

**SYLLABUS PRESCRIBED FOR B. COM. –I SEMESTER – I,
COMPULSORY ENGLISH THEORY: - 80 MARKS TIME :- 3 HOURS
TEXT PRESCRIBED FOR STUDY : RAYS OF LETTERS**

Unit I : PROSE

1. The Eyes are not Here — Ruskin Bond
2. The Romance of a Busy Broker — O. Henry

Unit II : PROSE

3. Bores — E.V. Lucas
4. The Lost Child — Mulk Raj Anand

Unit III : POETRY

1. The World is too — William Wordsworth Much With us
2. Once Upon a time — Gabriel Okara
3. If — Rudyard Kipling Unit

IV : GRAMMAR (strictly based on the prescribed text) A. Change the Narration B. Articles C. Synonyms & Antonyms D. Tense Forms

Unit V : BUSINESS CORRESPONDENCE AND WRITING SKILLS (As given in the prescribed text.) A. Letter Writing (Formal & Informal) i) Formal Applications for Job/Complaint/Order ii) Informal/ Personal Letters B) Resume Writing

**SYLLABUS B.Com. –I Semester – II (Compulsory English) Theory :- 80
Marks Time :- 3 Hours**

Text Prescribed for study : RAYS OF LETTERS

Unit I : PROSE

1. Each is Great in His Own Place — Swami Vivekananda
2. The Postmaster — Rabindranath Tagore

Unit II : PROSE

3. How I Became a Public Speaker — George Bernard Shaw
4. Prospects of Democracy in India — Dr. B.R. Ambedkar

Unit III : POETRY

1. Success is Counted Sweetest — Emily Dickinson
2. Laugh and Be Merry — John Masefield
3. The Impossible Dream — Joe Darion

Unit IV : GRAMMAR (strictly based on the prescribed text) A. Change the Voice B. Idioms & Phrases C. One Word Substitute D. Prepositions

Unit V : BUSINESS CORRESPONDENCE AND WRITING SKILLS A) E- mail B) Newspaper Reports
