

**SYLLABUS FOR FOUNDATION COURSE IN ENGLISH-
SEMESTER 3 & 4-B.A/B.COM/B.Sc. (REGULAR STUDENTS)
FOR THE ACADEMIC YEARS- 2016-17, 2017-18 & 2018-19.**

PAPER-Foundation Course in English.

Written and Spoken Communication Skills.

TEXT- Images. (Orient Blackswan)

SEMESTER 3. ('OddSemester')

Unit 1-Prose----- 1, 2, 3.

Unit 2-Poetry---- 1, 2, 3.

Unit 3-CommunicationSkills 1, 2.

Semester 4. ('Even Semester')

Unit 1-Prose----- 1,2,3.

Unit 2-Poetry----- 1,2, 3.

Unit 3-Communication Skills 1, 2.

Question paper style and distribution of marks.

SEMESTER 3

SEMESTER 4

	Marks		Marks
Q 1 -Short answer questions from units- 1, 2.5/7.	10.	Q 1 -Short answer questions from units- 1, 2. 5/7.	10.
Q 2 -Long answer questions from units 1, 2. A/B.	13.	Q 2 -Long answer questions from units 1, 2. A/B.	13.
Q 3 -Business Letters-----A/B-	13.	Q 3 -Business Letters-----A/B-	13.
Q 4 - A-Notice-Agenda---A/B- 07. B-Minutes writing--A/B- 07.	14	Q 4 - A-Summarizing--A/B-07 B- Reminders. 07	14.
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Total—50		Total--50	

