

GUJARAT UNIVERSITY

Syllabus for Bachelor of Commerce (Honours) Programme

Based on National Education Policy - 2020 and Curriculum and Credit Framework for UG Programme

SEMESTER – I

Ability Enhancement Courses

AEC-101 A : Practical English

(With Effect from Academic Year 2023-2024)

Pedagogy: Classroom Lectures, Group Discussions, Practical Exercises (Listening/ Reading Activities) etc.

Learning Objectives: This syllabus is designed:

- To help students develop their practical English skills, with a focus on improving their ability to communicate effectively in everyday situations.
 - To provide exposure to qualitative write-ups in the form of select short stories and essays which espouse important values and principles of life.
 - To give exposure to the speeches by great people who, by dint of their hard work in their respective fields, are role models for the students to face life bravely. Such glimpses into these speeches will inspire the students and broaden their horizons.
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Learning Outcomes: On successful completion of the syllabus, the students will be able to:

- Imbibe ethical, moral, national and cultural values through the study of short stories, essays and speeches.
 - Use English to communicate effectively in variety of everyday situations.
 - Identify and understand the verb and use different forms of verbs according to time of an action.
 - Develop confidence in writing essays in English for practical and academic purposes.
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MODULE - I: PROSE

Text: Beautiful Tweets: An Anthology for College Students (Part One)
(Published by Macmillan)

MODULE - II: SPEECHES

Text: Beautiful Tweets: An Anthology for College Students (Part Two)
(Published by Macmillan)

MODULE - III: REMEDIAL GRAMMAR

(A) TENSES

- | | |
|--------------------------------------|--------------------------------------|
| (1) Simple Present Tense | (7) Past Perfect Tense |
| (2) Present Continuous Tense | (8) Past Perfect Continuous Tense |
| (3) Present Perfect Tense | (9) Simple Future Tense |
| (4) Present Perfect Continuous Tense | (10) Future Continuous Tense |
| (5) Simple Past Tense | (11) Future Perfect Tense |
| (6) Past Continuous Tense | (12) Future Perfect Continuous Tense |

(Note: Tenses No- 8, 10 and 12 are not to be tested in examination)

(B) DO, BE AND HAVE AS LEXICAL VERBS

MODULE - IV: ESSAY WRITING

Personal Essays: (a) India of My Dream (b) A Book that Changed My Life (c) Effects of Social Media on My Life (d) My Favourite Childhood Memory

Reflective Essays: (a) The pen is mightier than the sword (b) Charity begins at home (c) All that glitters is not gold (d) Slow and steady wins the race

Argumentative Essays: (a) Smartphone: a Boon or a Bane (b) Joint Family versus Nuclear Family (c) Education: Life Oriented versus Job Oriented (d) Online Shopping versus Traditional Shopping

Credit Distribution (Semester - I)

Course Credits: 3 Credits per week

(One credit means one hour of lecture – 3 Lectures per week)

Total No. of Teaching Hours: 45 Hours (15 Weeks)

Module-I – 11 Hours

Module-III – 12 Hours

Module-II – 10 Hours

Module-IV – 12 Hours

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**Structure of the Question Paper for
Semester End Examination**

B. COM. SEMESTER - I

Ability Enhancement Courses (AECs)

AEC-101 A : Practical English

(Marks: 70)

(With Effect from Academic Year 2023-2024)

Question–1: (From Module –I)

- (A) Answer any **FOUR** questions in brief: (out of six) 8
(B) Write a short note on any **ONE** of the following: (out of three) 6

Question–2: (From Module –II)

- (A) Answer any **FOUR** questions in brief: (out of six) 8
(B) Write a short note on any **ONE** of the following: (out of three) 6

Question–3: (From Module –III)

- (A) Fill in the blanks with appropriate forms of verbs given in the brackets: 8
(Eight blanks)
(B) Fill in the blanks appropriate forms of Do, Be and Have as lexical
verbs given in the brackets: (Six blanks) 6

Question–4: (From Module –IV)

- Write an essay in about 150-200 words on any **ONE** of the following: 14
(out of three)
(**Note:** One topic from each category of Module - IV to be asked)

- Question–5:** Choose the correct option: (Any seven out of ten) 14
(MCQs from **Modules - I & II**)

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Syllabus for Bachelor of Commerce (Honours) Programme

Based on National Education Policy - 2020 and Curriculum and Credit Framework for UG Programme

SEMESTER – II Ability Enhancement Courses AEC-102 : English and Communication (With Effect from Academic Year 2023-2024)

Pedagogy: Classroom Lectures, Group Discussions, Practical Exercises (Listening/ Reading Activities) etc.

Learning Objectives: This syllabus is designed:

- To provide room for students to respond to the texts and discuss them in the classroom, thereby fostering their language competency and communication abilities and giving them a voice.
 - To enable the students to communicate effectively and appropriately in real life situation.
 - To develop the students' understanding of language and its role in communication.
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Learning Outcomes: On successful completion of the syllabus, the students will be able to:

- Increase their knowledge of English and use it to communicate effectively in variety of everyday situations
 - Understand the concepts of language and fundamentals of communication.
 - Create awareness about and generate understanding for importance of English as a means of international communication.
 - Organize and present ideas and statements in a clear, logical and appropriate form through drafting of a variety of dialogues and stories
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MODULE - I: SHORT STORIES

Text: Beautiful Tweets: An Anthology for College Students (Part Three)
(Published by Macmillan)

MODULE - II: REMEDIAL GRAMMAR

- (A) Modal Auxiliaries (can, could, shall, should, will, would, may, might, must)
- (B) Prepositions (indicating Place, Time, Movement and Direction only)
- (C) Question Tags
- (D) Common Errors (Intermediate Level)

MODULE - III: LANGUAGE AND COMMUNICATION

1. Language: An Introduction
2. Language Acquisition and Language Learning
3. Unique features of British and American English
4. Unique features of Indian English
5. English as the Language for Global Communication
6. Introduction and Definitions of Communication
7. Prerequisites of communication: (a) Creating message carefully (b) Minimising the barriers (c) Choosing the right medium (d) Providing feedback (e) Analysing the audience

MODULE - IV: COMPOSITIONAL COMMUNICATION

(A) Dialogue Writing

1. India's G20 Presidency
2. Swachh Bharat Abhiyan (Clean India Mission)
3. Vocal for Local
4. Women Empowerment
5. Health is Wealth
6. Pollution due to Urbanization
7. Global Warming

(B) Story Writing

Credit Distribution (Semester-II)

Course Credits: 3 Credits per week

(One credit means one hour of lecture – 3 Lectures per week)

Total No. of Teaching Hours: 45 Hours (15 Weeks)

Module-I – 12 Hours

Module-III – 12 Hours

Module-II – 10 Hours

Module-IV – 11 Hours

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**Structure of the Question Paper for
Semester End Examination**

B. COM. SEMESTER - II

Ability Enhancement Courses (AECs)

AEC-102 : English and Communication

(Marks: 70)

(With Effect from Academic Year 2023-2024)

Question–1: (From Module –I)

- (A) Answer any **FOUR** questions in brief: (out of six) 8
(B) Write a short note on any **ONE** of the following: (out of three) 6

Question–2: (From Module –II)

Do as directed: 14

- (A) Fill in the blanks with appropriate modal auxiliaries given in the brackets:
(Four blanks)
(B) Fill in the blanks with appropriate prepositions given in the brackets:
(Four blanks)
(C) Add question tags to the following statements: (Three statements)
(D) Identify the errors in the following sentences and rewrite them correctly:
(Three sentences)

Question–3: (From Module –III)

- Long Question 14
(OR)
Long Question

Question–4: (From Module –IV)

- (A) Write a dialogue on any **ONE** situation in about 100 words: (out of three) 7
(B) Develop a story from the given outline in about 100 words and suggest a
suitable title to it: 7

- Question–5:** Choose the correct option: (Any seven out of ten) 14
(Six MCQs from **Module- I** and Four MCQs from **Module- II**)

Recommended Reading: (For Semester - I & II)

1. David Green: *Contemporary English Grammar Structure and Usage*
2. M L Tickoo and Subramanian: *Intermediate Grammar, Usage and Composition*
3. Wren and Martin – *High School English Grammar and Composition*
4. Raymond Murphy – *Intermediate English Grammar*
5. Martinet and Thomson – *A Practical English Grammar*

Recommended E-Content: (For Semester - I & II)

- English GUETA Website
- English GUETA App
- English GUETA youtube channel

Modes of Evaluation (For Semester - I & II)

Internal Evaluation: (30 Marks)

(A) Attendance: 05 Marks

(B) Assignment Submission / Group Discussion / Presentation (Any one):
10 Marks

(C) Multiple Choice Questions (MCQs) based examination (Online Mode) **OR**
Descriptive type of examination: 15 Marks

Notes for MCQs based examination:

- (1) The MCQs based examination shall comprise of 30 MCQs of 0.5 mark each.
- (2) The concerned teacher may conduct MCQs based examination in 'Offline Mode' for those students who do not have access to any device or internet.
- (3) Time duration for MCQs based examination shall be of 30 minutes.
- (4) 12 MCQs from **Module - I**, 10 MCQs from **Module - II** and 08 MCQs from **Module - III** to be asked in Semester - I & II.
- (5) No MCQs shall be asked from **Module - IV** in Semester - I & II.
- (6) While preparing the result of MCQs based examination, 0.5 mark shall be rounded up to the nearest full marks. For example, 12.5 marks shall be rounded up to 13 marks.

External Evaluation (Semester End Examination): (70 Marks)

Notes: (1) There shall be a Semester End Examination to be conducted by the Gujarat University at the end of the semester.

(2) The Semester End Examination shall comprise of five questions of 14 marks each.

Minimum Marks for a Pass: (For All Semesters)

Internal Evaluation: Minimum 11 marks out of 30 marks

External Evaluation (Semester End Examination): Minimum 25 marks out of 70 marks
