

# VIVEKANAND COLLEGE, KOLHAPUR (Empowered Autonomous)

## Statement of Syllabus Covered

Year: 2023-24

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 Sem-V Paper no- VII	Introduction to Literary Theory and Criticism	<b>Module I Classical Criticism</b> Aristotle Imitation Catharsis Hamartia	Covered	
		<b>Module II Neoclassical Criticism</b> Sir Philip Sydney An Apology for Poetries		
		<b>Module III Romantic Criticism</b> S. T. Coleridge : Fancy and Imagination		
		<b>Module IV Victorian Criticism</b> Matthew Arnold : The function of Criticism at the present Time		
B.A.III Sem-VI Paper no. XII	Introduction to Literary Theory and criticism	<b>Module V Modern Criticism</b> T .S .Eliot : Objective Correlative , Dissociation of Sensibility	Covered	
		<b>Module VI Feminism</b> Basic Concepts		
		<b>Module VII Indian Criticism</b> Rasa Theory , What is Rasa ? Types of Rasa		
		<b>Module VIII</b> <b>Practical Criticism</b>		

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

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



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

( Dr. K.D.Tiwade )

Dr. R. R. Kumbhar  
PRINCIPAL  
Vivekanand College  
Kolhapur

# VIVEKANAND COLLEGE, KOLHAPUR (Empowered Autonomous)

## Statement of Syllabus Covered

Year: 2023-24

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 Sem-V Paper no- IX  DSC Paper 1017 E3</b>	<b>English Literature: Victorian to Post- Modernism</b>	<b>Module I: Literary Movements</b> Neoclassicism, Realism	<b>Covered</b>	
		<b>Module II: English Drama:</b> Development - Modern and post-modern drama Types: -Drama of Ideas -The Problem Play -Theatre of Absurd)		
		<b>Module III: Text</b> <b>G B Shaw:</b> The Doctor's Dilemma		
		<b>Module IV: Prose:</b> <b>G. K. Chesterton</b> – What I Found in My Pocket <b>Lynd</b> – A Disappointed Man <b>A. G. Gardiner</b> – All About a Dog <b>J. B. Priestley</b> - On Gossip <b>A. A. Milne</b> – The Future <b>Orwell:</b> Shooting an Elephant		
<b>B.A.III Sem-VI Paper no. XIV DSC Paper</b>	<b>English Literature: Victorian to Post-</b>	<b>Module V: Literary Movements</b> Naturalism, Symbolism	<b>Covered</b>	

1017 F3	Modernism	<b>Module VI: English Novel:</b> Development-Modern and post-modern Types of Novel: -Pastoral Novel, -Campus Fiction, -Science Fiction		
		<b>Module VII: Text</b> <i>Tess of D'Urbervilles</i> : Thomas Hardy		
		<b>Module VIII: Poetry</b> <b>Tennyson</b> – The Lady of Shallot <b>Thomas Hardy</b> : The Darkling Thrush <b>Robert Browning</b> – My Last Duchess <b>Matthew Arnold</b> : Dover Beach' <b>W.B. Yeats</b> : Second Coming <b>Wilfred Owen</b> : Strange Meeting <b>Dame Edith Sitwell</b> : Still Falls the Rain <b>Dylan Thomas</b> : Do not go gentle		
B. A. Part I Sem-I AECC 1011 A	English for Communication	<b>Module I</b> Unit I: Description Describing People, Places, Objects and Pictures Daily Routine Unit 2: 'The Eyes Are Not Here' by Ruskin Bond	Covered	
		<b>Module II</b> Unit 1: English for General Purpose I Introducing yourself (about family, ambitions, hobbies, strengths and weaknesses, Expressing likes and dislikes Unit 2: Arunima Sinha: A Biography		
		<b>Module III</b> Unit 1: Day today Conversations Greetings, Bidding Farewells, Making Enquiries, Making Requests and Asking for Permission Unit 2: 'We Wear the Mask' by Paul Laurence Dunbar		
		<b>Module IV</b> Unit 1: Milkha Singh: The Flying Sikh		



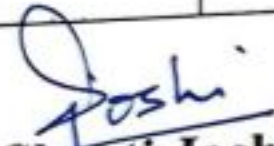
		Unit 2: 'Because I could not Stop for Death' by Emily Dickenson Unit 3: 'The Road not Taken' by Robert Frost		
B.A. I SEM –II AECC 1011B	English For Communication	<b>Module V</b> Unit 1: Narration Personal Experiences, Past Incidences, First person and third person narration Unit 2: Let's Go Home: Kewlian Sio	<b>Covered</b>	
		<b>Module VI</b> Unit 1: English for General Purpose II Offering Help, Expressing Apologies, Giving Instructions, Asking directions Unit 2: Let's Make India a Better Country		
		<b>Module VII</b> Unit 1: Note Making and Summary Writing Methods of Note making and writing summary Unit 2: 'Waiting' by Ravindranath Tagore		
		<b>Module VIII</b> Unit 1: 'The Power of Prayer' by A.P.J. Abdul Kalam Unit 2: 'A Red Rose' by Robert Burns Unit 3: 'Still I Rise' by Maya Angelou		
B. A. I Sem I DSC 1017A	English Language and Literature	<b>Module I: Language</b> A. Definitions and Characteristics of Language B. Functions of Language.	<b>Covered</b>	
		<b>Module II: Functional English</b> a. Developing Vocabulary b. Connotations and Denotations		
		<b>Module III: The Short Story</b> A. Definitions & Characteristics B. Elements of the Short Story		
		<b>Module IV: Text</b> 1. The Night Train at Deoli by Ruskin Bond 2. The Bond of Love by Kenneth Anderson 3. The Watchman by R. K. Narayan 4. Three Hermits by Leo Tolstoy		

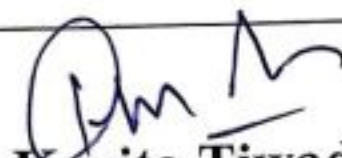
B. A. I Sem II DSC 1017	English Language and Literature	<b>Module V: Phonology and Morphology</b> A: Phonemes and allophones B. Three term labels	Covered	
		<b>Module VI: Practical English</b> A. Basic Translation skills: Simple Sentences B. Proverbs & Phrases		
		<b>Module VII: The One-act Play</b>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



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

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

  
**Dr. Shruti Joshi**  
 Subject Teacher

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

  
**Dr. R.R. Kumbhar**  
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# VIVEKANAND COLLEGE, KOLHAPUR (Empowered Autonomous)

## Statement of Syllabus Covered

Year: 2023-24

Name of Teacher: Salama Isak Maner

Department: English

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



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

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



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



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

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


B.C.S. I SEM II	Business Communication	<b>Employment Communication –</b> Job Interview: 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	Covered	
		<b>Employment Communication –</b> A)Resume: Contents of Good Resume; Guidelines for Writing Resume; Different Types of Resumes; B)Reason for a Cover Letter to Apply for a Job- Format of Cover Letter; Different Types of Cover Letters		
		<b>Introduction to office Management –</b> A. Introduction of Modern Office, -Lay Out and Management, Elements of the Office Management, Environment of an Office B. Personnel Management- Definition and Importance, Selection of the Employees, Training, Remuneration, Supervisions & development of proper working environment, Employee Welfare.		
		<b>Introduction to office Management –</b>		




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

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

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

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

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



# VIVEKANAND COLLEGE, KOLHAPUR (Empowered Autonomous)

## Statement of Syllabus Covered

Year: 2023-24

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 Sem-V Paper no- X</b>	<b>Introduction to Translation Studies</b>	<b>Module I: What is translation?</b> Significance of translation in a multi linguistic and multicultural society like India. Process of Translation	<b>Covered</b>	
		<b>Module II: Types of Translation (Basic)</b> Word to Word, Literal and Free Translation		
		<b>Module III: Tools of Translation</b> Dictionary, Thesaurus, Encyclopedia, CAT Tools		
		<b>Module IV: Translation of Non-literary texts</b>		
<b>B.A.III Sem-VI Paper no. XV</b>	<b>Introduction to Translation Studies</b>	<b>Module V: Types of translation</b> Types of Translation (detailed), Communicative, Semantic Translation, Trans-creation	<b>Covered</b>	
		<b>Module VI: Problems of Translation</b> Differences, Overtranslation, Undertranslation, Untranslatability		
		<b>Module VII: Qualities of an Efficient Translator</b> Language Proficiency, Technical Skills Essential Human Qualities: Patience, motivation etc.		
		<b>Module VIII: Translation of Prose &amp; Poetry</b>		

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



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



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

		<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>  <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  <b>Employment Communication –</b>  <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 Sem II</b>	<b>Business Communication</b>	<p><b>Module I: Oral Communication</b>  1. Nature, characteristics, Principles of effective oral communication  <b>2. Speech-</b>prepared speech, public speech and extempore speech  3. Media of Oral communication- face to face communication, teleconferences, press conferences</p> <p><b>Module II: Seminar, Conferences, Group Discussion and Effective Presentation</b>  1. Seminar- preparing, conducting and organizing seminar conferences  2. Group discussion- opening of topic, discussion, summary, observer's comments  3. Presentation- introduction, purpose of presentation, tools for effective presentation</p> <p><b>Module III: Report Writing</b>  1. Features of Writing a Good Report; Purpose of Report Writing;  2. Difference between Business Report and Engineering Report  3. Characteristics of writing a good report-Importance of</p>	<b>Covered</b>	



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



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



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Subject Teacher



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



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

## VIVEKANAND COLLEGE, KOLHAPUR (Empowered Autonomous)

### Statement of Syllabus Covered

Year: 2023-24

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 Sem-I</b>	<b>English for Business 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:</b> A) Narration of what is happening/ past events/ experiences Narration from different point of view 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 <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 B) Poem: When we Two Parted by Lord Byron C) Poem: Home They Brought Her Warrior Dead by Lord</p>		





		Tennyson		
<b>B.Com I Sem-II</b>	<b>English for Business 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 B) The Nightingale and The Rose by Oscar Wilde	<b>Covered</b>	
		<b>Module VI: Interdepartmental Communication:</b> A) Memorandum, Office Order, Circular B) Poem: Let My Country Awake by Rabindranath Tagore		
		<b>Module VII: A) Notice, Agenda and Minutes of Meeting:</b> Notice- of Registered Bodies, Postponement and cancellation of Meeting Agenda & Minutes B) Prose: On Shaking hands By A.G. Gardiner		
		<b>Module VIII:</b> A) Prose: Shaping Young Minds By Ragnath Mashelkar B) Poem: Love Come To Flora Asking for Flower by Toru Datta c) When The Lamp is Shattered by P.B. Shelley		
<b>B. Com II Sem-III</b>	<b>English for Business Communication</b>	<b>Module I: A) Avoiding Common Errors:</b> Errors related to use of articles, quantifiers, prepositions, superlatives Errors related to use of tenses, subject-verb agreement 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 2. Video Chat		



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

<b>(C Div.) SEM I</b>	<b>Communication</b>	A. Description B. Wife's Holiday by R. K. Narayan		
		<b>Module II</b> A. Narration B. Parachute by Lenrie Peters		
		<b>Module III</b> A. English for General Purposes -I B. Public Attitude towards Science by Stephen Hawkins		
		<b>Module IV</b> A. My Silent Keeper by Kevin Harter B. How Do I Love Thee by Elizabeth Browning C. She Walks in Beauty by Lord Byron		
<b>B.Sc. I (A Div.) SEM II</b>	<b>English For Communication</b>	<b>Module V</b> A. Summarizing and Note Making B. Futurology by Aldous Huxely	<b>Covered</b>	
		<b>Module VI</b> A. Information Transfer and Interpretation of Data B. A Guardian Angel by Ruskin Bond		
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