

**Bachelor of Commerce (Three Years Degree Course)/
Bachelor of Commerce (Hons.) (Four Years Degree Course)
Credit Based Grading System (CBGS)
Syllabus for the Colleges Batch From Year 2024 To 2028**

**SEMESTER-I
MDC-I
ENC151: APPRECIATING ENGLISH LITERATURE-1**

Time: 3 Hours

**Credits: 4-0-0
(6 periods per week)
Total Marks: 100**

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Texts Prescribed:

1. *Tales of Life* (Guru Nanak Dev University, Amritsar)
2. *English Grammar in Use* (Fifth Edition) by Raymond Murphy, CUP (Units: 49-97)

The syllabus is divided in four sections as mentioned below.

SECTION-A

English Grammar in Use, 5th Edition by Raymond Murphy, CUP (Units: 49-81)

SECTION-B

Personal letter Writing and *English Grammar in Use* (Units: 82-97)

SECTION-C

Tales of Life (Guru Nanak Dev University, Amritsar): Stories at Sr. No. 1, 2, 3, 5 and 6

SECTION-D

Tales of Life (Guru Nanak Dev University, Amritsar): Stories at Sr. No. 7, 9, 10, 11, 12

SEMESTER-I

ENGLISH LANGUAGE SKILLS-I

Time: 3 Hours

Credits: 4-0-0
(6 periods per week)
Total Marks: 100

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Texts Prescribed:-

- *Prose for Young Learners* (Guru Nanak Dev University, Amritsar)
- *English Grammar in Use* (Fifth Edition) by Raymond Murphy, CUP

The syllabus is divided in four sections as mentioned below.

SECTION-A

English Grammar in Use, 5th Edition by Raymond Murphy, CUP (Units: 1-37)

SECTION-B

Paragraph Writing and *English Grammar in Use* (Units: 38-48)

SECTION-C

Prose for Young Learners: Essays at Sr. No. 1, 2, 3, 5 and 6

SECTION-D

Prose for Young Learners: Essays at Sr. No. 7, 8, 9, 10 and 11

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BCA (Bachelor of Computer Applications) (Hons.) (Under NEP-2020)
Syllabus for the Batch from Year 2024 to Year 2028

SEMESTER-I

ENL121: COMMUNICATION SKILLS IN ENGLISH-I
(THEORY)

Time: 3 Hours

Credits: 4-0-0
(6 periods per week)
Max. Marks: 100

Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.
The syllabus is divided in four sections as mentioned below:

SECTION-A

Reading Skills: Reading Tactics and strategies; Reading purposes-kinds of purposes and associated comprehension; Reading for direct meanings.

SECTION-B

Reading for understanding concepts, details, coherence, logical progression and meanings of phrases/expressions.

Activities:

- Comprehension questions in multiple choice format
- Short comprehension questions based on content and development of ideas

SECTION-C

Writing Skills: Guidelines for effective writing; writing styles for application, personal letter, official/business letter.

Activities:

- Formatting personal and business letters.
- Organising the details in a sequential order

SECTION-D

Resume, memo, notices etc.; outline and revision.

Activities:

- Converting a biographical note into a sequenced resume or vice-versa
- Ordering and sub-dividing the contents while making notes.
- Writing notices for circulation/ boards

Recommended Books:

- *Oxford Guide to Effective Writing and Speaking* by John Seely.
- *English Grammar in Use* (Fourth Edition) by Raymond Murphy, CUP

SEMESTER-III

ENC201: ENGLISH (COMPULSORY)

Time: 3 Hours

Credits: 4-0-0
(6 periods per week)
Total Marks: 100

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Important Note: The textbook *Making Connections* (3rd edition) is significantly different from its 2nd edition. The third edition (by Kenneth J Pakenham, Jo McEntire, Jessica Williams) is to be followed for this course.

Texts Prescribed:

1. *Making Connections* by Kenneth J. Pakenham, Jo McEntire, Jessica Williams, 3rd Edition. CUP.
2. *Moments in Time: An Anthology of Poems*, GNDU, Amritsar.
3. *English Grammar in Use* (Fourth Edition) by Raymond Murphy, CUP

Texts Suggested:

Oxford Guide to Effective Writing and Speaking by John Seely
A Course in Grammar and Composition by Geetha Nagaraj, Foundation Books, 2006

Syllabus is divided into four sections as mentioned below:

SECTION-A

English Grammar in Use (Fourth Edition) by Raymond Murphy, CUP: Units 98-130

SECTION-B

Essay writing and *English Grammar in Use*: Units 131-145

SECTION-C

Moments in Time: Poems at Sr. No. 1-6

SECTION-D

Making Connections by Kenneth J. Pakenham, 3rd Edn. CUP: Unit-I (Global Health) and Unit-II (Multicultural Societies)

SEMESTER-V

ENC 301: ENGLISH COMPULSORY

Time: 3 Hours

Max. Marks: 50

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Texts Prescribed:

1. *All My Sons* by Arthur Miller
2. *Poems of Nature and Culture*, Guru Nanak Dev University, Amritsar

Texts Suggested (for Section D):

Oxford Guide to Effective Writing and Speaking by John Seely
A Course in Grammar and Composition by Geetha Nagaraj, Foundation Books, 2006

The syllabus is divided into four sections as mentioned below:

Section - A

All My Sons by Arthur Miller: the whole text.

Section - B

The following poems from *Poems of Nature and Culture*:

William Wordsworth: "The World is Too Much with Us"

Gordon Lord Byron: "She Walks in Beauty"

P.B. Shelly: "Ozymandias"

Alfred Lord Tennyson: "In Memoriam"

Robert Browning: "Meeting at Night"

Mathew Arnold: "Dover Beach"

W.B. Yeats: "Words"

Wilfred Owen: "Strange Meeting"

Section - C

The following poems from *Poems of Nature and Culture*:

Robert Graves: "The Portrait"

W.H. Auden: "The Unknown Citizen"

Dylan Thomas: "Do not Go Gentle into That Good Night"

Ted Hughes: "The Thought-Fox"

Sylvia Plath: "Mirror"

Seamus Heaney: "Honeymoon Flight"

Rabindranath Tagore: "False Religion"

Nissim Ezekiel: "Night of Scorpion"

Section - D

Formal Letter and Application Writing, Resume Writing Business Writing and Report Writing.