

GUJARAT UNIVERSITY
Syllabus for B. Com. Programme
Based on National Education Policy - 2020

SEMESTER – II
Ability Enhancement Courses

AEC-125: Practical English
(With Effect from Academic Year 2023-2024)

Andragogy: Classroom Lectures, Group Discussions, Role-Plays, Practical Exercises (Listening / Reading Activities), etc.

Learning Objectives: This syllabus is designed:

- To help students in developing their practical English language skills, with a focus on improving their ability to communicate effectively in everyday situations
 - To provide exposure to qualitative write-ups in the form of select short stories and essays which espouse important values and principles of life
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Learning Outcomes: On successful completion of the syllabus, the students will be able to:

- Imbibe ethical, moral, national and cultural values through the study of short stories and essays
 - Use English to communicate effectively in variety of everyday situations
 - Identify and understand the verb and use different forms of verbs according to time of an action
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MODULE - I: PROSE

Text: Beautiful Tweets: A Textbook for College Students (Part One)
(Published by Macmillan)

MODULE - II: REMEDIAL GRAMMAR

(A) Tenses

- | | |
|--------------------------------------|-----------------------------|
| (1) Simple Present Tense | (6) Past Continuous Tense |
| (2) Present Continuous Tense | (7) Past Perfect Tense |
| (3) Present Perfect Tense | (8) Simple Future Tense |
| (4) Present Perfect Continuous Tense | (9) Future Continuous Tense |
| (5) Simple Past Tense | (10) Future Perfect Tense |

(B) Cloze Test (Intermediate Level)

Note: Cloze Test will not be tested in CCE and SEE

Modes of Evaluation

1. Continuous and Comprehensive Evaluation (CCE) - (25Marks)

(A) Attendance: 05 Marks

(B) Assignment: 05 Marks

(C) Mid-Term Evaluation: 15 Marks

After completion of the syllabus, the faculty member will conduct mid-term evaluation. The concerned faculty member will decide the mode of mid-term evaluation from the following:

- ❖ **MCQ Based Examination** (Online/Offline)
(15 MCQs of one mark each, Time Duration: 15 Minutes)

(OR)

- ❖ **Any one from the following:**

- Open Book Exam
- Role Play
- Essay/Article Writing
- Quizzes (On/Offline)
- Objective Test
- Class Assignment
- Research/Dissertation
- Case Studies
- Report Writing
- Interviews
- Poster Presentation
- Seminar
- Paper Presentation
- Viva Voce/Oral

(OR)

- ❖ **Descriptive Examination** (Time Duration: 45 Minutes)

Note: Structure of the Question Paper for Descriptive Examination

(Time Duration: 45 Minutes, Marks: 15)

Q-1. Answer any **FIVE** questions in brief: (out of seven) 10

(OR)

Write short notes on any **TWO** of the following: (out of three)

(From Module – I)

Q-2. Fill in the blanks with appropriate forms of verbs given in the brackets: 05

(From Module – II)

2. Semester End Evaluation (SEE) – (25Marks)

Note: Semester End Evaluation will be conducted by Gujarat University through University External Examination Monitoring Committee (UEEMC) constituted by the Gujarat University vide પરિપત્ર ક્રમાંક :૨૯૨ (નં . ૫૨૧૧/૨૯૦૨૬/૨૦૨૩) તા :૦૯/૧૧/૨૦૨૩

Modes of Evaluation	Maximum Marks	Minimum Passing Marks
CCE	25	09
SEE	25	09

Credit Distribution:

Course Credits: 02 Credits

(One credit means one hour of lecture – 2 Lectures per week)

Total No. of Teaching Hours: 30 Hours

Module – I: 15 Hours

Module – II: 15 Hours

Recommended Reading:

1. David Green – *Contemporary English Grammar Structure and Usage*
2. Wren and Martin – *High School English Grammar and Composition*
3. Raymond Murphy – *Intermediate English Grammar*
4. Martinet and Thomson – *A Practical English Grammar*
5. Raymond Murphy – *Essential English Grammar*

Recommended E-Content:

English GUETA Website / English GUETA App / English GUETA YouTube channel