

## **B.COM. PART-I**

### **PAPER – II: FUNCTIONAL COMPULSORY ENGLISH**

#### **Aims:**

##### **GENERAL**

1. To develop the ability to communicate effectively.
2. To help students develop the ability to read effectively and independently and intermediate proficiency level reading text
3. To help students acquire language skills progressively.
4. To help students develop intellectual abilities.
5. To make the experience of English language teaching and learning more interesting.
6. To help students develop their English language proficiency to a level from where they can pursue higher education through the medium of English.

#### **Specific Objectives:**

##### **A. Listening/Speaking Skills**

###### **To develop the ability to:**

- a. Comprehend spoken English inside and outside the classroom.
- b. Express ideas/opinions on topics related to student's lives and experiences.

##### **B. Reading (Comprehension) Skills**

###### **To enable the students to read a text:**

- a. To identify main idea/topic sentences.
- b. To find specific information
- c. To distinguish between relevant and irrelevant information
- d. Prediction
- e. Recognizing and interpreting cohesive devices.(link words)
- f. Recognizing and interpreting the tone and attitude of the author.
- g. Interpreting charts and diagrams.
- h. Recognizing and interpreting the rhetorical organization of a text.

- i. Distinguishing between facts and opinions.

**C. Vocabulary Building skills**

**a. To guess the meaning of unfamiliar words through:**

- I. Context clues
- II. Prefixes and suffixes
- III. Idioms and phrasal verbs
- IV. Logical connectors

**b. To develop the ability to use a dictionary to:**

- I. Find out meaning of different words.
- II. Check spellings
- III. Check/find pronunciation of unfamiliar words.

**D. Writing Skills**

**To be able to write:**

- a. Formal and informal letters
- b. Job applications and curriculum vitae
- c. Summaries
- d. Paragraphs and Essays
- e. Punctuation

**E. Language structure/Grammar**

- I. Tenses
- II. Prepositions
- III. WH Questions and Yes/No Questions
- IV. Voice (Active & Passive)
- V. Direct to Indirect/Reported Speech
- VI. Articles
- VII. Conditionals

**Reading Text**

Howe, D.H. Kirkpatrick, T.A. and Kirkpatrick, D.L. Oxford English for Undergraduates, Oxford University Press, 2004.

**Grammar and Composition**

Eastwood, John, Oxford Practice Grammar, New Edition with tests and Answers, Oxford University Press, 2004.