

**Syllabus for I Semester B. Com / B.B.A and other courses coming under the
Faculty of Commerce and Management**

Course Title-- ABILITY ENHANCEMENT COMPULSORY COURSE LANGUAGE (AECC) - L2 - GENERIC ENGLISH	
Total Contact Hours: 52/60	Course Credits: 3
Formative Assessment Marks: 40	Internal Assessment
Summative Assessment Marks: 60	Duration of ESA/Exam: 3 hours

PART I-WORK BOOK – INSIGHTS I	Total 52/60 hrs
Unit 1: Receptive Skills: Reading Skills and Listening Skills	13hrs
Chapter 1: Comprehension passages (Skimming and Scanning)	3hrs
Chapter 2: Interpretation Skills - Bar Graphs, Flow Charts, Mind Map, Pie Chart	4hrs
Chapter 3: Listening vs. hearing Types of Listening	3hrs
Chapter 4: Listening Skills - Job interviews and Conversations (Audios and Videos)	3hrs
Unit 2: Productive Skills: Speaking Skills and Writing Skills	21 hrs
Chapter 5: Introducing oneself, Introducing others, Making Requests, Offering help, Congratulating, Making Enquiries and Seeking permission.	8hrs
Chapter 6: Giving instructions to do a task and to use a device, Giving Directions	6hrs
Chapter 7: Question Forms, Question Tags.	3hrs
Chapter 8: Subject -Verb Agreement, Derivatives	4hrs
PART I-WORK BOOK – INSIGHTS I	18 hrs
Chapter 9: <i>Acceptance</i> Bhaswar Mukherjee	4hrs
Chapter 10: <i>Sonnet 106</i> William Shakespeare	3hrs
Chapter 11: <i>Marriage is a Private Affair</i> Chinua Achebe	4hrs
Chapter 12: <i>On Buying and Selling</i> Khalil Gibran	2hrs
Chapter 13: <i>Towards a Competitive Nation</i> A.P.J. Abdul Kalam	3hrs
Chapter 14: <i>Freedom and Choice</i> N. Krishnaswamy -	2hrs