

POST GRADUATE DEPARTMENT OF ENGLISH

GOVERNMENT COLLEGE, ROPAR

2018-19

CLASS: B.COM II(Communication Skills) BOOKS PRESCRIBED: Popular Short

SEM 3

Stories

Time Period	Topics to be Covered
Week 1	Chapter 1(A Cup of Tea)/ Chapter 2(The Open Window)
Week 2	Chapter 3(A Work of Art)/Chapter 4(Some Words with a Mummy)
Week 3	Chapter 5(The Gift of Magi)/ Chapter 6(The Ant and the Grasshoper)
Week 4	Chapter 7(The Gateman's Gift)/ Chapter 8(How Much Land Does a Man Need)
Week 5	Transformation of Sentences: Negative to Affirmative and Interrogative/Transformation of Degree Sentences/ Transformation of Tenses/ Exclamatory to Assertive, Imperative etc.
Week 6	Uses of Direct/Indirect Tenses
Week 7	Correction of Sentences/Paragraph Writing

Week 8	M.S.T
Week 9	M.S.T
Week 10	Chapter 9(The Apple)/Chapter 10(The Reaping Race)
Week 11	Revision of Transformation of Sentences
Week 12	Revision of Direct/ Indirect Sentences
Week 13	Chapter 11(The Diamond Necklace)/Revision of Correction of Sentences
Week 14	Letter Writing(Business Letters/Letters to the Editors of the Newspaper)
Week 15	Formation of Nouns, Adjectives and Verbs Test of Chapter 1,2
Week 16	Test/Revision

verified
NATASHA
KARRA

Jatinder Kumar
Principal
Govt. College
Ropar

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CLASS: B.COM(sem **4**)

TEACHERS:

Time Period	Topics to be Covered
(Week 1)	Introduction to Syllabus
(Week 2)	Plays 1 and 2 to be discussed
(Week 3)	Plays 3 and 4 to be discussed
(Week 4)	Plays 5 and 6 to be discussed
(Week 5)	Interview, Speech Writing to be discussed
(Week 6)	Compeering an event to be discussed
(Week 7)	Preparing news and dialogue writing

(Week 8)	T.V., Radio and Internet to be discussed
(Week 9)	Use of active and Passive
(Week 10)	Use of Conditionals
(Week 11)	Use of question Tags and short Answers
(Week 12)	Figurative Expressions
(Week 13)	Revision/Tests
(Week 14)	Revision/Tests

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

verified
Neetasha
Kash.

Jatinder Singh
Principal
Govt. College
Ropar