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**B.Com. III
Semester VI
C.C. English (Non-English Medium)
(Computer Code 620601
4 credits**

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

1. Be familiar with the interview process.
2. Learn to prepare personal and Committee reports
3. Learn to interpret data to create pie-charts, bar charts and graphs
4. Further consolidate summarizing skills
5. Respond critically and analytically to issues raised in fiction.

Unit	Topic	Weightage %	Lectures
1	a. Interviews: Types, Candidate's preparation, frequently asked questions. b. Writing an acceptance letter.	25	15
2	a. Personal Reports b. Committee Reports	25	15
3	a. From Verbal data to visual representation: Pie charts, bar charts and graphs. b. Summarizing	25	15
4	Sudha Murthy's Wise and Otherwise – stories 23 to 30.	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. Menon, Chetana Publication, 2008.

SEMESTER III : PATTERN OF EVALUATION

Internal Assessment : 25 marks

Individual or team based work on interviews. The teacher could choose to interview students individually or encourage the students to form a panel of interviewers and interview other students. Those who are part of the panel must also become interviewees subsequently.

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

Committee Report writing – with a covering letter – any 1 out of 2 – 20 marks

Question 4 - 20 marks

Theory question on Interviews – 1 out of 2 – 10 marks

Verbal Interpretation to Visual Representation – any 1 out of 2 – 10 marks.

Question 5 (Total 20 marks)

Personal Report – 1 out of 2 – 10 marks

Acceptance letter – no options – 10 marks.

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

A) Summarising – unseen passage – 15 marks

B) Verbal to visual or personal report – 10 marks – no options.

Additional Reading List:

1. Writing Reports: John Seely, Oxford 2002.

2. Publicity Newsletters, Press Releases – Alison Baverstopch. Oxford, 2002.

Question No. 6 carrying 25 marks will be attempted **ONLY BY** external students and repeaters.

Detail:

Question 1 – Compulsory – 15 marks

Comprehension Passage – Questions on the given passage -10 marks

Vocabulary or grammar exercise – 5 marks

Optional Questions:

Question 2 – 20 marks

Comprehension and note making of unseen passage

Question 3 – 20 marks

a) Short notes on Parts of the letter (two out of three) – 10 marks

b) Correction of formats – 5 marks

c) Question on 4 C's (sentences may be given for correction) -5 marks

Question 4 – 20 marks

a) Letter of Inquiry – 10 marks
and

b) Letter of Order – 10 marks (Internal choice may be offered)

Question 5 – 20 marks

a) A letter of reply to an inquiry – 10 marks
and

b) A letter of reply to order – 10 marks (Internal choice may be offered)

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

a) Two short notes on language and layout of the business letter (Unit 3) – 10 marks
(no options) Care must be taken to avoid any repetition of questions.

b) Letter of Inquiry or Order (only ONE letter, no options) – 15 marks