

**VIVEKANAND COLLEGE, KOLHAPUR (AUTONOMOUS)**  
**Statement of Syllabus Covered**

Year: 2022-23

Name of Teacher: Dr. K.D.Tiwade

Department: English

| Class & Paper no.                  | Subject & Paper name                                | Syllabus Assigned  | Syllabus Covered/ Not Covered | Remark |
|------------------------------------|---|--|-------------------------------|--------|
| B.A.III<br>Sem-V<br>Paper no- VII  | Introduction to<br>Literary Theory<br>and Criticism | <b>Module I Classical Criticism</b><br>Aristotle<br>Imitation<br>Catharsis<br>Hamartia                 | Covered                       |        |
|                                    |   | <b>Module II Neoclassical Criticism</b><br>Sir Philip Sydney<br>An Apology for Poetries                |                               |        |
|                                    |   | <b>Module III Romantic Criticism</b><br>S. T. Coleridge : Fancy and Imagination                        |                               |        |
|                                    |   | <b>Module IV Victorian Criticism</b><br>Matthew Arnold : The function of Criticism at the present Time |                               |        |
| B.A.III<br>Sem-VI<br>Paper no. XII | Introduction to<br>Literary Theory<br>and criticism | <b>Module V Modern Criticism</b><br>T .S .Eliot : Objective Correlative , Dissociation of Sensibility  | Covered                       |        |
|                                    |   | <b>Module VI Feminism</b><br>Basic Concepts  |                               |        |
|                                    |   | <b>Module VII Indian Criticism</b><br>Rasa Theory , What is Rasa ?<br>Types of Rasa                    |                               |        |
|                                    |   | <b>Module VIII</b><br><b>Practical Criticism</b>   |                               |        |

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| B. Com. I<br>Sem-I  | English for<br>Business<br>Communication | Module I<br>A. Description<br>B. Best Seller by 'O'Henry<br>C. Grammar – Parts of Speech ,Types of Sentences  | Covered |  |
|                     |  | Module II<br>A. Narration<br>B. The Solitary Reaper   |         |  |
|                     |  | Module III<br>A. Information Transfer and Interpretation of Data<br>B. Let Us Globalize Compassion and Set our Children Free  |         |  |
|                     |  | Module IV<br>A. Why We Travel by Pico Iyer<br>B. When we Two Parted by Lord Byron<br>C. Home they Brought Her Warrior Dead by Lord Tennyson                         |         |  |
| B.Com. I<br>SEM -II | English For<br>Business<br>Communication | Module V<br>A. Writing Letters<br>B. The Nightingale and The Rose by Oscar Wilde  | Covered |  |
|                     |  | Module VI<br>A. Interdepartmental Communication<br>B. On Shaking Hands by A.G. Gardiner   |         |  |
|                     |  | Module VII<br>A. Information Transfer and Interpretation of Data<br>B. Essay on Forgetting by Robert Lynd<br>C. An Introduction by Kamala Das                       |         |  |
|                     |  | Module VIII<br>A. Shaping Young Minds by Ragunath Mashelkar<br>B. Love Come to Flora asking for Flower by Toru Dutt<br>C. When the lamp is Shattered by P.B.Shelley |         |  |

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| B.A II<br>Sem.III | English for<br>Communication | Module I<br>A. Oral Skills<br>B.A Day's Wait by Ernest Hemingway   | Covered |  |
|                   |                              | Module II<br>A. Conversational Skills<br>B. Face Book is Making and Apology is Miserable by Dawel Gulati                               |         |  |
|                   |                              | Module III<br>A. Developing Writing Skills<br>B. Connecting the Dots by Steve Jobs   |         |  |
|                   |                              | Module IV<br>A. My Soul has a hat by Mario de Andrade<br>B. Middle Age by Kamala Das<br>C. Mirror by Sylvia Plath                      |         |  |
| B.A II<br>Sem. IV | English for<br>Communication | Module V<br>A. E – Communication<br>B. Happy Prince by Oscar Wilde   | Covered |  |
|                   |                              | Module VI<br>A. English for Banking<br>B. Secrete of My Success by Sania Nehwal  |         |  |
|                   |                              | Module VII   |         |  |
|                   |                              | Module VIII<br>A. On Doing Nothing by J.B.Priestley<br>B. A Psalm of Life by Henry Wadsworth Longfellow<br>C. Diviner by Semous Heaney |         |  |

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|-------------------|------------------------------|--|---------|--|
| B.A III<br>SEM V  | English For<br>Communication | Module I<br>A. Interview Skills<br>B. The Interview – V. V. John   | Covered |  |
|                   |                              | Module II<br>A .Grammar for Competitive Examinations<br>B The Lottery ,Shirley Jackson   |         |  |
|                   |                              | Module III<br>A Writing Skills for Competitive Examinations<br>B After Twenty Years – O. Henry   |         |  |
|                   |                              | Module IV<br>A I Shall Return to this Bengal – Jibananda Das<br>B Song of Youth –Dr.A .P.J Abdul Kalam<br>C .The Orphan Girl – Henry Derozio |         |  |
| B.A III<br>Sem VI | English For<br>Communication | Module V<br>A .Group Discussion<br>B The Lighthouse Keeper of Aspinwall – Henry Sienkiewicz  | Covered |  |
|                   |                              | Module VI<br>A Note Making and Note Taking<br>B Three Questions – Leo Tolstoy  |         |  |
|                   |                              | Module VII<br>A Media Writing<br>B Eight Rupees -Murali Das  |         |  |
|                   |                              | Module VIII<br>A. The Mystic Drum<br>B. Two Dead Soldiers – Jean Arsanayagam<br>C. Bora Ring – Judith Wright                                 |         |  |

( Dr. K.D.Tiwade )

Dr. R. R. Kumbhar  
PRINCIPAL  
Vivekanand College  
Kolhapur

**VIVEKANAND COLLEGE, KOLHAPUR (AUTONOMOUS)**  
**Statement of Syllabus Covered**

Year: 2022-23

Name of Teacher: Dr. Shruti Joshi

Department: English

| Class & Paper no.  | Subject & Paper name  | Syllabus Assigned  | Syllabus Covered/ Not Covered | Remark |
|--|---|--|-------------------------------|--------|
| <b>B.A.III<br/>Sem-V<br/>Paper no- IX<br/><br/>DSC Paper<br/>1017 E3</b> | <b>English<br/>Literature:<br/>Victorian to<br/>Post-<br/>Modernism</b> | <b>Module I: Literary Movements</b><br>Neoclassicism, Realism  | <b>Covered</b>                |        |
|  |   | <b>Module II: English Drama:</b><br>Development - Modern and post-modern drama<br>Types:<br>-Drama of Ideas<br>-The Problem Play<br>-Theatre of Absurd)  |                               |        |
|  |   | <b>Module III: Text</b><br><b>G B Shaw:</b> The Doctor's Dilemma   |                               |        |
|  |   | <b>Module IV: Prose:</b><br><b>G. K. Chesterton</b> – What I Found in My Pocket<br><b>Lynd</b> – A Disappointed Man<br><b>A. G. Gardiner</b> – All About a Dog<br><b>J. B. Priestley</b> - On Gossip<br><b>A. A. Milne</b> – The Future<br><b>Orwell:</b> Shooting an Elephant |                               |        |
| <b>B.A.III<br/>Sem-VI<br/>Paper no. XIV<br/>DSC Paper</b>                | <b>English<br/>Literature:<br/>Victorian to<br/>Post-</b>               | <b>Module V: Literary Movements</b><br>Naturalism, Symbolism   | <b>Covered</b>                |        |

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| 1017 F3                              | Modernism                    | <b>Module VI: English Novel:</b> Development-Modern and post-modern<br>Types of Novel:<br>-Pastoral Novel,<br>-Campus Fiction,<br>-Science Fiction   |         |  |
|                                      |                              | <b>Module VII: Text</b><br><i>Tess of D'Urbervilles</i> : Thomas Hardy   |         |  |
|                                      |                              | <b>Module VIII: Poetry</b><br><b>Tennyson</b> – The Lady of Shallot<br><b>Thomas Hardy</b> : The Darkling Thrush<br><b>Robert Browning</b> – My Last Duchess<br><b>Matthew Arnold</b> : Dover Beach'<br><b>W.B. Yeats</b> : Second Coming<br><b>Wilfred Owen</b> : Strange Meeting<br><b>Dame Edith Sitwell</b> : Still Falls the Rain<br><b>Dylan Thomas</b> : Do not go gentle |         |  |
| B. A. Part I<br>Sem-I<br>AECC 1011 A | English for<br>Communication | <b>Module I</b><br>Unit I: Description<br>Describing People, Places, Objects and Pictures<br>Daily Routine<br>Unit 2: ' The Eyes Are Not Here' by Ruskin Bond  | Covered |  |
|                                      |                              | <b>Module II</b><br>Unit 1: English for General Purpose I<br>Introducing yourself (about family, ambitions, hobbies, strengths and weaknesses, Expressing likes and dislikes<br>Unit 2: Arunima Sinha: A Biography   |         |  |
|                                      |                              | <b>Module III</b><br>Unit 1: Day today Conversations<br>Greetings, Bidding Farewells, Making Enquiries, Making Requests and Asking for Permission<br>Unit 2: 'We Wear the Mask' by Paul Laurence Dunbar  |         |  |
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|                                 |                                       | Unit 2: 'Because I could not Stop for Death' by Emily Dickenson<br>Unit 3: 'The Road not Taken' by Robert Frost   |                |  |
| B.A. I<br>SEM –II<br>AECC 1011B | English For<br>Communication          | <b>Module V</b><br>Unit 1: Narration<br>Personal Experiences, Past Incidences,<br>First person and third person narration<br>Unit 2: Let's Go Home: Kewlian Sio                           | <b>Covered</b> |  |
|                                 |                                       | <b>Module VI</b><br>Unit 1: English for General Purpose II<br>Offering Help, Expressing Apologies, Giving Instructions, Asking<br>directions<br>Unit 2: Let's Make India a Better Country |                |  |
|                                 |                                       | <b>Module VII</b><br>Unit 1: Note Making and Summary Writing<br>Methods of Note making and writing summary<br>Unit 2: 'Waiting' by Ravindranath Tagore                                    |                |  |
|                                 |                                       | <b>Module VIII</b><br>Unit 1: 'The Power of Prayer' by A.P.J. Abdul Kalam<br>Unit 2: 'A Red Rose' by Robert Burns<br>Unit 3: 'Still I Rise' by Maya Angelou                               |                |  |
| B. A. I<br>Sem I<br>DSC 1017A   | English<br>Language and<br>Literature | <b>Module I: Language</b><br>A. Definitions and Characteristics of Language<br>B. Functions of Language.  | <b>Covered</b> |  |
|                                 |                                       | <b>Module II: Functional English</b><br>a. Developing Vocabulary<br>b. Connotations and Denotations   |                |  |
|                                 |                                       | <b>Module III: The Short Story</b><br>A. Definitions & Characteristics<br>B. Elements of the Short Story  |                |  |
|                                 |                                       | <b>Module IV: Text</b><br>1. The Night Train at Deoli by Ruskin Bond<br>2. The Bond of Love by Kenneth Anderson<br>3. The Watchman by R. K. Narayan<br>4. Three Hermits by Leo Tolstoy    |                |  |

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| B. A. I<br>Sem II<br>DSC 1017       | English<br>Language and<br>Literature | <b>Module V: Phonology and Morphology</b><br>A: Phonemes and allophones<br>B. Three term labels  | Covered |  |
|                                     |                                       | <b>Module VI: Practical English</b><br>A. Basic Translation skills: Simple Sentences<br>B. Proverbs & Phrases  |         |  |
|                                     |                                       | <b>Module VII: The One-act Play</b><br>A. Definitions & Characteristics<br>B. Elements of One-act Play   |         |  |
|                                     |                                       | <b>Module VII: Text</b><br><b>The Bear</b> : Anton Chekov  |         |  |
| B. A. II<br>Sem III<br>DSC Paper IV | English<br>Literature                 | <b>Module I</b> : Major Forms: Novel<br>Definition, elements, types  |         |  |
|                                     |                                       | <b>Module II : Text</b><br>Ice Candy Man - Bapsi Sidhwa  |         |  |
|                                     |                                       | <b>Module III</b> : Major Forms: Poetry<br>Definition, types(sonnet, ode, elegy, ballad, song, dramatic monologue)   |         |  |
|                                     |                                       | <b>Module IV : Text</b><br>1)Sonnet –<br>Shall I Compare thee to a Summer’s day?<br>-William Shakespeare<br>2) Ode to a Nightingale – John Keats<br>3) Elegy –<br>O! Captain, My Captain – Walt Whitman<br>4) Ballad –<br>La Belle Dam Sans Mercy - John Keats<br>5) Song-<br>First ,They Said - Alice Walker<br>6) Dramatic Monologue – |         |  |



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|                                    |                              | My last Duchess by Robert Browning  |                |  |
| B. A. II<br>Sem IV<br>DSC Paper VI | English<br>Literature        | <b>Module V</b> : Major Form: Drama<br>Definition, Elements, types  | <b>Covered</b> |  |
|                                    |                              | <b>Module VI</b> : Text<br><br>Hayvadan –Girish Karnad  |                |  |
|                                    |                              | <b>Module VII</b> : Literary Prose<br>Letter , Travelogue, Interview , Review Writing<br>1)Prakash Padukone’s letter to Deepika & Anisha<br>2) The Accidental Tourist - Bill Bryson<br>3) Interview with Ratan Tata : Mohan Thite<br>Review Writing -Mahashweta: Sudha Murthy |                |  |
|                                    |                              | <b>Module VIII</b> : Critical Analysis of Unseen Text<br>Nonliterary text:<br>Nobel Lecture, December 10,2014 Malala Yousafza   |                |  |
| BA II<br>Sem III<br>AECC           | English For<br>Communication | <b>Module I</b><br>A.Oral Skills<br>B.A Day’s Wait by Ernest Hemingway  | <b>Covered</b> |  |
|                                    |                              | <b>Module II</b><br>A. Conversational Skills<br>B. Face Book is Making and Apology is Miserable by Dawel Gulati   |                |  |
|                                    |                              | <b>Module III</b><br>A. Developing Writing Skills<br>B. Connecting the Dots by Steve Jobs   |                |  |
|                                    |                              | <b>Module IV</b><br>A. My Soul has a hat by Mario de Andrade<br>B. Middle Age by Kamala Das<br>C. Mirror by Sylvia Plath  |                |  |
| SEM II<br>Sem IV<br>AECC           | English For<br>Communication | <b>Module V</b><br>A. E – Communication<br>B. Happy Prince by Oscar Wilde   | <b>Covered</b> |  |
|                                    |                              | <b>Module VI</b>  |                |  |

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|  |  | A. English for Banking<br>B. Secrete of My Success by Sania Nehwal  |  |  |
|  |  | <b>Module VII</b><br>A. Interpretation of data and data transfer<br>B. Once upon a time:Gabriel Okara   |  |  |
|  |  | <b>Module VIII</b><br>A. On Doing Nothing by J.B.Priestley<br>B. A Psalm of Life by Henry Wadsworth Longfellow<br>C. Diviner by Semous Heaney |  |  |

*Joshi*  
**Dr. Shruti Joshi**  
 Subject Teacher

*Kavita Tiwade*  
**Dr.Kavita Tiwade**  
 Head, Dept. of English

*R.R.Kumbhar*  
**Dr. R.R.Kumbhar**  
 PRINCIPAL  
 Vivekanand College  
 Kolhapur

**VIVEKANAND COLLEGE, KOLHAPUR (AUTONOMOUS)**  
**Statement of Syllabus Covered**

Year: 2022-23

Name of Teacher: Salama Isak Maner

Department: English

| Class & Paper no.                  | Subject & Paper name                                | Syllabus Assigned  | Syllabus Covered/ Not Covered | Remark |
|------------------------------------|---|--|-------------------------------|--------|
| B.A.III<br>Sem-V<br>Paper no- VIII | English<br>Literature-<br>Chaucer to<br>Romanticism | <b>Module I Literary Movements</b><br>Classicism<br>Renaissance literature   | Covered                       |        |
|                                    |   | <b>Module II English Drama:</b> Origin and Development<br>Different types of Drama<br>Miracle and Morality<br>Elizabethan Drama<br>Restoration Tragedy   |                               |        |
|                                    |   | <b>Module III</b> All for Love: John Dryden  |                               |        |
|                                    |   | <b>Module IV Prose:</b><br><b>Francis Bacon-</b> Of Studies,<br><b>Oliver Goldsmith</b> - Man in Black<br><b>Richard Steele</b> -Recollections of childhood<br><b>Charles Lamb:</b> A Dissertation upon Roasted Pig<br><b>Hazlitt-</b> On the Love of Life |                               |        |
| B.A.II<br>Sem-VI<br>Paper no. XIII | English<br>Literature-<br>Chaucer to<br>Romanticism | <b>Module I Literary Movements</b><br>Metaphysical Poetry<br>Romanticism   | Covered                       |        |
|                                    |   | <b>Module II English Novel:</b> Origin and development<br>Types of Novel:<br>Picaresque Novel,<br>Historical Novel,<br>Regional Novel  |                               |        |

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|                                  |  | <b>Module III</b> Jane Austin: Pride and Prejudice  |         |  |
|                                  |  | <b>Module IV Poetry</b><br><b>John Milton</b> – On His Blindness<br><b>John Donne</b> : Death be not proud<br><b>George Herbert:</b> Love(III)<br><b>Samuel Taylor Coleridge</b> : Kubla Khan<br><b>John Keats</b> – To Autumn<br><b>P.B. Shelley</b> -Ode to the West Wind<br><b>W. Wordsworth</b> – Lucy Grey |         |  |
| <b>B. Sc. I</b><br><b>Sem-I</b>  | <b>English for</b><br><b>Communication</b> | Module I<br>A. Description<br>B. Wife’s Holiday by R. K. Narayan  | Covered |  |
|                                  |  | Module II<br>A. Narration<br>B. Parachute by Lenrie Peters  |         |  |
|                                  |  | Module III<br>A. English for General Purposes –I<br>B. Public Attitude towards Science by Stephen Hawkins   |         |  |
|                                  |  | Module IV<br>A. My Silent Keeper by Kevin Harter<br>B. How Do I Love Thee by Elizabeth Browning<br>C. She Walks in Beauty by Lord Byron   |         |  |
| <b>B.Sc. I</b><br><b>SEM -II</b> | <b>English For</b><br><b>Communication</b> | Module V<br>A. Summarizing and Note Making<br>B. Futurology by Aldous Huxely  | Covered |  |
|                                  |  | Module VI<br>A. Information Transfer and Interpretation of Data<br>B. A Guardian Angel by Ruskin Bond   |         |  |
|                                  |  | Module VII<br>A. English For General Purposes II<br>B. Secret of My Success by Sania Nehwal   |         |  |
|                                  |  | Module VIII<br>A. While Auto Waits<br>B. The Voice of Unwanted Girl by Sujata Bhatt<br>C. The Blind Boy by Colley Gibber  |         |  |

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| B.Com II<br>Sem.III | English for<br>Business<br>Communication | Module I<br>A. Avoiding Common Errors<br>1.Errors related to use of articles,<br>quantifiers, prepositions, superlatives<br>2. Errors related to use of tenses,<br>subject-verb agreement<br>B. For Rita’s daughter , Just Born by Eunice de Souza | Covered |  |
|                     |  | Module II<br>E-communication<br>1. Electronic mail, creating email ID,<br>Email discussion group, Email pals<br>2. Video Chat<br>3. Blogs-personal & professional<br>B. “A Wrong Man in Worker’s Paradise ”by Rabindranath Tagore                  |         |  |
|                     |  | Module III<br>1.Writing Curriculum Vitae<br>2. Writing Job application<br>B.” Why Constant Complaining is So Toxic in the Workplace”<br>by Blogger Alexander   |         |  |
|                     |  | Module IV<br>A. “The Open Window” by A. G. Gardiner<br>B. “My Mistress’ Eyes are Nothing Like the Sun “by<br>William Shakespeare<br>C. “Woman” by Arun Kolhatkar   |         |  |
| B.Com.II<br>Sem. IV | English for<br>Business<br>Communication | Module V<br>A. Writing Reports<br>1.Short informal reports<br>2. Short formal reports<br>3.committee report<br>4. Fact finding report<br><b>B. Management by Crisis by Sharu Rangnekar</b>   | Covered |  |
|                     |  | Module VI<br>A. Group Discussion<br>1. Initiating a discussion<br>2. Eliciting opinions and  |         |  |

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|                                    |                                      | provoking arguments<br>(agreements, disagreements<br>and partial agreements)<br>3. Intervening discussion<br>B. The Tyger by William Blake                            |         |  |
|                                    |                                      | Module VII<br>A. Interview Techniques<br>1. Dos and don'ts<br>2. Preparations before interview<br>3. How to answer questions<br>B. A Doctor's Word by R. K. Narayan   |         |  |
|                                    |                                      | Module VIII<br>A Questioning The Universe : A TED Speech by Stephen Hawking<br>B In Time of 'The Breaking of Nations' by Thomas Hardy<br>C The Trees by Philip Larkin |         |  |
| <b>B.Sc. (Biotech)I<br/>SEM I</b>  | <b>English For<br/>Communication</b> | Module I<br>A. Description<br>B Wife's Holiday by R. K. Narayan   | Covered |  |
|                                    |                                      | Module II<br>A Narration<br>B.Parachute by Lenrie Peters  |         |  |
|                                    |                                      | Module III<br>A. English for General Purposes –I<br>B. Public Attitude towards Science by Stephen Hawkins   |         |  |
|                                    |                                      | Module IV<br>A My Silent Keeper by Kevin Harter<br>B. How Do I Love Thee by Elizabeth Browning<br>C She Walks in Beauty by Lord Byron                                 |         |  |
| <b>B.Sc. (Biotech)I<br/>SEM II</b> | <b>English For<br/>Communication</b> | Module V<br>A Summarizing and Note Making<br>B Futurology by Aldous Huxely  | Covered |  |
|                                    |                                      | Module VI<br>A Information Transfer and Interpretation of Data<br>B.A Guardian Angel by Ruskin Bond   |         |  |
|                                    |                                      | Module VII  |         |  |

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|                                |                              | A English For General Purposes II<br>B. Secret of My Success by Saniya Nehwal   |         |  |
|                                |                              | Module VIII<br>A While Auto Waits<br>B The Voice of Unwanted Girl by Sujata Bhatt<br>C The Blind Boy by Colley Gibber                           |         |  |
| B.Sc.<br>(Biotech)III<br>SEM V | English For<br>Communication | Module I<br>A. Interview Skills<br>B. Enterprise by Nissm Exekel  | Covered |  |
|                                |                              | Module II<br>A. E Communication<br>B. The Ant and The Grasshopper   |         |  |
|                                |                              | Module III<br>A. English For Competitive Examination<br>B. Look Out Man by Nicolos Bentley  |         |  |
|                                |                              | Module IV<br>A. Forgetting Our Own History by Sudha Murty<br>B. Butterfly by Arun Koltkar<br>C. For Your Lanes My Country by Faiz Ahmad Faiz    |         |  |
| B.Sc.(Biotech)III<br>SEM VI    | English For<br>Communication | Module V<br>A. Group Discussion<br>B. Evolution by Sherman Alexie   | Covered |  |
|                                |                              | Module VI<br>A. Note Making and Note Taking<br>B. Gateman's Gift by R. K. Narayan   |         |  |
|                                |                              | Module VII<br>A. An Introduction to Media Writing<br>B. Karma by Kushwant Shingh  |         |  |
|                                |                              | Module VIII<br>A. Bhaurao in America by Dr. P. G. Patil<br>B. The Grass is Really like me by Kishwar Needhid<br>C. To Granny by Tejaswini Patil |         |  |
| B.C.S. I SEM I                 | Business<br>Communication    | <b>Introduction to Communication:</b><br>Basic types of communication-  | Covered |  |

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|  |  | <p>Reading, Writing, Listening, Speaking;<br/> Purpose of Communication;<br/> Process of Communication;<br/> Importance of Communication in Business;<br/> Barriers to Communication;<br/> Measures to Overcome the Barriers to Communication.</p>   |  |  |
|  |  | <p><b>Communication Network:</b><br/> Scope and Types of Communication Network;<br/> Formal and Informal Communication Network;<br/> Upward Communication;<br/> Downward Communication;<br/> Horizontal Communication;<br/> Diagonal Communication; Grapevine.</p>   |  |  |
|  |  | <p><b>Writing Memos, Circulars and Notices:</b><br/> Memo- Characteristics of a memo, Language and writing style of a memo- Format of a Memo;<br/> Circulars- Guidelines for writing a circular- Languages and writing style of a circular- Format of a circular;<br/> Notices- Purpose- Format- Important points to remember while writing a notice</p> |  |  |
|  |  | <p><b>Writing Business Letter:</b><br/> Importance of Business Letters;<br/> Difference between Personal and Business Letters; Structure and Format of Business Letters;<br/> Types of Business Letters.-<br/> enquiry letter, compliant letter, request letter</p>  |  |  |



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| B.C.S. I SEM II | Business<br>Communication | <b>Employment Communication –</b><br>Job Interview:<br>Importance and Factors Involving Job Interview; Characteristics of Job Interview;<br>Job Interview Process;<br>Job Interview Techniques-<br>Manners and etiquettes to be maintained during an interview;<br>Sample Questions Commonly asked During Interview  | Covered |  |
|                 |                           | <b>Employment Communication –</b><br>A)Resume: Contents of Good Resume;<br>Guidelines for Writing Resume;<br>Different Types of Resumes;<br>B)Reason for a Cover Letter to Apply for a Job-<br>Format of Cover Letter;<br>Different Types of Cover Letters   |         |  |
|                 |                           | <b>Introduction to office Management –</b><br>A. Introduction of Modern Office,<br>-Lay Out and Management,<br>Elements of the Office Management,<br>Environment of an Office<br>B. Personnel Management-<br>Definition and Importance, Selection of the Employees, Training,<br>Remuneration, Supervisions & development of proper working environment, Employee Welfare. |         |  |
|                 |                           | <b>Introduction to office Management –</b>   |         |  |

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|             |   | <p>C. Time Management-<br/> Definition, Importance of Time, setting priorities.<br/> A) Planning and Controlling of Office Functions-<br/> Planning of Office System and Routines,<br/> Work Flow,<br/> Need of Office System and Routine,<br/> Difference between office system and routine<br/> B) Stress Management-<br/> Definition, Causes of Stress, Positive and Negative stress, overcome<br/> of stress in the Office.<br/> C) Conflict Management-<br/> Introduction, Causes and Cure.</p>  |         |  |
| BCA I SEM I | Business<br>Communication<br>and Office<br>Management | <p><b>Introduction to Communication:</b><br/> Basic types of communication-<br/> Reading, Writing, Listening, Speaking;<br/> Purpose of Communication;<br/> Process of Communication;<br/> Importance of Communication in Business;<br/> Barriers to Communication;<br/> Measures to Overcome the Barriers to Communication.<br/> <b>Communication Network:</b><br/> Scope and Types of Communication Network;<br/> Formal and Informal Communication Network;<br/> Upward Communication;<br/> Downward Communication;<br/> Horizontal Communication;<br/> Diagonal Communication; Grapevine.</p> | Covered |  |

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|  |  | <p><b>Writing Memos, Circulars and Notices:</b><br/> Memo- Characteristics of a memo, Language and writing style of a memo- Format of a Memo;<br/> Circulars- Guidelines for writing a circular- Languages and writing style of a circular- Format of a circular;<br/> Notices- Purpose- Format- Important points to remember while writing a notice</p> <p><b>Writing Business Letter:</b><br/> Importance of Business Letters;<br/> Difference between Personal and Business Letters; Structure and Format of Business Letters;<br/> Types of Business Letters.-<br/> enquiry letter, compliant letter, request letter</p> |  |  |
|  |  | <p><b>Employment Communication –</b><br/> Job Interview:<br/> Importance and Factors Involving Job Interview; Characteristics of Job Interview;<br/> Job Interview Process;<br/> Job Interview Techniques-<br/> Manners and etiquettes to be maintained during an interview;<br/> Sample Questions Commonly asked During Interview<br/> A)Resume: Contents of Good Resume;<br/> Guidelines for Writing Resume;<br/> Different Types of Resumes;<br/> B)Reason for a Cover Letter to Apply for a Job-<br/> Format of Cover Letter;<br/> Different Types of Cover Letters</p>  |  |  |

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|  |  | <p><b>Introduction to office Management –</b></p> <p>A. Introduction of Modern Office,<br/>-Lay Out and Management,<br/>Elements of the Office Management,<br/>Environment of an Office</p> <p>B. Personnel Management-<br/>Definition and Importance, Selection of the Employees, Training,<br/>Remuneration, Supervisions &amp; development of proper working<br/>environment, Employee Welfare.</p> <p>C. Time Management-<br/>Definition, Importance of Time, setting priorities.</p> <p>A) Planning and Controlling of Office Functions-<br/>Planning of Office System and Routines,<br/>Work Flow,<br/>Need of Office System and Routine,<br/>Difference between office system and routine</p> <p>B) Stress Management-<br/>Definition, Causes of Stress, Positive and Negative stress, overcome<br/>of stress in the Office.</p> <p>C) Conflict Management-<br/>Introduction, Causes and Cure.</p> |  |  |
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*Maner*

**Dr. Salama Maner**  
Subject Teacher

*Kayita*

**Dr. Kayita Tiwade**  
Head, Dept. of English

*Kumbhar*

**Dr. R.R. Kumbhar**  
PRINCIPAL  
Principal  
Vivekanand College  
Kolhapur

**VIVEKANAND COLLEGE, KOLHAPUR (AUTONOMOUS)**  
**Statement of Syllabus Covered**

Year: 2022-23

Name of Teacher: Ms. Supriya M. Patil

Department: English

| Class & Paper no.                          | Subject & Paper name                       | Syllabus Assigned  | Syllabus Covered/ Not Covered | Remark |
|--|--|--|-------------------------------|--------|
| <b>B.A.III<br/>Sem-V<br/>Paper no- X</b>   | <b>Introduction to Translation Studies</b> | <b>Module I: What is translation?</b><br>Significance of translation in a multi linguistic and multicultural society like India.<br>Process of Translation | <b>Covered</b>                |        |
|  |  | <b>Module II: Types of Translation (Basic)</b><br>Word to Word, Literal and Free Translation   |                               |        |
|  |  | <b>Module III: Tools of Translation</b><br>Dictionary, Thesaurus, Encyclopedia, CAT Tools  |                               |        |
|  |  | <b>Module IV: Translation of Non-literary texts</b>  |                               |        |
| <b>B.A.III<br/>Sem-VI<br/>Paper no. XV</b> | <b>Introduction to Translation Studies</b> | <b>Module V: Types of translation</b><br>Types of Translation (detailed), Communicative, Semantic Translation, Trans-creation                              | <b>Covered</b>                |        |
|  |  | <b>Module VI: Problems of Translation</b><br>Differences, Overtranslation, Undertranslation, Untranslatability   |                               |        |
|  |  | <b>Module VII: Qualities of an Efficient Translator</b><br>Language Proficiency, Technical Skills<br>Essential Human Qualities: Patience, motivation etc.  |                               |        |
|  |  | <b>Module VIII: Translation of Prose &amp; Poetry</b>  |                               |        |

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| <b>B. A. Part I<br/>Sem-I</b> | <b>English for<br/>Communication</b> | <b>Module I</b><br>Unit I: Description<br>Describing People, Places, Objects and Pictures<br>Daily Routine<br>Unit 2: ‘ The Eyes Are Not Here’ by Ruskin Bond  | <b>Covered</b> |  |
|                               |                                      | <b>Module II</b><br>Unit 1: English for General Purpose I<br>Introducing yourself (about family, ambitions, hobbies, strengths and weaknesses, Expressing likes and dislikes<br>Unit 2: Arunima Sinha: A Biography |                |  |
|                               |                                      | <b>Module III</b><br>Unit 1: Day today Conversations<br>Greetings, Bidding Farewells, Making Enquiries, Making Requests and Asking for Permission<br>Unit 2: ‘We Wear the Mask’ by Paul Laurence Dunbar            |                |  |
|                               |                                      | <b>Module IV</b><br>Unit 1: Milkha Singh: The Flying Sikh<br>Unit 2: ‘Because I could not Stop for Death’ by Emily Dickenson<br>Unit 3: ‘The Road not Taken’ by Robert Frost                                       |                |  |
| <b>B.A. I<br/>SEM -II</b>     | <b>English For<br/>Communication</b> | <b>Module V</b><br>Unit 1: Narration<br>Personal Experiences, Past Incidences,<br>First person and third person narration<br>Unit 2: Let’s Go Home: Kewlian Sio  | <b>Covered</b> |  |
|                               |                                      | <b>Module VI</b><br>Unit 1: English for General Purpose II<br>Offering Help, Expressing Apologies, Giving Instructions, Asking directions<br>Unit 2: Let’s Make India a Better Country                             |                |  |
|                               |                                      | <b>Module VII</b><br>Unit 1: Note Making and Summary Writing<br>Methods of Note making and writing summary<br>Unit 2: ‘Waiting’ by Ravindranath Tagore   |                |  |
|                               |                                      | <b>Module VIII</b><br>Unit 1: ‘The Power of Prayer’ by A.P.J. Abdul Kalam  |                |  |

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|                                       |   | Unit 2: 'A Red Rose' by Robert Burns<br>Unit 3: 'Still I Rise' by Maya Angelou                                   |                |  |
| <b>B. A. II<br/>Sem III</b>           | <b>English<br/>Language and<br/>Linguistics</b> | <b>Module I</b><br>Oral and Written Skills<br>Features of Spoken and Written Language                            | <b>Covered</b> |  |
|                                       |   | <b>Module II</b><br>Introduction to Phonetics<br>Syllables, word stress, weak and strong forms, intonation       |                |  |
|                                       |   | <b>Module III</b><br>Syntax<br>Phrases – structure and types   |                |  |
|                                       |   | <b>Module IV</b><br>Language of Media<br>Multi-media- introduction to different forms                            |                |  |
| <b>B. A. II<br/>Sem IV</b>            | <b>English<br/>Language and<br/>Linguistics</b> | <b>Module V</b><br>Syntax: Clauses – Declarative, Interrogative and Imperative                                   | <b>Covered</b> |  |
|                                       |   | <b>Module VI</b><br>Syntax: Subordination and coordination   |                |  |
|                                       |   | <b>Module VII</b><br>Translation Studies: Definition, basic terms and types                                      |                |  |
|                                       |   | <b>Module VIII</b><br>Practical English: Translation of non-literary texts                                       |                |  |
| <b>B.Sc. I<br/>(A Div.)<br/>SEM I</b> | <b>English For<br/>Communication</b>            | <b>Module I</b><br>A. Description<br>B. Wife's Holiday by R. K. Narayan  | <b>Covered</b> |  |
|                                       |   | <b>Module II</b><br>A. Narration<br>B. Parachute by Lenrie Peters  |                |  |
|                                       |   | <b>Module III</b><br>A. English for General Purposes –I<br>B. Public Attitude towards Science by Stephen Hawkins |                |  |
|                                       |   | <b>Module IV</b><br>A. My Silent Keeper by Kevin Harter<br>B. How Do I Love Thee by Elizabeth Browning           |                |  |

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|  |                                      | C. She Walks in Beauty by Lord Byron  |                |  |
| <b>B.Sc. I<br/>(A Div.)<br/>SEM II</b> | <b>English For<br/>Communication</b> | <b>Module V</b><br>A. Summarizing and Note Making<br>B. Futurology by Aldous Huxely   | <b>Covered</b> |  |
|  |                                      | <b>Module VI</b><br>A. Information Transfer and Interpretation of Data<br>B. A Guardian Angel by Ruskin Bond  |                |  |
|  |                                      | <b>Module VII</b><br>A. English For General Purposes II<br>B. The Secret of My Success  |                |  |
|  |                                      | <b>Module VIII</b><br>A. While Auto Waits<br>B. The Voice of Unwanted Girl by Sujata Bhatt<br>C. The Blind Boy by Colley Gibber   |                |  |
| <b>BBA Part I<br/>Sem I</b>            | <b>Business<br/>Communication</b>    | <b>Module I: Introduction to Communication:</b><br>1. Basic types of communication- Reading, Writing, Listening, Speaking;<br>2. Purpose of Communication; Process of Communication<br>3. Importance of Communication in Business<br>4. Barriers to Communication; Measures to Overcome the Barriers to Communication.  | <b>Covered</b> |  |
|  |                                      | <b>Module II: Communication Network</b><br>1. Scope and Types of Communication Network;<br>2. Formal and Informal Communication Network;<br>3. Upward Communication Downward Communication Horizontal Communication; Diagonal Communication; Grapevine.   |                |  |
|  |                                      | <b>Module III: Writing Memos, Circulars and Notices</b><br>1. Memo- Characteristics of a memo, Language and writing style of a memo- Format of a Memo<br>2. Circulars- Guidelines for writing a circular- Languages and writing style of a circular- Format of a circular<br>3. Notices- Purpose- Format- Important points to remember while writing a notice |                |  |



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|                              |                                   | <p>4. <b>Writing Business Letter:</b> Importance of Business Letters; Difference between Personal and Business Letters; Structure and Format of Business Letters; Types of Business Letters.</p> <p><b>Module IV: Employment Communication –</b><br/> <b>Resume:</b> Contents of Good Resume; Guidelines for Writing Resume; Different Types of Resumes; Reason for a Cover Letter to Apply for a Job-Format of Cover Letter; Different Types of Cover Letters<br/> <b>Employment Communication –</b><br/> <b>Job Interview:</b> Importance and Factors Involving Job Interview; Characteristics of Job Interview; Job Interview Process; Job Interview Techniques- Manners and etiquettes to be maintained during an interview; Sample Questions Commonly asked During Interview</p> |                |  |
| <b>BBA Part I<br/>Sem II</b> | <b>Business<br/>Communication</b> | <p><b>Module I: Oral Communication</b><br/> 1. Nature, characteristics, Principles of effective oral communication<br/> 2. <b>Speech</b>-prepared speech, public speech and extempore speech<br/> 3. Media of Oral communication- face to face communication, teleconferences, press conferences</p>  | <b>Covered</b> |  |
|                              |                                   | <p><b>Module II: Seminar, Conferences, Group Discussion and Effective Presentation</b><br/> 1. Seminar- preparing, conducting and organizing seminar conferences<br/> 2. Group discussion- opening of topic, discussion, summary, observer's comments<br/> 3. Presentation- introduction, purpose of presentation, tools for effective presentation</p>   |                |  |
|                              |                                   | <p><b>Module III: Report Writing</b><br/> 1. Features of Writing a Good Report; Purpose of Report Writing;<br/> 2. Difference between Business Report and Engineering Report<br/> 3. Characteristics of writing a good report-Importance of</p>   |                |  |

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|                                 |  | <p>communication in report writing;<br/>4. Guidelines for Report Writing; Steps in Report Writing; Structure of Report; Types of Reports and Different Formats.</p> <p><b>Module IV Application of Communication Skills</b><br/>1. Group Decision-Making<br/>2. Conflict and Negotiations<br/>3. Customer Care/Customers Relations - Public Relations (Concept, Principles, Do's and Don'ts etc. to be studied for each type).</p> |                |  |
| <b>B. Voc Part I<br/>Sem I</b>  | <b>Business<br/>Communication<br/>I</b>  | <p><b>Module I: Use of English in Business Environment</b><br/>Business Vocabulary: Vocabulary for banking, marketing and for maintaining public relations<br/>What is a sentence?<br/>Elements of a sentence<br/>Types of sentence: Simple, compound, complex</p>   | <b>Covered</b> |  |
|                                 |  | <p><b>Module II: Writing a Letter of Application and CV/ Resume</b><br/>Structure of a letter of application for various posts<br/>CV/ Resume and its essentials</p>   |                |  |
|                                 |  | <p><b>Module III: Presenting Information/Data</b><br/>Presenting information/data using graphics like tables, pie charts, tree diagrams, bar diagrams, graphs, flow charts</p>   |                |  |
|                                 |  | <p><b>Module IV: Interview Technique</b><br/>Dos and don'ts of an interview<br/>Preparing for an interview<br/>Presenting documents<br/>Language used in an interview</p>  |                |  |
| <b>B. Voc Part I<br/>Sem II</b> | <b>Business<br/>Communication<br/>II</b> | <p><b>Module V: Group Discussion</b><br/>Preparing for a Group Discussion<br/>Initiating a Discussion<br/>Eliciting Opinions, Views, etc.<br/>Expressing Agreement/ Disagreement<br/>Making Suggestions; Accepting and Declining Suggestions<br/>Summing up.</p>   | <b>Covered</b> |  |
|                                 |  | <p><b>Module VI: Business Correspondence</b></p>   |                |  |

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|  |  | Writing Memos, e-mails, complaints, inquiries, etc.<br>Inviting Quotations<br>Placing Orders, Tenders, etc.   |  |  |
|  |  | <b>Module VII: English for Negotiation</b><br>Skills for leadership and team management<br>Business Negotiations<br>Agenda for Negotiation<br>Stages of Negotiation   |  |  |
|  |  | <b>Module VIII: English for Marketing</b><br>Describing/ Explaining a Product/ Service<br>Dealing/ bargaining with Customers<br>Marketing a Product/ Service: Using Pamphlets,<br>Hoardings, Advertisement, Public Function/ Festival |  |  |



**Ms. Supriya Patil**  
Subject Teacher



**Dr. K. D. Tiwade**  
Head, Dept. of English



**Dr. R. R. Kumbhar**  
Principal  
Vivekanand College  
Kolhapur

**VIVEKANAND COLLEGE, KOLHAPUR (AUTONOMOUS)**  
**Statement of Syllabus Covered**

Year: 2022-23

Name of Teacher: Dr. S. V. Dhanawade

Department: English


| Class & Paper no.                  | Subject & Paper name     | Syllabus Assigned   | Syllabus Covered/ Not Covered | Remark |
|------------------------------------|--------------------------|---|-------------------------------|--------|
| B.A.III<br>Sem-VI<br>Paper no- XVI | English –<br>Linguistics | <b>Module I Basic Derived Structure</b><br>Focused elements/ emphasis:<br>I. Inversion , Fronting and Negation<br>II. Interrogation , Exclamation and Omission<br>III. Passivisation , Subject Raising and Style Transformation   | Covered                       |        |
|                                    |                          | <b>Module II Ambiguity</b><br>Different types of Ambiguity<br>I. Syntactic<br>II. Semantic  | Covered                       |        |
|                                    |                          | <b>Module III Ellipses and Substitution</b><br>I. Ellipses types:<br><br>1. Gapping<br>2. Stripping<br>3. Verb phrase ellipsis<br>4. Pseudogapping<br>5. Answer ellipsis<br>6. Sluicing<br>7. Nominal ellipsis<br>8. Comparative deletion<br>9. Null complement anaphora<br><br>II. Substitution types:<br>1. Nominal Substitution<br>2. Verbal Substitution<br>3. Clausal Substitution | Covered                       |        |

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|                             |   | 4. Stand for adverbials   |                |  |
|                             |   | <b>Module IV Language variation</b><br>1. Dialect, Langue, Parole, Competency, Performance, Standard language<br>2. Discourse Analysis, registers   | <b>Covered</b> |  |
| <b>B.Com .I<br/>SEM II</b>  | <b>English for<br/>Business<br/>Communication</b> | <b>Module V A. Writing Letters</b><br>1. Letter of Enquiry, Reply to the letter of Enquiry<br>2. Placing an Order, Reply letter<br>3. Letter of Complaint, reply to the complaint<br>B. Short story : The Nightingale and the Rose by Oscar Wilde | <b>Covered</b> |  |
|                             |   | <b>Module VI A. Interdepartmental Communication</b><br>1. Memorandum<br>2. Office order<br>3. Circular<br>B. Poem Let My Country Awake by Rabindranath Tagore   | <b>Covered</b> |  |
|                             |   | <b>Module VII A. Notice, Agenda and Minutes of Meeting</b><br>1. Notice – of Registered Bodies, Postponement and Cancellation of a Meeting<br>2. Agenda<br>3. Minutes<br>B. Prose : On Shaking Hands by A. G. Gardiner                            | <b>Covered</b> |  |
|                             |   | <b>Module VIII Comprehension</b><br>A. Shaping Young Minds by Raghunath Mashelkar<br>B. Love come to Flora asking for a Flower by Toru Datta<br>C. When the Lamp is Shattered by P B Shelley  | <b>Covered</b> |  |
| <b>B.Com.II<br/>Sem. IV</b> | <b>English for<br/>Business<br/>Communication</b> | <b>Module V</b><br>A. Writing Reports<br>1.Short informal reports<br>2. Short formal reports<br>3.committee report<br>4. Fact finding report<br>B. Management by Crisis by Sharu Rangnekar (Prose)  | <b>Covered</b> |  |

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|                     |                              | <b>Module VI</b><br>A. Group Discussion<br>1. Initiating a discussion<br>2. Eliciting opinions and provoking arguments (agreements, disagreements and partial agreements)<br>3. Intervening discussion<br>B. The Tyger (Poem) by William Blake | Covered |  |
|                     |                              | <b>Module VII</b><br>A. Interview Techniques<br>1. Dos and don'ts<br>2. Preparations before interview<br>3. How to answer questions<br>B. A Doctor's Word by R. K. Narayan (Prose)   | Covered |  |
|                     |                              | Module VIII<br>A Questioning The Universe : A TED Speech by Stephen Hawking(Prose)<br>B In Time of 'The Breaking of Nations' by Thomas Hardy (Poem)<br>C The Trees by Philip Larkin (Poem)   | Covered |  |
| B.Sc. III<br>SEM VI | English For<br>Communication | Module V<br>A. Group Discussion<br>B. Evolution by Sherman Alexie  | Covered |  |
|                     |                              | Module VI<br>A. Note Making and Note Taking<br>B. Gateman's Gift by R. K. Narayan  | Covered |  |
|                     |                              | Module VII<br>A. An Introduction to Media Writing<br>B. Karma by Kushwant Shingh   | Covered |  |
|                     |                              | Module VIII<br>A. Bhaurao in America by Dr. P. G. Patil<br>B. The Grass is Really like me by Kishwar Nahid<br>C. To Granny by Tejaswini Patil  | Covered |  |

  
( Dr. S. V. Dhanawade )

  
Dr. Kavita Tiwade

  
(Dr. R. R. Kumbhar)  
**PRINCIPAL**  
Vivekanand College  
Kolhapur

**VIVEKANAND COLLEGE, KOLHAPUR (AUTONOMOUS)**  
**Statement of Syllabus Covered**

Year: 2022-23

Name of Teacher: Ms. Madhuri Subhash Pawar

Department: English


| Class & Paper no.        | Subject & Paper name                          | Syllabus Assigned   | Syllabus Covered/ Not Covered | Remark |
|--------------------------|---|---|-------------------------------|--------|
| <b>B.Com I<br/>Sem-I</b> | <b>English for Business<br/>Communication</b> | <ul style="list-style-type: none"> <li>• <b>Module I: A) Description:</b> Describing a person, place, object.</li> <li>• Describing duties- of receptionist, bank sales – person and cashier</li> <li>• Describing procedure of opening an account, taking an admission</li> <li>• <b>B) Short Story:</b> Best Seller by ‘O’ Henry</li> <li>• Grammar: Parts of Speech, Types of sentences</li> </ul> | <b>Covered</b>                |        |
|                          |   | <p><b>Module II: Narration: A)</b> Narration of what is happening/ past events/ experiences<br/>Narration from different point of view<br/>B) Poem: The Solitary Reaper</p>   |                               |        |
|                          |   | <p><b>Module III: Information Transfer and Interpretation of data:</b> Methods of Information Transfer: Tables , Graphs, Tree Diagram, Pie Chart<br/><b>Prose:</b> Let us Globalize Compassion and Set our Children Free</p>  |                               |        |
|                          |   | <p><b>Module IV:</b>A) Prose: Why We Travel by Pico Iyer<br/>B) Poem: When we Two Parted by Lord Byron<br/>C) Poem: Home They Brought Her Warrior Dead by Lord</p>  |                               |        |

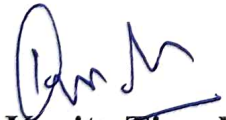
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|                              |   | Tennyson  |                |  |
| <b>B.Com I<br/>Sem-II</b>    | <b>English for Business<br/>Communication</b> | <b>Module V: Writing Letters:</b> A) Letters of Inquiry, Reply to the letter of Enquiry, Placing an order, Reply letter, Complaint Letter, Reply to the Complaint<br>B) The Nightingale and The Rose by Oscar Wilde                             | <b>Covered</b> |  |
|                              |   | <b>Module VI: Interdepartmental Communication:</b> A) Memorandum, Office Order, Circular<br>B) Poem: Let My Country Awake by Rabindranath Tagore  |                |  |
|                              |   | <b>Module VII: A) Notice, Agenda and Minutes of Meeting:</b><br>Notice- of Registered Bodies, Postponement and cancellation of Meeting<br>Agenda & Minutes<br>B) Prose: On Shaking hands By A.G. Gardiner                                       |                |  |
|                              |   | <b>Module VIII:</b> A) Prose: Shaping Young Minds By Ragnath Mashelkar<br>B) Poem: Love Come To Flora Asking for Flower by Toru Datta<br>c) When The Lamp is Shattered by P.B. Shelley  |                |  |
| <b>B. Com II<br/>Sem-III</b> | <b>English for Business<br/>Communication</b> | <b>Module I: A) Avoiding Common Errors:</b> Errors related to use of articles, quantifiers, prepositions, superlatives<br>Errors related to use of tenses, subject-verb agreement<br>B) Poem: For Rita's Daughter, Just born By Eunice De Souza | <b>Covered</b> |  |
|                              |   | <b>Module II: E-Communication:</b> 1. Electronic mail, creating email-id, email discussion group, email pals<br>2. Video Chat   |                |  |



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|                         |  | <p>3.Blogs- Personal &amp; Professional<br/> B) A Wrong Man in Worker's Paradise by Rabindranath Tagore</p>   |                |  |
|                         |  | <p><b>Module III: A. Writing C.V. and Job Application:</b> 1) Writing Curriculam Vitae<br/> 2) Writing Job Application<br/> B) Why Constant Complaining is So Toxic in the Workplace by Blogger Alexander</p> |                |  |
|                         |  | <p><b>Module IV:</b> A) The Open Window by A.G.Gardiner<br/> B) My Mistress Eyes Are Nothing Like The Sun by William Shakespeare<br/> C) Woman by Arun Kolatkar</p>   |                |  |
| <b>B.Com II SEM -IV</b> | <b>English for BusinessCommunication</b> | <p><b>Module V: A) Writing Reports:</b> 1. Short informal reports<br/> 2. short formal reports<br/> 3.Fact finding reports<br/> B) Management by Crisis by Sharu Rangnekar</p>                                | <b>Covered</b> |  |
|                         |  | <p><b>Module VI: A) Group Discussion:</b> 1. Initiating a discussion<br/> 2.Eliciating opinions and provoking arguments<br/> 3. intervening discussion<br/> B) The Tyger by William Blake</p>                 |                |  |
|                         |  | <p><b>Module VII: A. Interview Techniques:</b> 1. Do's and Don'ts<br/> 2.Preparation before interview<br/> 3.How to answer questions<br/> B) A Doctor's Word by R. K. Narayan</p>                             |                |  |
|                         |  | <p><b>Module VIII: A) Questioning the Universe: A TED Speech by Stephen Hawking<br/> B) In Time of ' The Breaking of Nations' by Thomas Hardy<br/> C) The Trees by Philip Larkin</b></p>                      |                |  |
| <b>B.Sc. I</b>          | <b>English For</b>                       | <b>Module I</b>   | <b>Covered</b> |  |

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| <b>(C Div.)<br/>SEM I</b>              | <b>Communication</b>                 | A. Description<br>B. Wife's Holiday by R. K. Narayan   |                |  |
|  |                                      | <b>Module II</b><br>A. Narration<br>B. Parachute by Lenrie Peters  |                |  |
|  |                                      | <b>Module III</b><br>A. English for General Purposes –I<br>B. Public Attitude towards Science by Stephen Hawkins                               |                |  |
|  |                                      | <b>Module IV</b><br>A. My Silent Keeper by Kevin Harter<br>B. How Do I Love Thee by Elizabeth Browning<br>C. She Walks in Beauty by Lord Byron |                |  |
| <b>B.Sc. I<br/>(A Div.)<br/>SEM II</b> | <b>English For<br/>Communication</b> | <b>Module V</b><br>A. Summarizing and Note Making<br>B. Futurology by Aldous Huxely  | <b>Covered</b> |  |
|  |                                      | <b>Module VI</b><br>A. Information Transfer and Interpretation of Data<br>B. A Guardian Angel by Ruskin Bond                                   |                |  |
|  |                                      | <b>Module VII</b><br>A. English For General Purposes II<br>B. The Secret of My Success   |                |  |
|  |                                      | <b>Module VIII</b><br>A. While Auto Waits<br>B. The Voice of Unwanted Girl by Sujata Bhatt<br>C. The Blind Boy by Colley Gibber                |                |  |

  
(Ms. M.S. Pawar )  
Subject Teacher

  
Dr. Kavita Tiwade  
Head, Dept. of English

  
Dr. R.R. Kumbhar  
PRINCIPAL  
Vivekanand College  
Kolhapur