

**BCOM I
SEMESTER II
ENGLISH (ENGLISH MEDIUM) PAPER II
Computer Code – 210201
4 Credits**

Sr. No	TOPIC & DETAILS	No. of Lectures assigned	Weightage in %
	Objectives: By the end of this semester the student will: - Further develop comprehension skills. - Learn to organize ideas and write paragraphs. - Develop an independent response to social issues. - Learn to write routine office letters.		
Unit I	Empowerment English 6-10 : Focus on comprehension , vocabulary, grammar and personal response.	15	25
Unit II	Business Letters: Orders / Replies to orders: Theory and practice.	15	25
Unit III	Business Letters: Complaints and Adjustments: Theory and Practice.	15	25
Unit IV	Guided Paragraph Writing: Use of linking words; Unity of idea; Topic sentence; Coherence; Cohesion.	15	25

PATTERN OF EVALUATION

Internal Assessment: 25 marks

Students are required to choose one woman-oriented issue and make an oral, visual or dramatic presentation. Suggested topics would be – the dowry system/ educating the girl child / violence against women / working women/ tradition and modernity / urban and rural divide/ caste and gender/ single women etc.

External Assessment: 75 marks

- Question no. 1 is compulsory. It will carry 15 marks.
- Any 3 out of questions 2, 3, 4 & 5 carrying 20 marks each for all students.
- Question No 6 carrying 25 marks will be attempted only by external students and repeaters who have not cleared internals.

Details:

Question 1 – Compulsory - Unseen comprehension passage. Focus on textual comprehension, vocabulary, grammar, personal response. (15 marks)