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VEER NARMAD SOUTH GUJARAT UNIVERSITY

University Campus, Udhna-Magdalla Road, SURAT - 395 007, Gujarat, India.

વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી

યુનિવર્સિટી કંપસ, ઉધના-મગદલા રોડ, સુરત - ૩૯૫ ૦૦૭, ગુજરાત, ભારત.

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-: પરિપત્ર :-

વાણિજ્ય વિદ્યાશાખા હેઠળની સંલગ્ન સ્નાતક કોલેજોના આચાર્યશ્રીઓને જણાવવાનું કે, શૈક્ષણિક વર્ષ ૨૦૧૯-૨૦, ૨૦૨૦-૨૧ અને ૨૦૨૧-૨૨ માટે જૂન-૨૦૧૯થી અમલમાં આવતાં F.Y./S.Y./T.Y.B.Com. સેમે.-૧, ૨, ૩, ૪, ૫ અને ૬ નો રેગ્યુલર/એક્સટર્નલનાં અભ્યાસક્રમ અંગે અંગ્રેજી વિષયની અભ્યાસસમિતિની તા.૨૦-૦૨-૨૦૧૯ ની સભાનાં ઠરાવ ક્રમાંક:૨ અન્વયે નીચે મુજબ કરેલ ભલામણ વાણિજ્ય વિદ્યાશાખાએ તેની તા.૨૯/૦૪/૨૦૧૯ની સભાનાં ઠરાવ ક્રમાંક: ૯ અન્વયે સ્વીકારી એકેડેમિક કાઉન્સિલને કરેલ ભલામણ એકેડેમિક કાઉન્સિલએ તેની તા.૦૭/૦૬/૨૦૧૯ ની સભાના ઠરાવ ક્રમાંક:૧૬૪ અન્વયે સ્વીકારી મંજૂર કરેલ છે. તેની જાણ સંબંધકર્તા શિક્ષકો અને વિદ્યાર્થીઓને કરવી, તદ્ઉપરાંત તેનો અમલ કરવો.

અંગ્રેજી વિષયની અભ્યાસસમિતિની તા.૨૦-૦૨-૨૦૧૯ ની સભાનાં ઠરાવ ક્રમાંક:૨

:: આથી ઠરાવવામાં આવે છે કે, શૈક્ષણિક વર્ષ ૨૦૧૯-૨૦, ૨૦૨૦-૨૧ અને ૨૦૨૧-૨૨ માટે B.Com.Core Compulsory (Special) , Core Elective (Subsidiary) અને Core Compulsory Course in English (ફરજિયાત અંગ્રેજી)નો તૈયાર કરેલ અભ્યાસક્રમ સ્વીકારી મંજૂર કરવા વાણિજ્ય વિદ્યાશાખાને ભલામણ કરવામાં આવે છે.

વાણિજ્ય વિદ્યાશાખાની તા.૨૯/૦૪/૨૦૧૯ની સભાનાં ઠરાવ ક્રમાંક: ૯

:: આથી ઠરાવવામાં આવે છે કે, શૈક્ષણિક વર્ષ ૨૦૧૯-૨૦, ૨૦૨૦-૨૧ અને ૨૦૨૧-૨૨ માટે જૂન-૨૦૧૯થી અમલમાં આવતાં F.Y./S.Y./T.Y.B.Com. સેમે.-૧, ૨, ૩, ૪, ૫ અને ૬ નો રેગ્યુલર/એક્સટર્નલનાં અભ્યાસક્રમ Core Compulsory (Special), Core Elective (Subsidiary) અને Core Compulsory Course in English (ફરજિયાત અંગ્રેજી) ને સ્વીકારી તે મંજૂર કરવા એકેડેમિક કાઉન્સિલને ભલામણ કરવામાં આવે છે.


એકેડેમિક કાઉન્સિલની તા.૦૭/૦૬/૨૦૧૯ ની સભાનાં ઠરાવ ક્રમાંક: ૧૬૪

:: આથી ઠરાવવામાં આવે છે કે, વાણિજ્ય વિદ્યાશાખાએ તેની તા. ૨૯/૦૪/૨૦૧૯ ની સભાના ઠરાવ ક્રમાંક : ૯ અન્વયે ભલામણ કરેલ શૈક્ષણિક વર્ષ ૨૦૧૯-૨૦, ૨૦૨૦-૨૧ અને ૨૦૨૧-૨૨ માટે જૂન-૨૦૧૯થી અમલમાં આવતાં F.Y./S.Y./T.Y.B.Com. સેમે.-૧, ૨, ૩, ૪, ૫ અને ૬નો રેગ્યુલર/એક્સટર્નલનાં અભ્યાસક્રમ Core Compulsory (Special) , Core Elective (Subsidiary) અને Core Compulsory Course in English (ફરજિયાત અંગ્રેજી)ને સ્વીકારી મંજૂર કરવામાં આવે છે.

બિડાણ: ઉપર મુજબ

ક્રમાંક : એકે./પરિપત્ર/૧૦૪૭૧/૧૯

તા. ૨૧-૦૬-૨૦૧૯


ઈ.ચા. કુલસચિવ

પ્રતિ,

- ૧) વાણિજ્ય વિદ્યાશાખા હેઠળની તમામ સંલગ્ન સ્નાતક કોલેજોના આચાર્યશ્રીઓ.
- ૨) અધ્યક્ષશ્રી, વાણિજ્ય વિદ્યાશાખા
- ૩) પરીક્ષા નિયામકશ્રી, પરીક્ષા વિભાગ, વીર નર્મદ દ. ગુ. યુનિવર્સિટી, સુરત.
- ૪) કો-ઓર્ડિનેટરશ્રી, એક્સટર્નલ યુનિટ, પરીક્ષા વિભાગ, વી.ન.દ.ગુ.યુનિ.સુરત.

.....તરફ જાણ તેમજ અમલ સારું.

**SYLLABUS FOR FOUNDATION COURSE IN ENGLISH FOR BA/B.Com SEM 1&2
(REGULAR STUDENTS) FOR THE ACADEMIC YEARS- 2019-20, 2020-21 & 2021-22.**

❖ WRITTEN AND SPOKEN COMMUNICATION SKILLS (W&S)

Semester 1

Total credit- 03 : 03 hours per week

TEXT—*The Spectrum* (Macmillan)

***Prose :**

1. On Saying Please
2. Go Kiss the World
3. The Night Train at Deoli

***Poetry :**

1. Sonnet 116
2. All Things Will Die
- 3.. Still I Rise

*** Functional Writing.**

1. Writing Business E- Mails. (Enquiries, Replies and orders)
2. Dialogue Writing. (Inter-Personal Conversation : Congratulating and Responding to congratulations ; Compliments; Appreciation; Encouragement ;Asking for , giving and refusing permission)
3. Paragraph Writing

❖ The teachers and question- setters are instructed to strictly adhere to the paper style and the distribution of marks.

Distribution of Marks for the University Exams:

1) Short answer type questions from poems only 5 out of 7 (answer in about 2 to 3 sentences)	10 marks
2) Long answer questions from prose only (1/2)	12 marks
3) Business E- Mails (1/2)	12 marks
4) A- Dialogue Writing (1/2) (8 marks)	16 marks

B- Paragraph Writing (1/2) (8 marks)

TOTAL 50 marks

WRITTEN AND SPOKEN COMMUNICATION SKILLS (W & S)

Semester 2

Total credit- 03 : 03 hours per week

TEXT—*The Spectrum* (Macmillan)

* Prose

1. The Scientific Point of View
2. Karma
3. If You Are Wrong, Admit It

*Poetry :

1. My Grandmother
2. Where the Mind is Without Fear
3. Refugee Mother and Child

* Functional Writing.

1. Description (Person, Place, etc.)
2. Narration
3. Dialogue Writing (Casual Conversation, Talking about the weather; Describing daily routine; talking about current activities ;Telephonic Conversation ; Answering the telephone and asking for someone ; taking and leaving messages; making inquiries on the phone)

❖ **The teachers and question-setters are instructed to strictly adhere to the paper style and the distribution of marks.**

Distribution of Marks for the University Exams

1) Short answer type questions from poems only (answer in about 2 to 3 sentences) (5 / 7)	10 marks
2) Long answer questions from prose only (1/2)	12marks
3) Description / Narration (1/2)	12marks
4) A. Dialogue Writing (Casual: 1 /2) 8 marks	16 marks
B. Dialogue Writing (Telephonic: 1 /2) 8 marks	-----
TOTAL	50 marks

LANGUAGE THROUGH LITERATURE (LTL)

SEMESTER 1

Total credit- 03 : 03 hours per week

TEXT—*Prelude* (ORIENT BLACKSWAN)

Chapters to be studied / referred

*Prose:

1. The Homecoming
2. Playing the English Gentleman
3. Indra Nooyi : A Corporate Giant

*Poetry:

1. The Village Schoolmaster
2. If -
3. My Grandmother`s House

*Grammar:

1. Articles
2. Prepositions

*Communication Skills:

1. Paragraph Writing
2. Introduction to Soft Skills

❖ **The teachers and question- setters are instructed to strictly adhere to the paper style and the distribution of marks.**

Distribution of Marks for the University Exams:

1) Short answer type questions from poems only 5/ 7 (answer in about 2 to 3 sentences)	10 marks
2) Long answer questions from prose only (1/2)	12 marks
3) A. Paragraph Writing (to be asked from the exercise of Chapter 13, Question – 3) (1/3)	8 marks
B. An Essay relating to the Soft Skills i.e. Leadership, Teamwork, Time Management, Goal Setting (1/2)	12 marks
4) Grammar: (08/10) (to be asked from the exercises of the prescribed chapters)	8 marks

	50 marks

TOTAL

LANGUAGE THROUGH LITERATURE (LTL)

SEMESTER 2

Total credit- 03 : 03 hours per week

TEXT— *Prelude* (ORIENT BLACKSWAN)

Chapters to be studied / referred

*** Prose.**

1. The Three Questions
2. The Chicago Speech
3. Work Brings Solace

*** Poetry:**

1. Where the Mind is Without Fear
2. Money Madness
3. Leisure

***Grammar**

1. Question Tag
2. Voice

***Communication Skills**

1. Dialogue Writing
2. Giving Personal Information

❖ The teachers and question- setters are instructed to strictly adhere to the paper style and the distribution of marks.

Distribution of Marks for the University Exams:

- | | |
|--|----------|
| 1. Short answer type questions from poems only
(answer in about 2 to 3 sentences) (5/ 7) | |
| 2. Long answer questions from prose only (1/2) | 12 marks |
| 3. A. Dialogue (formal / informal) | 10 marks |
| B. Giving personal information (formal / informal) | 10marks |
| 4. Grammar: (08/10)
(to be asked from the exercises of the prescribed chapters) | 08marks |

Total 50 marks

**SYLLABUS FOR FOUNDATION COURSE IN ENGLISH- SEMESTER 3 & 4-
B.A./B.Com. (REGULAR STUDENTS) FOR THE ACADEMIC YEARS- 2019-
20, 2020-21& 2021 -2022**

WRITTEN AND SPOKEN COMMUNICATION SKILLS (W & S)

SEMESTER 3

Total credit- 03 : 03 hours per week

TEXT : *English in Use* (Macmillan)

***Prose**

1. A Wrong Man in Worker`s Paradise
2. Toasted English
3. Grammar of Anarchy

***Poetry**

1. Life
2. Punishment in Kindergarten
3. As I Grew Older

***Functional Writing**

1. Questionnaire (Academic, Socio – economic, Commercial)
2. Report Writing (Business , Media)

❖ The teachers and question- setters are instructed to strictly adhere to the paper style and the distribution of marks.

Distribution of Marks for the University Exams:

1. Short Answer Questions (5/7) from Poetry Only (answer in about 2 to3 sentences)	10 MARKS
2. Long Answer Questions (1/2) from Prose Only	14 MARKS
3. Questionnaire (MCQ : At least 10 questions) (1/2)	14 MARKS
4. Report Writing (Business / Media) (1/2)	12 MARKS

TOTAL 50 MARKS

WRITTEN AND SPOKEN COMMUNICATION SKILLS (W & S)

Semester 4.

Total credit- 03 : 03 hours per week

TEXT : *English in Use* (Macmillan)

*** Prose:**

1. The Kite Maker
2. What`s the Language of the Future?
3. The Fringe Benefits of Failure, and the Importance of Imagination

***Poetry :**

1. The Flower
2. Ecology
3. Television

***Functional Writing:**

1. Review Writing: Film Review , Book Review
2. CV Writing : Chronological CV , Functional CV

❖ **The teachers and question- setters are instructed to strictly adhere to the paper style and the distribution of marks.**

Distribution of Marks for the University Exams

- | | |
|--|----------|
| 1. Short answer type questions from poems only
(answer in about 2 to 3 sentences) (5/ 7) | 10 marks |
| 2. Long answer questions from prose only (1/2) | 14 marks |
| 3. CV with Cover letter (1/2) | 14 marks |
| 4. Review Writing (Film Review /Book Review) (1/2) | 12 marks |

TOTAL 50 marks

LANGUAGE THROUGH LITERATURE (L T L)

SEMESTER 3

Total credit- 03 : 03 hours per week

TEXT- *Symphony of Prose and Poetry* (Orient Blackswan)

***Prose :**

1. How Wealth Accumulates and Men Decay
2. Steve Jobs
3. The Diamond Necklace

*** Poetry :**

1. The Tiger
2. Brahma
3. Sonnet- To Science

*** Grammar**

1. Parts of Speech

*** Professional Communication**

1. Interviews
2. Soft Skills (Adaptability , Stress Management, Problem Solving)
Students are supposed to refer to these skills for essay writing.

❖ The teachers and question- setters are instructed to strictly adhere to the paper style and the distribution of marks.

Distribution of Marks for the University Exams

1. Short answer type questions from poems only (answer in about 2 to 3 sentences) (5/ 7)	10MARKS
2. Long Answer Questions (1/2) from Prose Only	12MARKS
3. A. Interview (Questions and Answers)	10MARKS
(1/2) B. An Essay on Soft Skills (1/2)	10MARKS
4. Identify the Parts of Speech of the underlined words in the following sentences:(08/10)	08MARKS
Underline two words in each sentence.	-----
TOTAL	50 MARKS

LANGUAGE THROUGH LITERATURE (L T L)

SEMESTER 4

Total credit- 03 : 03 hours per week

TEXT- *Symphony of Prose and Poetry* (Orient Blackswan)

***Prose :**

1. On Forgetting
2. The Last Leaf
3. Muhammad Yunus

*** Poetry**

1. The Toys
2. Success is Counted Sweetest
3. The Golden Pitcher

*** Grammar**

1. Tenses

*** Professional Communication**

1. Group Discussions *

Writing Skills

1. Report Writing (Newspaper report / Official report)

❖ The teachers and question- setters are instructed to strictly adhere to the paper style and the distribution of marks.

Distribution of Marks for the University Exams

1. Short Answer Questions (5/7) from Poetry Only (answer in about 2 to 3 sentences)	10 MARKS
2. Long Answer Questions (1/2) from Prose Only	12 MARKS
3. A. Report Writing (Newspaper report / Official report) (1/2)	10 MARKS
B.Group Discussion (1/2)	10 MARKS
4.Fill in the blanks using the correct forms of the verbs in brackets (to be asked from the exercises of the prescribed chapter) (08/10)	08 MARKS -----

TOTAL 50 MARKS

**SYLLABUS FOR FOUNDATION COURSE IN ENGLISH—B.A./B.Com- SEM 5 & 6
(REGULAR STUDENTS) FOR THE ACADEMIC YEARS-2019-20, 2020-21 & 2021-22.**

WRITTEN AND SPOKEN COMMUNICATION SKILLS (W & S)

Semester- 5

Total credit- 03: 03 hours per week

TEXT : *Gems of Wisdom* (Macmillan)

***Prose:**

1. I have Three Visions for India
2. A Devoted Son
3. With the Photographer

*** Poetry :**

1. Song: Go and catch a Falling Star
2. Stopping by Woods on a Snowy Evening

*** Functional Writing:**

1. Presentation Skills
2. Interview Skills (with questions and answers)

❖ The teachers and question- setters are instructed to strictly adhere to the paper style and the distribution of marks.

Distribution of Marks for the University Exams

1. Short Answer Questions (5/7) from Poetry only (answer in about 2 to 3 sentences)	10 MARKS
2. Two short notes from Prose only (in about 200 words) (2/4)	14 MARKS
3. Presentation (1/2)	14MARKS
4. Interview (at least 10 sets of questions & answers)	12 MARKS

TOTAL 50 MARKS

WRITTEN AND SPOKEN COMMUNICATION SKILLS (W & S)

Semester -6

Total credit- 03 : 03 hours per week

TEXT : *Gems of Wisdom* (Macmillan)

***Prose:**

1. Professions for Women
2. Draupadi

*** Poetry :**

1. Night of the Scorpion
2. Mother to Son

***Functional Writing :**

1. Speeches (Academic ,Social ,Commercial)
2. Group Discussion (Current Affairs)

❖ The teachers and question- setters are instructed to strictly adhere to the paper style and the distribution of marks.

Distribution of Marks for the University Exams

1. Short Answer Questions (5/7) from Poetry only (answer in about 2 to 3 sentences)	10 MARKS
2. Two short notes from Prose only (2/4)	14 MARKS
3. Speech Writing (Academic ,Social ,Commercial) (1/2)	12 MARKS
4. Group Discussion (Current Affairs) (1/2)	14 MARKS

TOTAL 50 MARKS

LANGUAGE THROUGH LITERATURE (L T L)

Semester – 5

Total credit- 03 : 03 hours per week

Text : *Elixir* (Orient Blackswan)

*** Prose :**

1. The Child
2. Values in Life
3. Introduction to the Right to Information Act , 2005

***Poetry :**

1. Bangle Sellers
2. A Psalm of life
3. O Captain ! My Captain

*** Grammar :**

1. Transformation of Sentences.

*** Communication Skills :**

1. Everyday English – Part 1
2. Formal Letters: Letter to a bank manager about change of address, Letter written to make a business inquiry and complaint, Letter of Resignation.

❖ **The teachers and question- setters are instructed to strictly adhere to the paper style and the distribution of marks.**

Distribution of Marks for the University Exams:

1. Short answer type questions from Poems only(5/7) (in about 2 to 3 sentences)	10 marks
2. Long answer type questions from Prose only (1/2)	12marks
3. (a) Formal Letters (1/2)	10marks
(b) Everyday English - Part 1 (1/2)	10marks
4. Grammar: Transformation of Sentences (to be asked from the exercises of the prescribed chapters) (08/10)	08marks

50 marks

LANGUAGE THROUGH LITERATURE (L T L)

Semester – 6

Total credit- 03 : 03 hours per week

Text : *Elixir* (Orient Blackswan)

*** Prose :**

1. The Hazards of Food Colouring
2. The Kabuliwallah
3. My Lost Dollar

***Poetry :**

1. The Quality of Mercy
2. Father Returning Home
3. The World is Too Much with Us

*** Grammar :**

1. Correction of Sentences (Ref. Ch. 12 of Prelude ,Orient Blackswan) *

Communication Skills :

1. Curriculum Vitae
2. Everyday English - Part 2

❖ The teachers and question- setters are instructed to strictly adhere to the paper style and the distribution of marks.

Distribution of Marks for the University Exams:

1. Short answer type questions from Poems only (5/7)	10 marks
2. Long answer type questions from Prose only (1/2)	12marks
3. (a) CV with Cover Letter (1/2)	12marks
(b) Everyday English – Part 2 (1/2)	12marks
4. Grammar: Correction of Sentences	08marks
(to be asked from the prescribed chapter) (08/10)	08 marks

Total 50 marks

