

B.Com (Semester-I)

Vertical - C Generic / Open Elective Courses (OE) English

Subject code -

Subject Title – Theory I- English

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam. Duration	Max. Marks
4.5	1		Theory I English	02	30	2Hours	50

Course Outcomes	1) The students will study various ways of communication. 2) Students will win with good manners. 3) They will learn perfection of writing and speaking 4) With these skills they will be able to create space for them in the corporate world 5) Students will become able to handle all situations successfully
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Unit System	Content	Teaching hours
Unit 1	Meeting people, Exchanging Greeting and Taking leave	08
Unit 2	Introducing yourself	07
Unit 3	Introducing people to others	08
Unit 4	Giving personal Information	07

References: Spoken English -1 By- KamleshSadanand / SusheelaPunitha (Orient BlackSwan publication)

Model Questions	Based on the above Four Units, 2 Long Answer Questions willbe asked for 07 Marks. (14) Based on the above Four Units, 4 Short Answer Questionswill be asked-each for 04 Marks. (16)
External-30 Internal -20 Total-50	Internal Assessment -10 Marks. Unit Test related to above Two Units will be conducted where 10 Multiple Choice Questions will be asked. (20)

B.Com (Semester-I)

Vertical - C Generic / Open Elective Courses (OE) English

Subject code -

Subject Title - Theory II English

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam. Duration	Max. Marks
4.5	1		Theory – II English	02	30	2Hours	50

Course Outcomes	1) The students will study various ways of communication. 2) Students will win with good manners. 3) They will learn perfection of writing and speaking 4) With these skills they will be able to create space for them in the corporate world 5) Students will become able to handle all situations successfully.
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Unit System Modules	Content	Teaching Hours
Unit 1	Answering the Telephone and Asking for someone	08
Unit 2	Dealing with a wrong number	07
Unit 3	Taking and Leaving Message	08
Unit 4	Making Inquires on the Phone	07

References: Spoken English -1 By- Kamlesh Sadanand / Susheela Punitha (Orient BlackSwan publication)

Model Questions	Based on the above Four Units, 2 Long Answer Questions will be asked for 07 Marks. (14) Based on the above Four Units, 4 Short Answer Questions will be asked-each for 04 Marks. (16)
External-30 Internal -20 Total-50	- Internal Assessment -10 Marks. - Unit Test related to above Two Units will be conducted where 10 Multiple Choice Questions will be asked. (20)