

Jyoti Nivas College Autonomous
Department of English
Syllabus for I Semester B.Com/BBA and other courses coming under the
Faculty of Commerce and Management
Ability Enhancement Compulsory Course Language
(AECC) - L2 - Generic English - Paper I
(Under NEP)
(October 2021 onwards)

Total Number of Hours: 60 (Contact Hours-52, Project etc-08)

Course Code:

Course Credits: 03

Formative Assessment Marks (Internal Assessment) – 40

Summative Assessment Marks (End Semester Exam) - 60

Teaching Objectives:

Ability Enhancement in the following skills:

- Receptive skills (listening and reading)
- Productive skills (speaking and writing)
- Appreciative, creative and critical skills through texts

Learning Outcomes:

At the end of the course, students will be well-versed in:

- Proficiency in the use of language.
- Competency in oral and written communication.
- Sensitisation to contemporary and relevant issues through texts.
- Acquire critical thinking and creative skills.

Part I - Work Book

Unit1: Receptive Skills: Reading Skills and Listening Skills **13 hours**

Reading: Job-related Reading, Personal Reading

Chapter 1: Passages for critical comprehension - Reading of memos, applications, letters/emails, magazines, invitations, etc.

Chapter 2: Referencing skills, Brochure, Advertisement, Caption Writing and Picture reading

Chapter 3: Data Interpretation and Evaluation (Bar graphs, Pie Charts)

Chapter 4: Grammar - concord, noun, pronoun, adjective, question tags,

linkers

Unit 2: Productive Skills: Speaking Skills and Writing Skills 21 hours

Chapter 5: Vocabulary enhancement – synonyms, antonyms, homonyms, homophones, suffixes, prefixes, collocations, often confused-words

Chapter 6: Introduction to Business Writing

Chapter 7: Blogs - creating a blog post

Chapter 8: E-mail writing and etiquette

Chapter 9: Report writing - visits, crime, technical

Chapter 10: Hat debate - impromptu speaking, exercises to develop pronunciation

Part II - Course Book

Academic Reading: Intensive, Extensive, Skimming, Scanning 18 hours

Texts for Appreciation and Critical Interpretation

Chapter 11: Shakuntala Narasimhan : Ads . . . of Ceiling Fans

Chapter 12: Colin Todhunter : Monsanto – The Hand of God

Chapter 13: Sadat Hasan Manto : License

Chapter 14: Hernando Tellez : Just Lather, That's All

Chapter 15: Two feature articles from magazines (relevant to the domain of Business and Management)
