BA/ B.Sc M,NM,CSM/ B.Com I (Sem 1)

AEC1 English: Composition and Grammar

Credits: 02 **Time: 1.5 hours**

Total Marks: 50 **External Exam: 35Marks**

Internal Exam: 15 Marks

Pass Marks: 35%

Section A

1. Job Application Letters and CV
2. Letter Writing (including e-mails)

Section B

1. Report Writing
2. Making Notes: Difference between notes taking and notes making, Cornell Style Method of Making Notes, Mind Mapping for Making Notes.

The following units to be studied (from R. Murphy): Units Exercises: 1-37, 69-81, Appendix 1-4.

Testing

Internal Examination

Internal assessment shall be as per the university ordinances in force.

External Examination

Continuous Evaluation

BA/ B.Sc M,NM,CSM/ B.Com I (Sem 2)

AEC1 English: Composition and Grammar

Credits: 02 **Time: 1.5 hours**

Total Marks: 50 **External Exam: 35Marks**

Internal Exam: 15 Marks

Pass Marks: 35%

Section A

1. Effective Writing: Rewriting of a passage (news report, article, business report)

2. Interpretation of Technical Data/Statistical Information: Interpreting Tables, Pie Chart, Graphs

SECTION B

1. Developing a Story: Descriptive passages, Dialouge Writing, Thorough Outline

2. Essential Vocabulary (including Business Vocabulary): Basic Vocab, Abbreviations

The following units to be studied: Exercises: 38-68, 82-91, Appendix 5-6.

Testing

Internal Examination

Internal assessment shall be as per the university ordinances in force.

External Examination

Continuous Evaluation