English

Course Outcomes

The students will be able to-

- i) understand the different softskills required in life and at workplace
- ii) use English language in different situations
- iii) learn problem –solving skills
- iv) enhance English communication skills
- v) enhance comprehension of the language

Prescribed Text: English and Soft Skills
by S.P.Dhanavel-Orient BlackSwan Publishers

1.Listening Skills

Story- The boy who broke the bank- Ruskin Bond

2.TeamWork Skills

Story-Whitewashing the fence- Mark Twain

3. Emotional Intelligence Skills

Story-My Financial Career -Stephen Leacock

4. Assertive Skills

Story-The Verger – Somerset Maugham

5.Learning Skills

Story- Three Questions- Leo Tolstoy

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B.Com
Question Paper Pattern
Semester-I

Time: 3 Hrs

1T6.1-Supplementary English

(80 Marks)

VSAQ-Very short answer questions to be answered in one or two sentences

SAQ-Short answer questions to be answered in 75-100 words

Q.1 VSAQ Any Five out of Eight on Stories (5x3) (15Marks)

Q.2 SAQ Any Three out Five on Stories (3x5) (15Marks)

Q.3. Questions on the **Thinking about softskills** or situation given in activity section with each softskill mentioned in the text.(Any TWO out of FOUR) (2x5 (10Marks)

Q.4. Questions on **Workplace Softskills** based on the text in 100 words any Three out of Five (3x5) (15Marks)

Q.5. Questions on **Real Life Experience** related to the prescribed skills mentioned in the text in 150 words any two out of Four (2x5) (10Marks)

Q.6. Explain any THREE out of FIVE Proverbs related to the prescribed softskills given in the text in 75 -100words (3x5) (15Marks)

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2 Assignments – 5+5 = 10 Marks

Power Point Presentation/Oral Presentation– 5 Marks

Attendance – 5 Marks TOTAL – 20 MARKS

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Semester-II
2T8.1 -Supplementary English
Syllabus**

Prescribed Text: English and Soft Skills

by S.P.Dhanavel-Orient BlackSwan Publishers

6.Problem Solving Skills

Story- The look-out man- Nicholas Bentley

7.Interview Skills

Story—The lighthouse keeper of Aspinwall- Henryk Sienkiewicz

8. Adaptability Skills

Story-Senor Payroll- W.E.Barett

9. Non-Verbal Communication Skills

Story-A real good smile -Bill Noughton

10.Written Communication Skills

Story- Gateman's Gift-R.K.Narayan

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Question Paper Pattern

Semester-II

2T8.1-Supplementary English

VSAQ-Very short answer questions to be answered in one or two sentences

SAQ-Short answer questions to be answered in 75-100 words

Q.1 VSAQ Any Five out of Eight on Stories (5x3) (15Marks)

Q.2 SAQ Any Three out Five on Stories (3x5) (15Marks)

Q.3. Questions on thinking about soft skills or situations given in the activity section with each softskill mentioned in the text. (Any TWO out of FOUR) (2x5) (10 Marks)

Q.4. Questions on **Workplace Softskills** based on the text in 100 words any Three out of Five (3x5) (15Marks)

Q.5. Questions on **Real Life Experience** related to the prescribed skills mentioned in the text in 150 words any two out of Four (2x5) (10Marks)

Q.6. Explain any THREE out of FIVE Proverbs related to the prescribed softskills given in the text in 75 -100words (15Marks)

INTERNAL ASSESSMENT : 20 MARKS

The Internal Assessment would be done on the basis of the assignments submitted by the student and his/her performance, attendance and conduct during the Semester. The concerned teacher shall provide, in advance, a list of topics based on the Units prescribed in the textbook. Students shall finalize 2 topics/items from 2 different units with the approval of the concerned teacher and submit the same within the prescribed deadline as Assignments.

Students may be given freedom to submit a creative writing assignment on human values/world peace/environmental issues inspired by or related to the lessons/poems prescribed in the syllabus and give a **Power Point Presentation/Oral** of the same.

2 Assignments – 5+5 = 10 Marks

Power Point Presentation/Oral Presentation– 5 Marks

Attendance – 5 Marks TOTAL – 20 MARKS

1/2 hr
Village
(10) → 25.7.22
J. J. J.
Sy. Dehu
Village

B.Com

3T6.1-Supplementary English

Semester -III

Prescribed Text: English and Soft Skills Volume 2 by S.P.Dhanavel-Orient BlackSwan
Publishers

1..Self Esteem Skills

Story- Legal Alien- Rutangye Crystal Butungi

2 .Empathy Skills

Story-Action Will be Taken- Heinrich Boll

3. Customer Relation Skills

Story-The Letter-G.G.Joshi

4. Honesty

Story-Lemon-Yellow and Fig-Manohar Malgonkar

5. Cross-Cultural Communication Skills

Story- Changing India- Sudha Murty

Handwritten notes and signatures:
Vilave
25.7.22
AY
Vahine
Sudha Murty
Acho.

B.Com

Question Paper Pattern

3T6.1-Supplementary English

Semester-III

VSAQ-Very short answer questions to be answered in one or two sentences

SAQ-Short answer questions to be answered in 75-100 words

Q.1 VSAQ Any Five out of Eight on Stories 5x3 (15Marks)

Q.2 SAQ Any Three out Five on Stories 3x5 (15Marks)

Q.3. Questions on thinking about softskill or situation given in the activity section with each softskill mentioned in the text.(Any TWO out of FOUR) (2x5)
(10Marks)

Q.4. Questions on **Workplace Softskills** based on the text in 100 words any Three out of Five (3x5) (15Marks)

Q.5. Questions on **Real Life Experience** related to the prescribed skills mentioned in the text in 150 words any two out of Four (2x5)
(10Marks)

Q.6. Explain any THREE out of FIVE Proverbs related to the prescribed softskills given in the text in 75 -100words (3x5) (15Marks)

INTERNAL ASSESSMENT : 20 MARKS

The Internal Assessment would be done on the basis of the assignments submitted by the student and his/her performance, attendance and conduct during the Semester. The concerned teacher shall provide, in advance, a list of topics based on the Units prescribed in the textbook. Students shall finalize 2 topics/items from 2 different units with the approval of the concerned teacher and submit the same within the prescribed deadline as Assignments.

Students may be given freedom to submit a creative writing assignment on human values/world peace/environmental issues inspired by or related to the lessons/poems prescribed in the syllabus and give a **Power Point Presentation/Oral** of the same.

2 Assignments – 5+5 = 10 Marks

Power Point Presentation/Oral Presentation– 5 Marks

Attendance – 5 Marks TOTAL – 20 MARKS

Handwritten signatures and dates:
25.7.22
28.7.22
28.7.22
28.7.22

B.Com

4T6.1-Supplementary English

Semester –IV

Prescribed Text: English and Soft Skills Volume 2 by S.P.Dhanavel-Orient BlackSwan Publishers

6. Positivity Skills

Story- The Dispenser of Holy Water- Guy de Maupassant

7. Reliability

Story-A Career –R.K.Narayan

8. Professional Skills

Story-After Twenty Years-O.Henry

9. Leadership Skills

Story-The Power of a Plate of Rice- Ifeoma Okoye

10. Holistic and Visionary Skills

Story- Ilyas- Leo Tolstoy

Mr. Villan
25.7.22
By
Suresh
cho
chaitanya

B.Com Semester -IV

4T6.1-Supplementary English

Question Paper Pattern

VSAQ-Very short answer questions to be answered in one or two sentences

SAQ-Short answer questions to be answered in 75-100 words

Q.1 VSAQ Any Five out of Eight on Stories (5x3) = (15Marks)

Q.2 SAQ Any Three out Five on Stories (3x5) = (15Marks)

Q.3. Questions on **thinking about softskills** or the situations given in the activity section with each softskill mentioned in the text. (Any TWO out of FOUR)
(2x5) (10Marks)

Q.4. Questions on **Workplace Softskills** based on the text in 100 words any Three out of Five
(3x5) (15Marks)

Q.5. Questions on **Real Life Experience** related to the prescribed skills mentioned in the text in 150 words any two out of Four (2x5) (10Marks)

Q.6. Explain any THREE out of FIVE Proverbs related to the prescribed softskills given in the text in 75 -100words (3x5) = (15Marks)

INTERNAL ASSESSMENT : 20 MARKS

The Internal Assessment would be done on the basis of the assignments submitted by the student and his/her performance, attendance and conduct during the Semester. The concerned teacher shall provide, in advance, a list of topics based on the Units prescribed in the textbook. Students shall finalize **2 topics/items** from 2 different units with the approval of the concerned teacher and submit the same within the prescribed deadline as **Assignments**.

Students may be given freedom to submit a creative writing assignment on human values/world peace/environmental issues inspired by or related to the lessons/poems prescribed in the syllabus and give a **Power Point Presentation/Oral** of the same.

2 Assignments – 5+5 = 10 Marks

Power Point Presentation/Oral Presentation– 5 Marks

Attendance – 5 Marks TOTAL – 20 MARKS

MP
Vilave
25-7-22
AS
25-7-22
AS
25-7-22
AS