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POST GRADUATE DEPARTMENT OF ENGLISH
GOVERNMENT COLLEGE, ROPAR

6
2022-23

CLASS: B.COM I SEM 3 (Communication Skills) **BOOKS PRESCRIBED:** Popular Short

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

Naizh.

H.O.D.

Jatinder Singh
Principal
Govt. College
Ropar

POST GRADUATE DEPARTMENT OF ENGLISH

GOVERNMENT COLLEGE, ROPAR

2022-23(SEM 4)

CLASS: B.COM II(Communication Skills) **BOOKS PRESCRIBED:** Eight Short Plays

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
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Week 8	M.S.T
Week 9	M.S.T
Week 10	T.V., Radio and Internet to be discussed
Week 11	Use of active and Passive
Week 12	Use of Conditionals
Week 13	Use of question Tags and short Answers
Week 14	Figurative Expressions
Week 15	Revision/Tests
Week 16	Revision/Tests

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