

Shivaji University, Kolhapur

Syllabus in accordance with NEP- 2020

With effect from Academic Year 2023-24

AECC- C3: Ability Enhancement Compulsory Course

Business Communication Paper-III (C)

(English for Business Communication)

60 hours Course	Course Content	Total 50 Marks
Course Outcomes	1) To enable the students to develop communication skills in English 2) To equip the students with the language skills for use in their personal, academic and professional lives 3) To develop students' employability skills 4) To help students to enter the job market with confidence and develop their ability to work effectively 5) To help students to learn and practice language skills and soft skills 6) To facilitate and help the students to acquire communication skills 7) To enable the students to cultivate a broad, humane and cultured outlook.	(Marks: 40 for Semester-end Examination & Marks 10 for Internal Assessment)
Module I	A) Oral Skills B) Phenomenal Woman – Maya Angelou	16 hours
Module II	A) Conversation Skills B) The Childless One – Jai Nimbkar C) Those Winter Sundays – Robert Hayden	20 hours
Module III	A) English for Competitive Examination – I B) Four Minutes that Get You Hired – Connie Brown Glaser and Barbara Steinberg Smalley	16 Hours
Module IV	A) Stormy Arrival in South Africa – Mohandas Karamchand Gandhi B) The Road Not Taken – Robert Frost	8 hours

Division of teaching hours (Total 60Periods): 1. Communication Skills: 3X12= 36periods

2. Reading Comprehension: 6X4=24periods

Note: Internal Evaluation of 10marks: Group Activity

Pattern of Question Paper

B.COM. PART II

ABILITY ENHANCEMENT COMPULSORY COURSE (AECC: C-3)

(NEP 20)

**Business Communication Paper III (ENGLISH
FOR BUSINESS COMMUNICATION)**

Semester III (Paper III- C)

Total Marks: 40

Que. No.	Sub. Q.	Type of Question	Based on	Marks
Q.1.	A	Four multiple choice questions with four alternatives to be set	Prose& Poetry	4
	B	Answer in one word/Phrase/Sentence each(4Questions)	Prose& Poetry	4
Q2	A	Answer the following questions in 3 - 4 sentences each (3 out of 5)	3 on Prose and 2 on Poetry	6
	B	Write short notes on the following in about 7 - 8 sentences each (2 out of 3)	1 on Prose and 2 on Poetry	6
Q3	A	Question to be set on ORAL SKILLS	Module I A	4
	B	Question to be set on ORAL SKILLS	Module I A	3
Q4	A	Question to be set on CONVERSATION SKILLS	Module II A	3
	B	Question to be set on CONVERSATION SKILLS	Module II A	3
Q5	A	Question to be set on ENGLISH FOR COMPETITIVE EXAMINATION – I	Module III A	4
	B	Question to be set on ENGLISH FOR COMPETITIVE EXAMINATION – I	Module III A	3

Note: Internal Evaluation of 10marks: Group Activity

Shivaji University Kolhapur

Syllabus in accordance with NEP- 2020

With effect from Academic Year 2023-24

AECC- C6: Ability Enhancement Compulsory Course

(English for Business Communication)

60 hours Course	Course Content	Total 50 Marks
Course Outcomes	1) To enable the students to develop communication skills in English 2) To equip the students with the language skills for use in their personal, academic and professional lives 3) To develop students' employability skills To help students to enter the job market with confidence and develop their ability to work effectively 4) To help students to learn and practice language skills and soft skills 5) To facilitate and help the students to acquire communication skills 6) To enable the students to cultivate a broad, human and cultured outlook.	(Marks: 40 for Semester-end Examination & Marks 10 for Internal Assessment)
Module V	A) E-Communication B) Breathing Spaces – Rana Nayar	16 hours
Module VI	A) English for Competitive Examination – II B) My Financial Career – Stephen Leacock	16 hours
Module VII	A) English for Banking and Industries B) Senior Payroll – William E. Barrett	16 Hours
Module VIII	A) The Verger – Somerset Maugham B) I Am the People, the Mob – Carl Sandburg C) One Day I Wrote Her Name – Edmund Spenser	12hours

Division of teaching hours (Total 60 Periods): 1. Communication Skills: 3X12= 36periods

2. Reading Comprehension: 6X4=24periods Note:

Internal Evaluation of 10 marks: Case Study / Oral examination

Pattern of Question Paper

B.COM. PART II

ABILITY ENHANCEMENT COMPULSORY COURSE (AECC: C-6)

(NEP 20)

Business Communication Paper IV(D)

(ENGLISH FOR BUSINESS

COMMUNICATION)

Semester IV (PaperIV- D)

Total Marks: 40

Que. No.	Sub. Q.	Type of Question	Based on	Marks
Q.1.	A	Four multiple choice questions with four alternatives to be set	Prose& Poetry	4
	B	Answer in one word/Phrase/Sentence each(4Questions)	Prose& Poetry	4
Q2	A	Answer the following questions in 3 - 4 sentences each (3 out of 5)	3 on Prose and 2 on Poetry	6
	B	Write short notes on the following in about 7 - 8 sentences each (2 out of 3)	1 on Prose and 2 on Poetry	6
Q3	A	Question to be set on E-Communication	Module V A	4
	B	Question to be set on E-Communication	Module V A	3
Q4	A	Question to be set on ENGLISH FOR COMPETITIVE EXAMINATION – II	Module VI A	3
	B	Question to be set on ENGLISH FOR COMPETITIVE EXAMINATION – II	Module VI A	3
Q5	A	Question to be set on English for Banking and Industries	Module VII A	4
	B	Question to be set on ENGLISH FOR Banking and Industries	Module VII A	3

Note: Internal Evaluation of 10 marks: Case Study / Oral examination

Equivalence of papers and chances for the students in previous semester pattern:

Two additional chances shall be provided for the repeater students of old B. Com. immediate after their Semester-III or IV. After that the students concerned shall have to appear for the Examination as per this revised pattern. Equivalence of papers shall be provided as per revised syllabus for the pattern in accordance with NEP.

Equivalence

Semester-III			
Courses as per Pre-revised Syllabus		Courses as per Revised Syllabus	
AECC-C3	Business Communication Paper III (C)	AECC- C3	Business Communication Paper III (C)
Semester-IV			
AECC-C4	Business Communication Paper IV (D)	AECC: C-6	Business Communication Paper IV (D)