

**POST GRADUATE DEPARTMENT OF ENGLISH**

**GOVERNMENT COLLEGE, ROPAR**

**2018-19**

**CLASS: B.COM I(Communication Skills)    BOOKS PRESCRIBED: Contemporary**

*SEM 1*

English Prose

Time Period	Topics to be Covered
Week 1	Chapter 1(The Judgement Seat of Vikramaditya) completed/Questions discussed
Week 2	Chapter 2(The Selfish Giant),3(Engine Trouble) completed/ Questions discussed
Week 3	Chapter 4(The Conjuror's Revenge),5(The Man who Knew too Much) completed/ Questions discussed
Week 4	Chapter 6(From Poverty to Independence),7(J.C.Bose) Completed/ Questions discussed
Week 5	Chapter 8(The Story of the Sea) completed/Questions discussed
Week 6	Idioms and Phrases
Week 7	Comprehension Passages/Chapter 9(Hardy and Ramanujan) completed/Questions discussed

Week 8	M.S.T
Week 9	M.S.T
Week 10	Business Letters/ Synonyms discussed Revision of Chapter 1,2
Week 11	Antonyms discussed Revision of Chapter 3,4,5
Week 12	Revision/Tests/Presentations
Week 13	Chapter 10(The Escape) completed/Questions discussed
Week 14	Advertisements(All types of)
Week 15	Resume Writing
Week 16	Revision of Chapters/Comprehension Part

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CLASS: B.COM(sem 2)

TEACHERS:

Time Period	Topics to be Covered
(Week 1)	Poem 1/Discussion of Questions
(Week 2)	Poem 2,3 Summary/Central Idea Report Writing
(Week 3)	Poem 4 Discussion of Questions Acquiring Business Skills topic
(Week 4)	Poem 5 Summary/Central Idea Explaining Topic of Leadership
(Week 5)	Poem 6,7 Discussion of Questions/Topic of Time Management
(Week 6)	Poem 8,9 Summary/Central Idea/Topic of Goal Orientation
(Week 7)	Poem 9,10 Stress Busters topic

(Week 8)	Topic of Risk Initiative/Setting New Benchmark/Tenses
(Week 9)	Verbs/Clauses
(Week 10)	Articles/Connectives/Prepositions
(Week 11)	Conjunctions/Proverbs
(Week 12)	Words Misspelt
(Week 13)	Presentations
(Week 14)	Revision/Tests

(Week 15)	Revision/ Tests
(Week 16)	M.S.T.s

verified  
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