

## Sant Gadge Baba Amravati university, Amravati

Supplimentary English --- 50 Marks  
B.Com.III- Sem.V

Title of the book- **Mastering English for Professional Purposes.**  
- By Board of Editors and Published by **Orient BlackSwan**

Code of the Course/Subject	Title of the Course/Subject	Total number of Periods
BC 51	<b>English</b>	<b>36</b>

### CO's:

- 1) To acquaint with the eminent entrepreneurs of the world
- 2) To acquaint with the work culture in corporate world
- 3) To instill moral values among the students
- 4) To make them able to communicate skillfully with ICT
- 5) To enrich them with fluency and soft skill based in English
- 6) To make them skillful in drafting and professional skills.
- 7) To make them ready for professional responsibilities.

### Unit 1- Poetry

- 1) The Road not Taken- Robert Frost
- 2) Can It Be ? – Manmohan Ghose
- 3) The Tiger and the Deer – Sri Aurobindo
- 4) Work Without Hope – S.T. Coleridge

### Unit 2- - Prose-

- 1) All about a Gog – A.G. Gardiner
- 2) How I Became a Public Speaker – G.B. Shaw
- 3) The Three Questions – Leo Tolstoy

### Unit 3-Conversation Skills for Professional Purposes-

- 1) Formal and Informal Communication
  - a) Introducing yourself and others in different contexts
  - b) Greeting and Responding to Greetings
  - c) Joining and leaving Conversations
  - d) Telephone etiquette

Unit	Content	Number of Periods
1	<b>Unit 1- Poetry</b> 1) The Road not Taken- Robert Frost 2) Can It Be ? – Manmohan Ghose 3) The Tiger and the Deer – Sri Aurobindo 4) Work Without Hope – S.T. Coleridge	<b>14</b>
2	<b>Unit 2- - Prose-</b> 1) All about a Gog – A.G. Gardiner 2) How I Became a Public Speaker – G.B. Shaw 3) The Three Questions – Leo Tolstoy	<b>10</b>
3	<b>Unit 3-Conversation Skills for Professional Purposes-</b> 1) Formal and Informal Communication a) Introducing yourself and others in different contexts b) Greeting and Responding to Greetings c) Joining and leaving Conversations d) Telephone etiquette	<b>12</b>

### Question wise Distribution of Marks

Unit 1- Q.1) Any Three out of Four Questions -	12 Marks
Unit 2 - Q.2) Any Three out of Four Questions -	12 Marks
Unit 3- Q.3 Any Two out of Three Questions -	08 Marks
Q.4 - 8 Multiple Choice Questions on Unit 1 and Unit 2.	08

### Internal Assessment

- |                    |           |
|--------------------|-----------|
| 1) Seminar Skills  | - 5 Marks |
| 2) Home Assignment | - 5 Marks |

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Total

50 Marks

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**CO's:**

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- 13) To make them skillful in drafting and professional skills.
- 14) To make them ready for professional responsibilities.

**Unit 1- Poetry**

- 1) Success – Emily Dickinson
- 2) On Virtue - Philis Wheatley
- 3) Money Madness – D.H. Lawrence
- 4) Quiet Work – Mathew Arnold

**Unit 2- - Prose-**

- 1) My Lost Dollar – Stephen Leacock
- 2) On the Conduct of Life – William Hazlitt
- 3) The Selfish Giant – Oscar Wilde

**Unit 3-Conversation Skills for Professional Purposes-**

- 1) Vocabulary Building Greeting and Responding to Greetings
  - a) Phrasal verbs
  - b) Synonyms and antonyms
  - c) Collocation
  - d) Word formation
  - e) Effective ways of building vocabulary

Unit	Content	Number of Periods
1	<b>Unit 1- Poetry</b> 1) Success – Emily Dickinson 2) On Virtue - Philis Wheatley 3) Money Madness – D.H. Lawrence 4) Quiet Work – Mathew Arnold	<b>14</b>
2	<b>Unit 2- - Prose-</b> 1) My Lost Dollar – Stephen Leacock 2) On the Conduct of Life – William Hazlitt 3) The Selfish Giant – Oscar Wilde	<b>10</b>
3	<b>Unit 3- Conversation Skills for Professional Purposes-</b> 1) Vocabulary Building a) Phrasal verbs b) Synonyms and antonyms c) Collocation d) Word formation e) Effective ways of building vocabulary	<b>12</b>

### Question wise Distribution of Marks

Unit 1- Q.1) Any Three out of Four Questions -	12 Marks
Unit 2 - Q.2) Any Three out of Four Questions -	12 Marks
Unit 3- Q.3 Any Two out of Three Questions -	08 Marks
Q.4 - 8 Multiple Choice Questions on Unit 1 and Unit 2.	08

### Internal Assessment

3) Seminar Skills

- 5 Marks

4) Home Assignment

- 5 Marks

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Total

50 Marks