

POST GRADUATE DEPARTMENT OF ENGLISH

GOVERNMENT COLLEGE, ROPAR

2020-21

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

**SEM I**

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

*N. K. Singh*  
✓  
H.O.D.

*Jatinder Singh*  
Principal  
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**SEM II**

English Prose

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	M.S.T
Week 9	M.S.T
Week 10	Topic of Risk Initiative/Setting New Benchmark/Tenses
Week 11	Verbs/Clauses
Week 12	Articles/Connectives/Prepositions
Week 13	Conjunctions/Proverbs
Week 14	Words Misspelt
Week 15	Presentations
Week 16	Revision/Tests

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