

**Punyashlok Ahilyadevi Holkar Solapur University, Solapur**

**Structure [For Affiliated Colleges]**

**B. A., B. Com., B.Sc. English Part I Syllabus under NEP-2020**

**Semester I, II**

With effect from July 2024

<b>Sr. No.</b>	<b>Paper</b>	<b>Sem</b>	<b>Title</b>	<b>Contents</b>	<b>Credits</b>	<b>Marks Per Sem UA+CA</b>	<b>Total Marks Per Sem</b>
1	Major Mandatory	I, II	DSC I, II Introduction to Literature I, II	Survey topics, poetry, novel, one act play	04+04	60+40	100
2	Major Mandatory	I, II	DSC I, II Linguistics [Optional]	Various components of Linguistics	04+04	60+40	100
3	Generic Electives	I, II	GE I, II English for Competitive Examinations I, II	Different grammatical, Morphological elements, writing skill, etc	02+02	30+20	50
4	Skill Enhancement Course	I, II	SEC I Acquiring Soft Skills I, II	Meaning and significance of soft skills, different types of soft skills, etc	02+02	30+20	50
5	Ability Enhancement Course	I, II	AEC I, II English for Communication I, II	Meaning and significance of communication skills, types of communication skills, etc	02+02	30+20	50
6	Skill Enhancement Course for B.Com. Part- I	I, II	SEC I, II Business Communication Skills I, II	Meaning and significance of business communication skills, types of communication skills, etc	02+02	30+20	50

**BoS in English,  
P.A.H. Solapur University, Solapur  
July 2024**

**PUNYASLAK AHILYADEVI HOLKAR SOLAPUR UNIVERSITY, SOLAPUR**



**NAAC Accredited: B<sup>++</sup>**

**2022**

**Pattern: NEP-2020**

**Name of the Faculty: Humanities**

**Name of the Course: B. A. English Part- I**

**Semester: I & II**

**Title of the Paper: Introduction to Literature I, II**

**Type of Paper: DSC I, II**

**Credits: 04 per semester**

With effect from June 2024

**P.A.H. Solapur University, Solapur**  
**B.A. English Part-I**  
**Introduction to Literature-I, II (DSC I, II)**  
**Semester I, II**  
**(2024-2025, 2025-2026, 2026-2027)**

**Preamble:** Introduction to English Literature paper is introduced under Discipline Specific Core Course to B.A. –I students for the 1<sup>st</sup> and 2<sup>nd</sup> semester with the aim of introducing the students to various literary forms in English literature and language. The Poems and Short Stories, Novel, One Act Play and Literary Terms prescribed for the syllabus will help them to develop interest in reading English literature written worldwide.

**Learning Objectives:**

1. To acquaint the students with English Literature
2. To make the students aware of different ages of English Literature
3. To encourage the students for learning literary devices
4. To help the students to develop analytical skills and critical thinking through close reading of literary texts
5. To enable the students to understand that literature is an expression of human values within a historical and social context

**Learning Outcomes:** By the end of the course the students will be able to:

1. Understand various types of English literature.
2. Identify various literary periods and ages.
3. Analyse literary devices used in creative texts.
4. Apply their critical abilities to texts from different socio-cultural backdrops.
5. Activate possibilities of expressing themselves creatively.

### Course Structure:

Semester	Paper No.	Title of the Paper	No of Lectures (Theory)	College Assessment (Marks)	University Assessment (Marks)	Total Marks	Credits
I	DSC I	Introduction to Literature I	60	40	60	100	04
II	DSC II	Introduction to Literature II	60	40	60	100	04

### Method of Evaluation:

Sr. No.	Particulars	Details
1.	<b>College Assessment</b> [CA]	CA consists of 40% marks which shall be decided by virtue of conducting <b>any three</b> of the following: Home assignment/Unit test/Oral test/Seminar/Field work/Study tour report/Case study, etc.
2.	<b>University Assessment</b> [UA]	UA consists of 60% marks determined by virtue of the End Semester Examinations conducted by the University.

**B.A. English Part I**  
**DSC I**  
**Introduction to Literature I**  
**Credits – 04**  
**Semester – I**

Lectures: 60

Credits: 04

UNIT	Description	Lectures	Credits
<b>I</b>	<b>Survey Topics:</b>	<b>15</b>	<b>01</b>
	i. Types of Poetry: Sonnet, Lyric, Elegy, Ballad ii. Poetic devices: Simile, Metaphor, Personification, Imagery, Symbols		
<b>II</b>	<b>Poetry:</b>	<b>15</b>	<b>01</b>
	i. <i>How Do I Love Thee?</i> Elizabeth Barrett Browning		
	ii. <i>Love Came to Flora Asking for a Flower:</i> Toru Dutt		
	iii. <i>Because I Could Not Stop for Death:</i> Emily Dickinson		
	iv. <i>La Belle Dame sans Merci:</i> John Keats		
<b>III</b>	<b>One Act Play as a type of Literature:</b>	<b>15</b>	<b>01</b>
	i. Definitions of One Act Play ii. Dramatic Devices: Plot, Setting, Characters, Dialogues, Conflict, Dramatic monologue, Aside, Soliloquy		
<b>IV</b>	<b>One Act Play: (<a href="http://www.one-act-plays.com">www.one-act-plays.com</a>)</b>	<b>15</b>	<b>01</b>
	i. <i>The Beggar and The King</i> by Winthrop Parkhurst		
	ii. <i>The Game</i> by Louise Bryant		
	iii. <i>Thirst</i> by Eugene O'Neill		

**References:**

1. [www.one-act-plays.com](http://www.one-act-plays.com)
2. Hamilton, Ian. Oxford Companion to Modern Poetry in English. OUP, 2014.
3. Barry, Peter. Reading Poetry. Manchester University Press, 2014.
4. Lewis, Benjamin. The Technique of the One Act Play. Kessinger Publication, 2009.

**B.A. English Part I**  
**DSC II**  
**Introduction to Literature II**  
**Credits – 04**  
**Semester – II**

Lectures: 60

Credits: 04

<b>UNIT</b>	<b>Description</b>	<b>Lectures</b>	<b>Credits</b>
<b>I</b>	<b>Survey Topics:</b>	<b>15</b>	<b>01</b>
	i. Short Story: Definition and Characteristics ii. Elements of Short Story		
<b>II</b>	<b>Short Stories:</b>	<b>15</b>	<b>01</b>
	i. R. K. Narayan: An Astrologer's Day		
	ii. Anton Chekhov: The Lament iii. O' Henry: The Last Leaf		
<b>III</b>	<b>Novel as a form of Literature:</b>	<b>15</b>	<b>01</b>
	i. Novel: Definitions ii. Characteristics of Novel		
<b>IV</b>	<b>Novella:</b>	<b>15</b>	<b>01</b>
	i. The Pearl: John Steinbeck		

**References:**

1. Prasad, B. *A Background to the Study of English Literature*. Macmillan
2. Rees, R. J. *English Literature: An Introduction for Foreign Readers*. Macmillan
3. Abrams, M H: *A Glossary of Literary terms*
4. John Steinbeck: *The Pearl*
5. [https://www.one-act-plays.com/royalty\\_free\\_plays.html](https://www.one-act-plays.com/royalty_free_plays.html)
6. Thorat, Ashok et al. 2001, *A Spectrum of Literary Criticism*, Delhi. Frank Bros & Co.

**B.A. English Part – I**  
**Paper (DSC I, II)**  
**Introduction to Literature- I, II**  
**Nature of the Question Paper (Semester I, II)**

[Humanities Qution Paper Pattern UG PG 19122023.pdf](#)

Total Marks: 60

Time: 2.30 hrs

Instructions:

1. All questions are compulsory.
2. Figures to the right indicate full marks.

- |   |    |
|---|----|
| Q. 1. Choose the correct alternatives from the following. | 12 |
| (All Units)   |    |
| Q. 2. Answer any four out of six of the following.        | 12 |
| (Unit 1)  |    |
| Q.3. Write short notes on any two of the four questions.  | 12 |
| (Unit 3)  |    |
| Q. 4. A broad question with alternatives (A/B).           | 12 |
| (Unit 2)  |    |
| Q. 5. A broad question without alternatives.              | 12 |
| (Unit 4)  |    |

\*\*\*

**PUNYASLAK AHILYADEVI HOLKAR SOLAPUR UNIVERSITY, SOLAPUR**



**NAAC Accredited: B ++ (2022)**

**Pattern: NEP-2020**

**Name of the Faculty: Humanities**

**Name of the Course: B. A. Part- I**

**Linguistics (Optional)**

**Semester: I & II**

**Title of the Paper - Introduction to Linguistics**

**Semester I, II**

**Type of Paper: DSC I, II**

**Credits: 04 per semester**

**With effect from June 2024**



**P.A.H. Solapur University, Solapur**

**B. A. Part- I**

**Optional Linguistics**

**SEM-I, II (DSC I, II)**

**(2024-2025, 2025-2026, 2026-2027)**

**Preamble :** The paper ‘Introduction to Linguistics’ is introduced at BA (Part I ) for semester I & II as an optional paper of Linguistics with an aim to introduce students with the basic knowledge of Linguistics and more specifically it is an introduction of ‘Linguistics’ as an independent subject. The components in the syllabus will cope with the present need of the students in the socio-educational scenario.

**Course Objectives:**

- To introduce Linguistics as a discipline of knowledge.
- To familiarize students with basics of linguistics and the key concepts.
- To make students aware of the nuances of English Language
- To enable students to use English language with proper pronunciation
- To equip students with good communication skills in English

**Course Outcome:**

At the end of the course, the students will be able to-

- Define Linguistics as a separate discipline
- Explain the basic concepts in Linguistics
- Communicate efficiently in English
- Use English with proper pronunciation as per RP

### Course Structure:

Semester	Paper No.	Title of the Paper	No of Lectures (Theory)	College Assessment (Marks)	University Assessment (Marks)	Total Marks	Credits
I	DSC I	Introduction to Linguistics I	60	40	60	100	04
II	DSC II	Introduction to Linguistics II	60	40	60	100	04

### Method of Evaluation:

Sr. No.	Particulars	Details
1.	<b>College Assessment</b> [CA]	CA consists of 40% marks which shall be decided by virtue of conducting <b>any three</b> of the following: Home assignment/Unit test/Oral test/Seminar/Field work/Study tour report/Case study, etc.
2.	<b>University Assessment</b> [UA]	UA consists of 60% marks determined by virtue of the End Semester Examinations conducted by the University.

**BA Part I**  
**Introduction to Linguistics - I**  
**Sem I**  
**Credit 4**

Lectures: 60

Credits: 04

UNIT	Description	Lectures	Credits
<b>I</b>	<b>Linguistics</b>	<b>15</b>	<b>01</b>
	<ul style="list-style-type: none"> <li>➤ Linguistics: Definitions and Scope</li> <li>➤ Branches of Linguistics: Phonetics, Phonology, Morphology, Syntax, Semantics, Pragmatics</li> </ul>		
<b>II</b>	<b>Human Language</b>	<b>15</b>	<b>01</b>
	<ul style="list-style-type: none"> <li>➤ Language and its definitions</li> <li>➤ Characteristics of human language</li> <li>➤ Animal communication system and human language</li> <li>➤ Mode of Language: Speech and Writing</li> </ul>		
<b>III</b>	<b>Phonetics and Phonology</b>	<b>15</b>	<b>01</b>
	<ul style="list-style-type: none"> <li>➤ Phonetics and Phonology</li> <li>➤ Articulatory Phonetics: Speech Mechanism, Vocal Cords, Organs of Speech, Active and Passive Articulators</li> <li>➤ Initiation, Phonation and Articulation</li> </ul>		
<b>IV</b>	<b>Phonetics of English (Practical Part)</b>	<b>15</b>	<b>01</b>
	<ul style="list-style-type: none"> <li>➤ Description of speech sounds of English: Consonants and Vowels, Three Term Labels</li> <li>➤ Transcription (Phonemic) of words with stress, minimal pairs, CV structure of syllables, Intonation Patterns</li> </ul>		

**B.A. Part I**  
**Introduction to Linguistics - II**

Credits – 04 Semester – II

Lectures: 60

Credits: 04

UNIT	Description	Lectures	Credits
<b>I</b>	<b>Linguistics of Words (Morphological Approach)</b>	<b>15</b>	<b>01</b>
	<ul style="list-style-type: none"> <li>➤ What is Morphology?</li> <li>➤ Morpheme and its types, Allomorphs</li> <li>➤ Word formation Processes: Major and Minor.</li> <li>➤ Morphological Analysis of Words (labelled tree diagram)</li> </ul>		
<b>II</b>	<b>Linguistics of Words (Semantic Approach)</b>	<b>15</b>	<b>01</b>
	<ul style="list-style-type: none"> <li>➤ What is Semantics?</li> <li>➤ Lexical relation: synonyms and antonyms</li> <li>➤ Collocations</li> </ul>		
<b>III</b>	<b>Linguistics of Words (Syntactic Approach)</b>	<b>15</b>	<b>01</b>
	<ul style="list-style-type: none"> <li>➤ What is Syntax?</li> <li>➤ Words: Open class words and closed class words</li> </ul>		
<b>IV</b>	<b>Phrases and the Elements of Clause</b>	<b>15</b>	<b>01</b>
	<ul style="list-style-type: none"> <li>➤ Phrase: Main and Subordinate</li> <li>➤ Types: NP, PP, GP, VP, AjP, AvP</li> <li>➤ Elements of Clause: Subject, Predicator, Object, Complement, Adverbial</li> </ul>		

## References:

- 1) Bikram K. Das (Orient Longman) *Functional Grammar and Spoken and Written Communication in English*
- 2) V. R. Narayana Swami (Orient Longman) *Strengthen your writing*
- 3) Patil, Valke, Thorat and Merchant. (Macmillan) *English for Practical Purposes*
- 4) Aruna Koneru *English Language Skills*
- 5) Verma and Krishnaswamy; *Modern Linguistics; An Introduction*
- 6) Crystal, David: *A Course in Modern Linguistics.*
- 7) Balasubramanian, T: *A Textbook of English Phonetics for Indian Students*
- 8) Bansal and Harrison : *Spoken English for India*
- 9) Quirk, R. and S. Greenbaum: *A University Grammar of English*
- 10) Lyons, John: *Language and Linguistics*
- 11) Palmer: *Semantics*
- 12) Jones, Daniel: *English Pronouncing Dictionary*
- 13) Leech Geoffrey: *English Grammar for Today.*

## Introduction to Linguistics- I

### Nature of the Question Paper (Semester I) (NEP 2020 Pattern )

Total Marks: 60

Time: 2.30 hrs

Instructions:

*I. All questions are compulsory.*

*II. Figures to the right indicate full marks.*

- Q.1 . Rewrite by choosing the correct alternative. Twelve multiple choice questions will be set for one mark each. (All Units) 12
- Q. 2. Practical Type Questions to be set on Phonetics of English. (Four out of Six)  
(Unit No 4) 12
- Q.3. Short notes (Two out of Four) will be set on Phonetics and Phonology.  
(Unit No 3) 12
- Q. 4. A broad question with an internal option A & B will be set on Human Language  
(Unit No 2) 12
- Q. 5. A broad question to be set on the syllabus topic Linguistics 12  
(Unit No 1 )

## Introduction to Linguistics- II

### Nature of the Question Paper (Semester II) (NEP 2020 Pattern )

Total Marks: 60

Time: 2.30 hrs

Instructions:

*I. All questions are compulsory.*

*II. Figures to the right indicate full marks.*

Q.1 . Rewrite by choosing the correct alternative. Twelve multiple choice questions will be set for one mark each. (All Units)

12

Q. 2. Practical Type Questions to be set on Linguistics of Words. (Four out of Six)

(Unit No 1,2, and 3)

12

Q.3. Short notes (Two out of Four) will be set on Linguistics of Words.

(Unit No 1,2, and 3)

12

Q. 4. A broad question with an internal option A & B will be set on Linguistics of Words. (Unit No 1,2, and 3)

12

Q. 5. A broad question to be set on Phrases and the Elements of Clause.

(Unit No 4)

12

**PUNYASLAK AHILYADEVI HOLKAR SOLAPUR UNIVERSITY, SOLAPUR**



**NAAC Accredited: B<sup>++</sup>  
2022**

**Pattern: NEP-2020**

**Name of the Faculty: Humanities**

**Name of the Course: B. A., [B. Com., B.Sc.] English Part- I**

**Semester: I & II**

**Title of the Paper: English for Competitive Examinations**

**Type of Paper: Generic Electives I, II**

**Credits: 02 per semester**

With effect from June 2024



**P.A.H. Solapur University, Solapur**  
**B.A. (B.Com., B.Sc.) English Part-I**  
**English for Competitive Examinations I, II (GE I, II)**  
**Semester I, II**  
**(2024-2025, 2025-2026, 2026-2027)**

**Preamble:** *English for Competitive Examinations* (Generic Elective Course) is designed for undergraduate students preparing for competitive exams such as GRE, IELTS, TOEFL, CAT, GMAT, MPSC, UPSC and other diverse exams conducted by various institutions and organizations in India and other countries. It is designed to develop their competence and proficiency in using English language for various competitive examinations.

**Course Objectives:** The course aims

- 1) to develop learners' ability to understand English language used in competitive examinations
- 2) to enable them to learn units of sentence
- 3) to enable them to learn basic sentence structure of English
- 4) to enable them to understand the difference between time and tense in English
- 5) to help them to improve their verbal communication skills and writing skills

**Course Outcomes:** On successful completion of the course, the students will be able to:

- 1) know the English language used in competitive examinations.
- 2) identify units of sentence.
- 3) understand basic sentence structure of English.
- 4) realize the difference between time and tense in English.
- 5) use verbal communication skills and writing skills.

### Course Structure:

Semester	Paper No.	Title of the Paper	No of Lectures (Theory)	College Assessment (Marks)	University Assessment (Marks)	Total Marks	Credits
I	GE I	English for Competitive Examinations I	30	20	30	50	02
II	GE II	English for Competitive Examinations II	30	20	30	50	02

### Method of Evaluation:

Sr. No.	Particulars	Details
1.	<b>College Assessment</b> [CA]	CA consists of 40% marks which shall be decided by virtue of conducting <b>any two</b> of the following: Home assignment/Unit test/Oral test/Seminar/Field work/Study tour report/Case study, etc.
2.	<b>University Assessment</b> [UA]	UA consists of 60% marks determined by virtue of the End Semester Examinations conducted by the University.

**B.A. English Part I**

**GE I**

**English for Competitive Examinations I**

**Credits – 02**

**Semester – I**

Lectures: 30

Credits: 02

**Unit 1:**

(Lectures 15, Credit 01)

1.1 Affixation

1.2 Compounding

1.3 Conversion

1.4 Minor Word Formation Processes

[Blending, Acronym, Clipping, Reduplicatives, Onomatopoeia, etc]

1.5 Idioms and Phrases

1.6 Synonyms and Antonyms

1.7 Homonym, Homograph, Homophone

**Unit 2:**

(Lectures 15, Credit 01)

2.1 Precise Writing

2.2 Translation of English Paragraph to Marathi/Hindi and Vice Versa

**B.A. English Part I**  
**GE II**  
**English for Competitive Examinations II**  
**Credits – 02**  
**Semester – II**

Lectures: 30

Credits: 02

**Unit 1:** (Lectures 15, Credit 01)

1.1 Voice: Active and Passive Voice

1.2 Speech: Direct and Indirect Speech

1.3 Formal Types of Sentences: Simple, Compound, Complex, Compound-Complex

1.4 Functional Types of Sentences: Declarative, Interrogative, Imperative, Exclamatory

1.5 Types of Tense: Past and Present; Future Time

**Unit 2:** (Lectures 15, Credit 01)

2.1 Comprehension of the Given Passages

2.2 Essay Writing

**Collective References:**

- 1 Bakshi, S. P. *Objective General English*. Arihant Publications, 2021.
- 2 Rajendra, Pal et al. *English Grammar and Composition*. Sultan Chand & Sons, 2020.
- 3 Norman, Lewis. *Word Power Made Easy*. Goyal Publishers, 2020.
- 4 Singh, Neetu. *English for General Competitions: From Plinth to Paramount*. Paramount Publications, 2016.
- 5 Gupta, S. C. *English Grammar and Composition*. Arihant Publications, 2014.
- 6 Palmer, Frank. *Grammar*. Penguin Books, 1972.
- 7 Quirk, Randolph and Sidney Greenbaum. *A University Grammar of English*. Pearson Education, 2002.
- 8 Leech, Geoffrey and Jan Svartvik. *A Communicative Grammar of English*. Pearson Education, 2002.
- 9 Leech, Geoffrey, et al. *English Grammar for Today: A New Introduction*. Macmillan Press, 2006.
- 10 Wren and Martin. *High School English Grammar and Composition*. S. Chand, 1998.
- 11 Krishnaswamy, N. et al. *Modern Applied Linguistics*. Macmillan India, 2008.
- 12 Greenbaum, Sidney. *Oxford English Grammar*. OUP, 2016.

**B.A., B.Com., B.Sc., English Part – I**

**Paper (GE I, II)**

**English for Competitive Examinations I, II**

**Nature of the Question Paper (Semester I, II)**

[Humanities Question Paper Pattern UG PG 19122023.pdf \(sus.ac.in\)](https://www.sus.ac.in/Portals/0/Files/2023/03/20230319/Humanities%20Question%20Paper%20Pattern%20UG%20PG%2019122023.pdf)

Total Marks: 30

Time: 1.30 hrs

Instructions:

1. All questions are compulsory.
2. Figures to the right indicate full marks.

- Q. 1. Choose the correct alternatives from the following. 06  
(Unit 1 & 2)
- Q. 2. Answer any two out of four of the following. 06  
(Unit 1 & 2)
- Q.3. Write short notes on any one of the two questions. 06  
(Unit 1)
- Q. 4. A broad question with alternatives (A/B). 12  
(Unit 2)

\*\*\*

**Punyashlok Ahilyadevi Holkar Solapur University, Solapur**



**Pattern NEP: 2020**

**Name of Faculty: Humanities**

**Name of Course: B.A. First Year**

**Semester: I, II**

**Title of Paper: Acquiring Soft Skills I, II**

**Type of Paper: Skill Enhancement Course**

**Credits per Semester: 02**

**With effect from 2024-25**

**Punyashlok Ahilyadevi Holkar Solapur University, Solapur**

**B.A. First Year**

**Skill Enhancement Course**

**SEC I, II**

**Title:** Acquiring Soft Skills I, II

**Credits per Semester:** 02

**Preface:** Skill Enhancement Course under NEP-2020 is meant for honing the professional skills of the students beginning their under graduation. The present paper is aimed at developing the soft skills of the students in English language. English is a source of awe-inspiring information and knowledge the world over. The students are expected to know the basics of English language and the requisite soft skills for a better result in their career and for shaping their personality too. This paper is meant for both semester one and two of B.A. First Year.

**Learning Objectives:** This paper is aimed at helping the students:

1. recognize various constituents of soft skills
2. comprehend the need of soft skills in developing personality
3. use these skills for better performance in individual, familial and professional life
4. get to know the application of the soft skills in day-to-day life
5. use these skills for creating healthy atmosphere at different social and professional levels

**Learning Outcomes:** After completing this course, the students will

1. recognize various soft skills with their scope.
2. understand the importance of soft skills in overall development.
3. apply these skills for better performance at different levels.
4. know how to apply these skills for success in life and career.
5. create various conducive opportunities for others to take advantage of their expertise.

**B.A. First Year: Semester I**  
**Skill Enhancement Course**

**Title:** Acquiring Soft Skills: I

**Lectures: 30**

**Credits per Semester: 02**

**Unit. 1.**

**Credit: 1      Lectures:15**

1. Meaning and Significance of Soft Skills
2. Developing Personality
3. Learning Communication Skills
4. Self-awareness

**Unit. 2.**

**Credit: 1      Lectures:15**

1. Interpersonal Relationship Skills
2. Team Building Skills
3. Leadership Skills
4. Human Values

**References:**

1. Soft Skills by Manmohan Joshi, bookboon.com, 2017  
<http://worldwideuniversity.org/library/bookboon/soft-skills.pdf>
2. Soft Skills and Employability Skills by Sabina Pillai and Agna Fernandez, CUP, 2017
3. Soft Skills: Personality Development for Life Success by Prashant Sharma, BPB Publications, 2021
4. Soft Skills by K. Alex, S. Chand Publications, New Delhi, 2013
5. English and Soft Skills by S.P. Dhanavel, Orient Black-Swan, 2010



**B.A. First Year: Semester II**  
**Skill Enhancement Course**

**Title: Acquiring Soft Skills: II**

**Lectures: 30**

**Credits per Semester: 02**

**Unit. 1.**

**Credit: 1      Lectures:15**

1. Time Management Skills
2. Presentation Skills
3. Managing Stress
4. Thinking Skills

**Unit. 2.**

**Credit: 1      Lectures:15**

1. Problem Solving Skills
2. Decision Making
3. Skills for Seeking Employment
4. Workplace Etiquettes

**References:**

1. Soft Skills by Manmohan Joshi, bookboon.com, 2017  
<http://worldwideuniversity.org/library/bookboon/soft-skills.pdf>
2. Soft Skills and Employability Skills by Sabina Pillai and Agna Fernandez, CUP, 2017
3. Soft Skills: Personality Development for Life Success by Prashant Sharma, BPB Publications, 2021
4. Soft Skills by K. Alex, S. Chand Publications, New Delhi, 2013
5. English and Soft Skills by S.P. Dhanavel, Orient Black-Swan, 2010

**B.A. English Part – I**  
**Paper (SEC I, II)**  
**Acquiring Soft Skills- I, II**  
**Nature of the Question Paper (Semester I, II)**

[Humanities Qution Paper Pattern UG PG 19122023.pdf](#)

Total Marks: 30

Time: 1.30 hrs

Instructions:

1. All questions are compulsory.
2. Figures to the right indicate full marks.

- |   |    |
|---|----|
| Q. 1. Choose the correct alternatives from the following.<br>(Unit 1 & 2) | 06 |
| Q. 2. Answer any two out of four of the following.<br>(Unit 1 & 2)        | 06 |
| Q.3. Write short notes on any one of the two questions.<br>(Unit 1)       | 06 |
| Q. 4. A broad question with alternatives (A/B).<br>(Unit 2)               | 12 |

\*\*\*

**PUNYASLAK AHILYADEVI HOLKAR SOLAPUR UNIVERSITY, SOLAPUR**



**NAAC Accredited: B<sup>++</sup>  
2022**

**Pattern: NEP-2020**

**Name of the Faculty: Humanities**

**Name of the Course: B. A., B.Com., B.Sc. English Part- I**

**Semester: I & II**

**Title of the Paper: English for Communication I, II**

**Type of Paper: AEC I, II**

**Credits: 02 per semester**

With effect from June 2024

**P.A.H. Solapur University, Solapur**  
**B.A., B.Com., B.Sc. English Part-I**  
**English for Communication I, II (AEC I, II)**  
**Semester I, II**  
**(2024-2025, 2025-2026, 2026-2027)**

**Preamble:** The paper 'English for Communication' is introduced at U.G. (B. A. /B.Sc. /B. Com. I) for semester I and II as 'Ability Enhancement Course' under NEP-2020. It is meant for overall development of the students who want to complete their degree. The present paper aims at enabling the students to acquire and demonstrate the core linguistic skills. The course will emphasize the development and enhancement of various communication skills. Communication in English language is very important for acquiring knowledge and information all over the world. The students are expected to know the basic communication skills in English language for a better career prospect. It will help the students develop their personality. The components of this paper will try to achieve competency in English language with special emphasis on communication skills among the students. The course will make the students proficient in oral and written communication.

**Course Objectives:**

This paper is aimed at helping the students:

1. To make them aware about various types of communication skills
2. To recognize various tones in English Language
3. To acquire skills for interviews and group discussion
4. To prepare official letters, blogs, emails and newspaper reports
5. To make them proficient in oral and written communication in English

**Course Outcomes:**

After completing this course, the students will be able to

1. Identify various types of communication skills
2. Listen carefully and understand the tones
3. Acquire skills for interviews and group discussion
4. Write official letters, blogs, emails and newspaper reports
5. Do oral and written communication in English

**Course Structure:**

Semester	Paper No.	Title of the Paper	No of Lectures (Theory)	College Assessment (Marks)	University Assessment (Marks)	Total Marks	Credits
I	AEC I	English for Communication I	30	20	30	50	02
II	AEC II	English for Communication II	30	20	30	50	02

**Method of Evaluation:**

Sr. No.	Particulars	Details
1.	<b>College Assessment</b> [CA]	CA consists of 40% marks which shall be decided by virtue of conducting <b>any two</b> of the following: Home assignment/Unit test/Oral test/Seminar/Field work/Study tour report/Case study, etc.
2.	<b>University Assessment</b> [UA]	UA consists of 60% marks determined by virtue of the End Semester Examinations conducted by the University.

**B.A., B.Com., B.Sc. English Part I**

**AEC I**

**English for Communication I**

**Credits – 02**

**Semester – I**

Lectures: 30

Credits: 02

**Unit 1: Basics of Communication**

Lecture 15

Credit: 01

- a. Meaning and significance of communication
- b. Types of communication
- c. 7 Cs of communication
- d. Barriers to effective communication

**Unit 2: Oral Communication**

Lectures: 15

Credit: 01

**2.1 Interview skills**

- a. Preparing for interview
- b. How to face interviews
- c. Dos and don'ts in interview

**2.2 Group Discussion**

- a. What is group discussion?
- b. Techniques of group discussion
- c. Dos and don'ts in group discussion

**B.A., B.Com., B.Sc. English Part I**

**AEC II**

**English for Communication II**

**Credits – 02**

**Semester – II**

Lectures: 30

Credits: 02

**Unit 1: Listening Skills**

Lectures: 15

Credit: 01

- a. Listening process
- b. Types of listening
- c. Improving Listening skills/Listening carefully
- d. English Tones: Rising, Falling

**Unit 2: Writing skills**

Lectures: 15

Credit: 01

- a. Formal Letters
- b. Newspaper Reports
- c. Writing Emails
- d. Writing for Blogs

**References:**

1. Adair, John. *Effective Communication*. London: Pan Macmillan Ltd., 2003.
2. Amos, Julie-Ann. *Handling Tough Job Interviews*. Mumbai: Jaico Publishing, 2004.
3. Guffey, Mary Ellen. *Essentials of Business Writing*. Ohio: South Western College Publication, 2000.
4. Kratz, Abby Robinson. *Effective Listening Skills*. Toronto: ON: Irwin Professional Publishing, 1995.
5. Prasad, H. M. *How to Prepare for Group Discussion and Interview*. New Delhi: Tata McGraw-Hill Publishing Company Limited, 2001.
6. Lesikar, Raymond V., & John D. Pettit, Jr. *Report Writing for Business: Tenth Edition*. Delhi: McGraw-Hill, 1998.

**B.A., B.Com., B.Sc. English Part – I**  
**Paper (AEC I, II)**  
**English for Communication I, II**  
**Nature of the Question Paper (Semester I, II)**

[Humanities Qution Paper Pattern UG PG 19122023.](#)

Total Marks: 30

Time: 1.30 hrs

Instructions:

1. All questions are compulsory.
2. Figures to the right indicate full marks.

- |   |    |
|---|----|
| Q. 1. Choose the correct alternatives from the following. | 06 |
| (Unit 1 & 2)  |    |
| Q. 2. Answer any two out of four of the following.        | 06 |
| (Unit 1 & 2)  |    |
| Q.3. Write short notes on any one of the two questions.   | 06 |
| (Unit 1)  |    |
| Q. 4. A broad question with alternatives (A/B).           | 12 |
| (Unit 2)  |    |

\*\*\*



**PUNYASLAK AHILYADEVI HOLKAR SOLAPUR UNIVERSITY, SOLAPUR**



**NAAC Accredited: B<sup>++</sup>  
2022**

**Pattern: NEP-2020**

**Name of the Faculty: Commerce and Management**

**Name of the Course: B. Com. English Part- I**

**Semester: I, II**

**Title of the Paper: Business Communication Skills**

**Type of Paper: SEC I, II**

**Credits: 02 per semester**

**With effect from June 2024**

**P.A.H. Solapur University, Solapur**  
**B.Com. English Part-I**  
**Business Communication Skills (SEC I, II)**  
**Semester I, II**  
**(2024-2025, 2025-2026, 2026-2027)**

**Course Statement:** Skill Enhancement Course under NEP-2020 is meant for honing the professional skills of the students beginning the under-graduation programme. The present paper is aimed at developing the business communication skills of the students in English language. English is a source of overwhelming information and knowledge the world over. The students are expected to know the fundamentals of communication in English language for a better result in their career and for shaping their personality too. This paper is meant for semester one and two of B.Com. Part I.

**Course Objectives:** This paper is aimed at helping the students:

1. recognize various dimensions of business communication
2. comprehend stages involved in the process of business communication
3. use these skills for better performance in individual and professional life
4. get to know the application of the business communication skills in day-to-day life
5. use these skills for creating healthy atmosphere at different social and professional levels

**Course Outcomes:** After completing this course, the students will

1. recognize various dimensions of business communication.
2. understand the importance of communication skills in overall development.
3. apply these skills for better performance at different levels.
4. know how to apply these skills for success in life and career.
5. create various conducive opportunities for others to take advantage of their expertise.

### Course Structure:

Semester	Paper No.	Title of the Paper	No. of Lectures (Theory)	College Assessment (Marks)	University Assessment (Marks)	Total Marks	Credits
I	SEC I	Business Communication Skills I	30	20	30	50	02
II	SEC II	Business Communication Skills II	30	20	30	50	02

### Method of Evaluation:

Sr. No.	Particulars	Details
1.	<b>College Assessment</b> [CA]	CA consists of 40% marks which shall be decided by virtue of conducting <b>any two</b> of the following: Home assignment/Unit test/Oral test/Seminar/Field work/Study tour report/Case study, etc.
2.	<b>University Assessment</b> [UA]	UA consists of 60% marks determined by virtue of the End Semester Examinations conducted by the University.

**B.Com. English Part-I**  
**SEC I**  
**Business Communication Skills I**  
**Credits 2**  
**Semester I**

Lectures- 30 Credits- 2

**Unit 1. Business Communication: Basics** Lectures- 15 Credit- 1

1.1 Meaning, Definition, Process & Emergence of Business Communication

1.2 Impact of Technology on Communication:  
Blogs, E-mails and other Social media

**Unit 2. Business Communication: Process** Lectures- 15 Credit- 1

2.1 Communication at Work Place:  
Channels; Formal and Informal; Vertical, Horizontal, Diagonal, Grapevine

2.2 Avoiding Problems in Communication:  
Physical, Linguistic, Socio-Cultural, Psychological

**References:**

- Ashley, A (1992) A Handbook of Commercial Correspondence, Oxford University Press.
- Bahl, J.C. and Nagamia, S.M. (1974) Modern Business Correspondence and Minute Writing.
- Balan, K.R. and Rayudu C.S. (1996) Effective Communication, Beacon New Delhi.
- Ludlow, Ron. (1995) The Essence of Effective Communication, Prentice, New Delhi.
- Bovee Courtland, L and Thrill, John V (1989) Business Communication, Today McGraw Hill, New York, Taxman Publication.
- Parson, C.J. and Hughes (1970) Written Communication for Business Students, Great Britain.
- Monippalli, M.M. (1997), The Craft of Business Letter Writing, T.M.H. New Delhi.
- Fisher Dalmar, (1999), Communication in Organization, Jaico Pub House, Mumbai, Delhi.
- Ghanekar, A (1996) Communication Skills for Effective Management. Everest Publishing House, Pune.
- Shurter, Robert L. (1971) Written Communication in Business, McGraw Hill, Tokyo.

**B.Com. English Part-I**  
**SEC II**  
**Business Communication Skills II**  
**Credits 2**  
**Semester II**

Lectures- 30

**Unit 1. Business Correspondence**

Lectures- 15

Credits- 2

Credit- 1

1.1 Theory of Business Letter Writing, Elements, Structure, Layouts:  
Full Block, Modified Block, Semi-Block

1.2 Principles of Effective Letter Writing,  
Principles of effective Email Writing

**Unit 2. Trade Letters**

Lectures- 15

Credit- 1

2.1 Order, Credit and Status Enquiry, Collection Letters

2.2 Letters of Inquiry

Sales Letters

Letters of Complaints

Appreciation & Apology Letters

**References:**

Ashley, A (1992) A Handbook of Commercial Correspondence, Oxford University Press.

Bahl, J.C. and Nagamia, S.M. (1974) Modern Business Correspondence and Minute Writing.

Balan, K.R. and Rayudu C.S. (1996) Effective Communication, Beacon New Delhi.

Ludlow, Ron. (1995) The Essence of Effective Communication, Prentice, New Delhi.

Bovee Courtland, L and Thrill, John V (1989) Business Communication, Today McGraw Hill, New York, Taxman Publication.

Parson, C.J. and Hughes (1970) Written Communication for Business Students, Great Britain.

Monippalli, M.M. (1997), The Craft of Business Letter Writing, T.M.H. New Delhi.

Fisher Dalmar, (1999), Communication in Organization, Jaico Pub House, Mumbai, Delhi.

Ghanekar, A (1996) Communication Skills for Effective Management. Everest Publishing House, Pune.

Shurter, Robert L. (1971) Written Communication in Business, McGraw Hill, Tokyo.

**P.A.H. Solapur University, Solapur**

**B.Com. English Part-I**

**SEC I, II**

**Business Communication Skills I, II**

**Credits 2**

**Question Paper Pattern**

Total Marks: 30

Time: 1.30 hrs

Instructions:

1. All questions are compulsory.
2. Figures to the right indicate full marks.

- Q. 1. Choose the correct alternatives from the following. 06  
(All Units)
- Q. 2. Answer two out of four of the following. 06  
(Unit 1 & 2)
- Q.3. Write short notes on any one of the two questions. 06  
(Unit 1)
- Q. 4. A broad question with alternatives (A/B). 12  
(Unit 2)

\*\*\*