



बिरसा मुंडा ट्रायबल युनिवर्सिटी Birsamunda Tribal University

राजपिपला, जि. नर्मदा Rajpipla, Dist. Narmada

Established by Tribal Development Department, Govt. of Gujarat

School of Commerce

B.Com. Programme

Subject Code & Name: BC04AECC01 ENGLISH FOR PRACTICAL PURPOSES

Teaching and Evaluation Scheme:

Teaching Scheme				Examination Scheme			
Credits				Component Weightage (%)			
				CCE		SEE	
L	T	P	Total	TH	PWE	TH	PWE
2	-	-	2	50	00	50	00

Programme Name	B.Com.
Semester	IV
Course Code	BC04AECC01
Course Title	ENGLISH FOR PRACTICAL PURPOSES
Course Content Type (Th./Pr.)	Theory
Course Credit	2
Sessions+ Lab. Per Week	
Total Teaching/Lab. Hours	30 Hours
* 2 Laboratory = 1 Session	

Learning Objectives

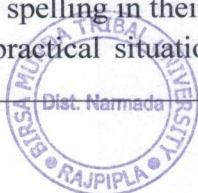
1. To develop reading comprehension skills to understand and interpret various types of texts
2. To improve vocabulary to recognize and use vocabulary in context
3. To enhance critical thinking through reading and analyzing texts
4. To improve writing structure and organize their writing in a clear and logical manner
5. To develop and apply writing skills for various practical purposes including academic, professional, and personal contexts

Prerequisites (if any)

Learning Outcomes

On the completion of this course, students will able to:

1. Identify main ideas and supporting details in a text
2. Understand vocabulary in context use it appropriately
3. Analyze and interpret various types of texts, including narrative, descriptive, and expository texts
4. Write clear and concise texts, including emails, reports, and proposals
5. Use proper grammar, punctuation, and spelling in their writing in a logical and coherent manner
6. Apply reading and writing skills in practical situations or real-life situations, such as reading instructions, emails, and reports





बिरसा मुंडा ट्रायबल युनिवर्सिटी Birsā Munda Tribal University

राजपिपला, जि. नर्मदा Rajpipla, Dist. Narmada

Established by Tribal Development Department, Govt. of Gujarat

School of Commerce B.Com. Programme

Detailed Contents		
UNIT	TOPIC/SUB-TOPIC	TEACHING HOURS
I	Unit 1: Reading Skills A. Introduction to Reading as a Receptive Skill B. Reading Comprehension C. Strategies for Effective Reading Skills D. Reading and Making Notes	15
II	Unit 2: Writing Skills A. Notices B. Agenda and Minutes of the Meeting C. Note Making and Summarizing D. Cover Letter and Resume Writing	15
Text Book(s)		
NA		
Reference Books		
1. Adair, John. <i>Effective Communication</i> . London: Pan Macmillan Ltd., 2003. 2. Ajmani, J. C. <i>Good English: Getting it Right</i> . New Delhi: Rupa Publications, 2012 3. Rai Urmila. <i>English Language Communication Skills</i> , Himalaya Publishing House. 2011		
Web Resources		
Online Resources		
Required Software(s) (if any)		
Practical(s) (if any)		

L:: Lecture, T:: Tutorial, P:: Practical

CCE:: Continuous and Comprehensive Evaluation

(CCE Theory includes Mid Semester Examination, Assignment, MCQ quizzes, Seminar, Reflective notes, class participation, case analysis and presentation, slip tests (announced/ surprised), attendance etc. or any combination of these)

PWE:: Practical Work Examination

(PWE includes Laboratory practical work, project work, viva simulation exercise work etc.)

SEE:: Semester End Evaluation

