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**B.Com. II
Semester IV
C.C. English (Lower Level) Paper IV
Non English Medium
Computer Code 420401
4 credits**

Objectives : By the end of this semester, the student will:

1. Learn to write notice, agenda and minutes of business meetings.
2. Become familiar with the recruitment procedure – job-application letters, CV, leave letters, letter of resignation and goodwill letters.
3. Further develop comprehension skills.
4. Respond critically to issues highlighted in stories.

Unit	Topic	Weightage %	Lectures
1.	Notice, agenda and minutes of meetings	25	15
2.	<ul style="list-style-type: none">• Letters of job application• Writing a CV• Leave letters• Resignation letters• Goodwill letters – Invitations, thank you letters, letters of appreciation, congratulatory letters, letters of sympathy and condolence.	50	30
3.	Sudha Murthy's Wise and Otherwise, Stores 8 to 15	25	15

Prescribed Text: Sudha Murthy, Wise and Otherwise, East West Books.

Recommended Books

1. Business Communication – Urmila Rai and S.M. Rai, Tenth Edition, 2008. Himalaya Publishing House.
2. Communication for Business. Shirley Taylor, Longman Pearson Education, 2004
3. Principles and Practice of Business Communication, Aspi Doctor and Rhoda Doctor, Sheth Publishers.
4. Chetana English Grammar and Composition. A.A. Memon, Chetana Publication, 2008.

SEMESTER III : PATTERN OF EVALUATION

Internal Assessment : 25 marks

Individual or team work based on goodwill letters. Students will be required to write five situation based goodwill letter.

External Assessment : 75 marks

1. Question No. 1 is compulsory. It will carry 15 marks.
2. Any 3 out of question 2, 3, 4 and 5 carrying 20 marks each for all students.
3. Question No. 6 carrying 25 marks will be attempted **ONLY BY** external students and repeaters.

Details:

Question 1 – Compulsory – (15 marks)

Questions will be from the text Wise and Otherwise – any one out of two.

Optional Questions:

Question 2 – 20 marks

Short notes – any two out of three. Questions will be from Wise and Otherwise.

Care should be taken to see that there are no major overlaps between questions 1 and 2.

Question 3 – 20 marks

Write a letter of application with CV – one out of two – 15 marks

Write either a leave letter or a resignation letter – 05 marks

Question 4

Write a notice, agenda and minutes of a meeting – no option – 20 marks

Question 5

Comprehension – Seen passage taken from Wise and Otherwise – 10 marks.
Questions will be based on vocabulary and grammar.

Unseen passage – 10 marks. Direct comprehension questions to be asked.

Question 6 – 25 marks (for external students and repeaters only)

A) Situation based goodwill letters – any three out of four (15 marks)

B) Write a notice and an agenda for a meeting – no options – 10 marks