Higher Secondary Syllabus in General English

The prescribed syllabus in General English for the higher secondary course effective from the 1989-90 academic session with new rapid readers introduced from 1995-96 session is reproduced below as it is.

ASSAM HIGHER SECONDARY EDUCATION COUNCIL
SYLLABUS FOR HIGHER SECONDARY FIRST YEAR EXAMINATION
(Effective from the 1989-90 academic session)

SUBJECT - ENGLISH (Core)
One paper 3 hours 100 marks

Unitwise distribution of marks

<table>
<thead>
<tr>
<th>Unit number</th>
<th>Topics</th>
<th>Marks</th>
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</thead>
<tbody>
<tr>
<td>UNIT -1</td>
<td>Prose</td>
<td>25 (75 periods)</td>
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<tr>
<td>UNIT - 2</td>
<td>Poetry</td>
<td>25 (25 periods)</td>
</tr>
<tr>
<td>UNIT - 3</td>
<td>Grammar and Usage</td>
<td>25 (25 periods)</td>
</tr>
<tr>
<td>UNIT - 4</td>
<td>Composition</td>
<td>25 (25 periods)</td>
</tr>
</tbody>
</table>

Unitwise distribution of course contents

UNIT - 1 Prose
Pieces to be read:
(a) Julius Caesar (adapted by G.B.Harrison)
(b) Bertrand Russell by Hem Barua
(c) How Science has changed our lives by C.E.M. Joad.
(d) The Last Lesson by Alphonse Daudet.
UNIT - 2  Poetry
Poems to be read:
(a) To the Skylark - William Wordsworth
(b) The Solitude of Alexander Selkirk - William Cowper
(c) The Scholar - Robert Southey
(d) On First Looking into Chapman's Homer - John Keats
(e) The Highwayman - Alfred Noyes.

UNIT - 3  Grammar and Usage
(a) Determiners
(b) Auxiliaries
(c) Question Patterns
(d) Sentence Connectors
(e) Negatives
(f) Voice
(g) Punctuation

UNIT - 4  Composition
(a) Letter-writing (10 marks)
(b) Vocabulary (8 marks)
(c) Amplification (7 marks)

BOOKS:
(2) A New Approach to English Grammar and Composition (Anglo-Assamese) by T. Barooah, A. Lais, S. Dowerah, Published by Lawyer's Book Stall.
ASSAM HIGHER SECONDARY EDUCATION COUNCIL
SYLLABUS FOR HIGHER SECONDARY FINAL EXAMINATION
(Effective from 1990-91 Academic session)

SUBJECT - ENGLISH (Core)

One paper 3 hours 100 marks

Unitwise distribution of marks

<table>
<thead>
<tr>
<th>Unit number</th>
<th>Topics</th>
<th>Marks</th>
</tr>
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<tbody>
<tr>
<td>UNIT - 1</td>
<td>Prose</td>
<td>25 (60 periods)</td>
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<tr>
<td>UNIT - 2</td>
<td>Poetry</td>
<td>10 (15 periods)</td>
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<tr>
<td>UNIT - 3</td>
<td>Rapid Reader</td>
<td>15 (25 periods)</td>
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<tr>
<td>UNIT - 4</td>
<td>Grammar and Usage</td>
<td>25 (15 periods)</td>
</tr>
<tr>
<td>UNIT - 5</td>
<td>Composition</td>
<td>25 (10 periods)</td>
</tr>
</tbody>
</table>

Unitwise distribution of course contents

UNIT - 1 Prose

Pieces to be read:
(a) The Verger - by Somerset Maugham
(b) On Saying Please - by A.G.Gardiner
(c) Life and Learning - by G.B.Shaw

UNIT - 2 Poetry

Poems to be read:
(a) The Bridge of Sighs - Thomas Hood
(b) Home Thoughts from Abroad
   - Robert Browning
(c) The Charge of the Light Brigade
   - Alfred Tennyson

UNIT - 3 Rapid Reader

Any one of the following books(effective from 1995-96 session):
(a) David Copperfield by Charles Dickens,
    Retold by Michael West, Published by Orient Longman.
(b) Around the World in Eighty Days by Jules Verne, Retold by L.Henniker-
    Major Published by Oxford University Press.
UNIT - 4  Grammar and Usage
(a) Tenses
(b) Conditionals
(c) Narration (Direct and Indirect Speech)
(d) Clauses
(e) Prepositions
(f) Phrases and Idioms
(g) Transformation of sentences

UNIT - 5  Composition:
(a) Essay (15 marks)
(b) Precis/Comprehension (10 marks)
Appendix 3(B)

Three Year Degree Course (T.D.C.) (Arts) Syllabus in General English, Gauhati University

The prescribed syllabus in General English for the Three Year Degree Course (T.D.C.) (arts) of Gauhati University effective from 1990-91 academic session is reproduced below with some printing errors corrected.

B.A. ENGLISH
(General)

PAPER - I 100 Marks
(Pieces with asterisks are meant for detailed study

1. English Poems
   W. Blake : Holy Thursday
   Wordsworth : Lucy Poems
   Shelley : To a Skylark
   Keats : *Ode to the Nightingale
   Tennyson : Crossing the Bar
   Browning : *Last Ride Together
   D.G. Rossetti : The Blessed Damozel
   T.S. Eliot : *Journey of the Magi
   Wilfred Owen : The Send-off
   D.H. Lawrence : The Piano
   W.H. Auden : The Unknown Citizen
   Dylan Thomas : *Do Not Go Gentle into the Good Night
   Walt Whitman : *Song of Myself:
   Section XIV
   W.B. Yeats : *The Wild Swans at Coole
   Langston Hughes : The Negro Speaks of Rivers

2. Julius Caesar
   by William Shakespeare, Orient Longman 30 Marks

3. An Inspector Calls
   : J.B. Priestley (Macmillan)
   30 Marks
(1) Selected Prose:

R.L. Stevenson : Walking Tours
C.P. Snow : Ramanujan
Bertrand Russell : Science and War
J.L. Nehru : Homage to Gandhi
Anton Chekhov : In Exile

(2) Rapid Reader:

Far from the Madding Crowd
by Thomas Hardy (Macmillan Student Edition)
Or
Apology for Heroism: by Mulk Raj Anand
Or
Kim by Rudyard Kipling (Orient Longman)

(3) An essay on a general subject

(4) Substance Writing or Comprehension
Prescribed text book: Reading for Meaning.

(5) Grammar : Tenses; Preposition; Idioms; Phrases;
Common Errors

(a) A Remedial English Grammar for Foreign Students by F.T. Wood (Macmillan)

(b) Modern English by N.Krishnaswamy (Macmillan)
Appendix 3(C)

Three Year Degree Course (T.D.C.)(Arts) Syllabus in General English, Dibrugarh University

The prescribed syllabus in General English for the Three Year Degree Course (T.D.C.) (arts) of Dibrugarh University effective from 1984-85 academic session is reproduced below as it is.

GENERAL ENGLISH
For the Degree of B.A.

(Approved by the Board of Studies in English in June, 1984).

GENERAL NOTE:

Duration — The course will be pursued over a period of three years.
Pattern — The three papers of this course will be taught as follows:
The first year : Paper I : Remedial Grammar and Composition.
The second year : Paper II: Composition and Appreciation of Prose.
The third year : Paper III: Poetry and Drama.

Rationale: The introduction of a language-based course in English called "Remedial Grammar and Composition" has one clear objective: to try to check the alarming fall in the standard of English at all levels of formal education. The new orientation sought to be given to undergraduate teaching of English through this course on
remedial grammar is for aiming at the improvement of the students' ability to read English with understanding and to use the language for simple communication. It is hoped that any significant improvement at the level will lead to a reorientation in the school curriculum and also begin in reasonable time to benefit the teaching of English at all lower levels.

It is not impossible that the course on remedial grammar will at first look rather novel to teachers accustomed to conventional English courses. The Board of studies in English, however, trusts that a week's effort for familiarization and self-orientation individually and/or collectively will help them teach remedial grammar effectively through practice instead of instruction in concepts.

In view of the newness of the course, however, the Board of Studies in English has suggested that the Department of English, Dibrugarh University brings out a Teachers' Manual with a list of source books for early circulation.

Suggestions—The Board of Studies considers it very important that the college libraries have several copies of (a) the syllabus for use by students and (b) the books recommended for teachers' reference in Appendix II of paper I.

In case of any question about any aspect of the syllabus, the Chairman of the Board of Studies in English at Dibrugarh University may please be contacted.

Three-year Degree Course

PAPER I: Remedial Grammar and Composition 100 marks

1. Objectives: This course aims at (a) correcting, through Practice, grammatical mistakes common in the written work of the students; (b) improving their various reading comprehension skills in particular through the rapid reader prescribed; (c) expanding their
"recognition" vocabulary and (d) helping them to learn to write simple, clear and accurate English in continuous prose. (See Appendix I)

2. The scheme of examination:

A. Remedial Grammar: \( 4 \times 12 = 48 \) marks

Note: This requires no formal teaching of grammatical concepts; instead, students should be taught, through practice the use of the following in continuous writing.

(i) Kinds of nouns
(ii) Gerund.
(iii) The use of Articles.
(iv) Verbs: the following forms - simple present, simple past, simple future, present continuous (progressive), past continuous, future continuous, present perfect, present perfect continuous past perfect; and tense agreement in passages.
(v) Auxiliary verbs- can, could; shall, should; will, would; may, might; must, ought to, used to; need, be, do.
(vi) Subject-Verb agreement
(vii) Interrogatives and negatives.
(viii) Voices: active and passive.
(ix) Relative Clauses.
(x) Adverbs: position of certain adverbs.
(xi) Sentence linkers.
(xii) Prepositions: the more common uses of simple prepositions; prepositions attached to verbs, including adverbial particles.

B. Written Communication \( 6 + 8 + 8 + 5 = 27 \) marks

(i) Direct and reported speech (narration) in short passages. 6 marks
(i) Writing paragraphs on a given topic. 8 marks

(iii) Letter and application writing. 8 marks

(iv) Translation: The exercise will require rendering into English of a paragraph of ten simple sentences in Assamese. 5 marks

or

Comprehension exercise on an unseen passage, not exceeding 200 words. 5 marks

Textbooks prescribed for Remedial Grammar and Written Communication:

(a) F.T. Wood. A Remedial English Grammar for Foreign Students, Macmillan.

(b) S. Pit Corder. An Intermediate English Practice Book, Orient Longman.

(c) C.A. Sheppard and David Reid Thomas. Grammar and Composition: A Senior Course, Orient Longman.

Note: Please see Appendix II for a list of basic reference books for teachers.

C. Rapid Reader: 8+12+5=25 marks

(i) Eight objective type questions. 1x8=8 marks

(ii) Three short answer questions 4x3=12 marks

(iii) Vocabulary exercises for recognition of meaning through multiple choice items. 5 marks

Text prescribed:

Jim Corbett, My India, (paperback), Oxford University Press.

GENERAL ENGLISH

APPENDIX I to Paper I

Some illustrations with reference to objective (a) of the course

Practice in writing: The practice given should be in such types of writing as description, narration, reporting, survey of the field, arguments etc.
Verb forms to be used in such exercises in writing are illustrated below:

(i) VERB-ed (past simple): said, went.
(ii) was/were VERB-en (past simple passive): was written by
(iii) has/have VERB-ed (present perfect): have rescued; has written.
(iv) has/have been VERB-en (present perfect passive): have been lost.
(v) had VERB-ed VERB-ed (past perfect past simple): had already evacuated when the gas cylinder exploded.
(vi) was/were VERB-ing VERB-ed (past continuous past simple): was reading the book when he heard a shout.
(vii) is/are being VERB-on (present continuous passive): is being done.

Note on objective (b)

Comprehension skills shall include-

(i) Pre-reading skills: looking for specific points of information; looking for detailed information; and ability to predict.
(ii) Reading for information structure: ability to see the relationship between one idea and another, and the general organisation of the content; ability to grasp the overall intention or draft of the text.

Note on objective (c)—

Expanding the students' "recognition" vocabulary shall require cultivation of (a) the ability to recognize the relevant or correct meaning from the context; (b) the ability to 'guess' the meaning of a word from the context.
Students are to be given practice with the help of adequate exercises not necessarily restricted to the prescribed rapid reader.

Students will be tested only on those words in the rapid reader which are included in either the General Service List of 2000 words by Michael West or the Nagpur List of 2500 words. The list will be cyclostyled and circulated to the colleges for teachers' use.

**Note on items for Remedial Grammar** -

(i) Kinds of Nouns: not only simple nouns like "Ram gave me a book" but also complex noun groups like the following: all the girls in the class, the broken cane chair, the three children's magazines, the old lady living next door etc. For convenience, pronouns also are included in the noun group.

(ii) Gerunds: (Example- Walking is a good exercise). Practice in use of gerunds is to be related to that of nouns in general.

(iii) Verbs: see. illustrations with reference to objective (a) of the course.

(iv) Auxiliary verbs: emphasis should be put on auxiliary verbs related to probability, ability, permission, obligation, necessity and the like as well as special roles of B E and D O in negatives and imperatives.

(v) Interrogatives used not only for asking for information but also those used for confirmation and polite suggestions are to be practised.

(vi) Voice-active and passive: students are to be made aware of situation in which passives are appropriate.
(vii) Relative Clauses: **which** and **who**: preposition **which**; **where**; **whose**. Also to be practised are reduced relatives, e.g.: the chain which was broken > the broken chain; the girl who is in the corner > **the girl in the corner**.

(viii) Prepositions are to be linked to concepts like time, space, location, direction, etc.

**Note on written communication** -
Paragraph writing will mean exercises in (a) description of objects, instruments, process, events, observations; (b) narration; (c) arguing; (d) reporting of findings and conclusion.

**APPENDIX II**

Books for basic reference for teachers:

(a) B.K.Das and A.David, *Remedial Course in English for Colleges*, Books 1, 2 and 3 CIEFL Oxford University Press.

(b) Brendan J. Carroll, *English for Colleges*, Macmillan

(c) Randolph Quirk and Sidney Greenbaum, *A University Grammar of English*, Longman.

(d) A.S.Hornby, *A guide to Patterns and Usages in English*; ELBS.


(f) Sarah Freeman, *Written Communication in English*, Orient Longman.

(g) Jean Forrest: *Teaching Without Lecturing*, Oxford University Press.

**Note:** The Department of English, Dibrugarh University shall send a copy of further list of source books for teachers along with a Teachers' Manual.
GENERAL ENGLISH
Three-year Degree Course

Paper II: Composition and Appreciation of Prose

100 marks

1. Objectives- In furtherance of the remedial course in Paper I, this course will require students to perform exercises in comprehension and composition. They will also be required to learn the skills of simple appreciation of English prose through the study of a prescribed novel and a selection of primarily non-fictional prose.

2. The scheme of examination -

A. Composition - 15+15+10=40 marks

   (i) Writing of a short descriptive account of a given scene, a situation, an object or a process. 15 marks

   (ii) Comprehension of an unseen prose passage. The questions will be set to test the students' ability to take notes from the passage, to follow the development of the argument in it and to analyse ideas. 15 marks

   (iii) Summary of an unseen prose passage, 10 marks

B. Prose (Fiction and non-fiction):

   12+10+12+10+16=60 marks

   (i) One essay type question from text (a) 12 marks

   (ii) Two short answer questions from text (a) 5x2=10 marks

   (iii) One essay type question from text (b) 12 marks
(iv) To short answer questions from text (b).  
5x2=10 marks

(v) Explanation, with reference to the  
context, of two passages from the selected 
pieces from text(b) 8x2=16 marks

Texts Prescribed:
(a) James Hilton, Goodbye, Mister Chips,  
University of London Press.
(b) On the Threshold: An Anthology of English  
Prose. edited by D.K.Barua, Oxford university  
Press.

Selected pieces: Richard Wright, "Twelve Million  
Black Voices"; George Orwell, "Reflections on  
Gandhi"; William Morris, "Useful Work versus  
Useless Toil"; Bertrand Russell, "The Road to  
Happiness"; M.V.C. Jeffreys, "Mass Culture";  
Christopher Hill, "Significance of the Russian  
Revolution"; Patrick Pringle, "The Making of the  
Bomb" and Katherine Mansfield, "Life of Ma  
Parker".

GENERAL ENGLISH
Three-year Degree Course

PAPER III Poetry and Drama 100 marks

1. Objectives—The objective of this course is to  
teach the skills of appreciation of poetry and  
drama through the study of the prescribed  
texts.

2. The scheme of examination—
A. Poetry: 16+18+16=50 marks
   (i) One essay type question. 16 marks
   (ii) Three short answer questions. 6x3=18 marks
   (iii) Explanation, with reference to the  
context, of two passages from the poems  
prescribed. 8x2=16 marks
Text prescribed:
Whispering Reeds; An Anthology of English Poetry, edited by D.K. Barua, O.U.P.

Poems to be studied; Shakespeare, "Since Brass, Nor Stone", "That Time of Year"; Herrick, "Gather Ye Rosebuds"; Vaughan, "Friends Departed"; Pope, "A Little Learning"; "Know Then Thyself", "The Dying Christian to His Soul"; Wordsworth, "Written in London, September, 1802"; Shelley, "Ode to the West Wind"; Tennyson, "Ulysses"; Arnold, "Dover Beach"; Hardy, "The Darkling Thrush"; Yeats, "The Lake Isle of innisfre"; Lawrence, "Poverty"; Sitwell, "Still falls the Rain"; Spender, "My parents Kept Me from Children who were Rough".

B. Drama: 14+8+12+16=50

(i) One essay type question from text (a) 15 marks
(ii) Two short answer questions from text (a) 4x2=8 marks
(iii) Explanation, with reference to the context, of two passages from text (a) 6x2=12 marks
(iv) Two short answer questions from text (b) 8x2=16 marks

Texts prescribed:
(a) Shakespeare, The Merchant of Venice, New Swan Shakespeare, Longman.
(b) Joe Corrie, "Hewers of Coal", Modern One-Act Plays, edited by Shahane and Manuel, Macmillan.
Appendix 3(D)

Three Year Degree Course (T.D.C.) (Science) Syllabus
in General English, Gauhati University

The prescribed syllabus in General English for the Three Year Degree Course (T.D.C.) (Science) of Gauhati University is reproduced below with a printing error corrected.

B.Sc. English (Compulsory)
Total marks 100

(a) Perspectives: edited by S.A. Vasudev and M. Sathya Babu (Orient Longman) 60 marks

Pieces Selected:
Science and Sensibility: J. Bronowski
The Scientific Point of View: J.B.S. Haldane
India's Contribution to World Unity: Arnold Toynbee
What I believe: E.M. Forster
The Garden party: Katharine Mansfield
On not being a Philosopher: Robert Lynd
University Days: James Thurber

(b) Substance writing 15 Marks
Comprehension 15 Marks
Grammar
{ Correction of errors & Use of phrases & idioms 10 Marks
Three Year Degree Course (T.D.C) (Science) Syllabus
in General English, Dibrugarh University

The prescribed syllabus in General English for the Three Year Degree (T.D.C.) (science) of Dibrugarh University with effect from 1984 is reproduced below as it is.

ENGLISH

1. Duration: This course will be pursued in the second year of the Three-year course for B.Sc.

2. Objectives: The paper aims at (a) correcting, through practice, grammatical mistakes common in the written works of students; (b) improving their reading comprehension by acquainting them with the kind of English (style, organization, use of charts, etc.) that is used in scientific writing (books, reports, articles, etc.); (c) acquainting them with non-technical words which are commonly used in scientific writing and (d) helping them to learn to write simple, clear and accurate English in the manner necessary in writing on and about the sciences.

3. Scheme of Examination: 5x8=40

   A. Remedial Grammar:

   i) Nominal Compounds (Noun+Noun Phrases) in connected passages typical of scientific writing.
ii) Verbs:
(a) Writing about the present (Present Simple):
   - Subject-Verb Agreement
   - Negative Statements
   - is/are VERBed
   - is/are VERBed by X
(b) Writing about the Past:
   - VERBed (Past Simple)
   - was/were VERBed (Past simple passive)
   - has/have VERBed (Present perfect)
   - has/have VERBed (Present perfect passive)
   - had/VERBed (present perfect past simple)
   - was/were VERBed (Past continuous past simple)
(c) Writing about the Future:
   - shall/will VERB (Future simple)
   - shall/will VERBed (future simple passive)

iii) Auxiliary and other verbs:
a) may, might
   - seem/appear to VERB
   - decision to VERB
   - decide/wish/start to VERB
b) Instruction/Prohibition:
   - should
   - much
   - have/had to be VERBed

iv) Relative Clauses:
   - WHICH and WHO
   - preposition which
   - where, whereby whose
   - reduced relatives

v) Adverbs:
   - Time, frequency, location

vi) Sentence linkers:
   - and, but, or
vii) Condition:
- If sentences
- Unless sentences
- If X VERBed, Y would VERB
- Writing on decision

viii) Prepositions of
- Time; AT, ON, IN
- Location

B. Written Communication:
i) Reporting, suggesting, and agreeing.
ii) Defining
iii) Classifying and giving an example
iv) Cause and effect
   - because/since/as
   - because of
   - Consequently/therefore/as a result
   - to cause
v) Purpose and Function:
   - to/in order to /so as to VERB
   - so that
   - present simple tense
   - Function of NOUN is to VERB
   - Used for Verbing

vi) Method/Process
   - By Verbing
   - By means of NOUN

vii) Measuring/Comparing X with Y:
   - The simplest way of expressing measurement
   - Expressing measurement by mass, radius, area
   - Comparing sentences
   - Specifications

Text book recommended for Remedial Grammar and Written communication:

C. Reader 8x1x5=25 marks
i) Eight objective type questions 1x8=8 marks
ii) Short answer questions 4x3=12 marks
iii) Vocabulary exercises 5 marks

Text prescribed:


Appendix 3(F)

Three Year Degree Course (T.D.C.) (Commerce) Syllabus in General English, Gauhati University

The prescribed syllabus in General English for the Three Year Degree Course (T.D.C.) (Commerce) of Gauhati University is reproduced below with some printing errors corrected.

SYLLABUS

ENGLISH

<table>
<thead>
<tr>
<th>A. Prose</th>
<th>35 marks</th>
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<tbody>
<tr>
<td>B. Drama</td>
<td>15 marks</td>
</tr>
<tr>
<td>C. Precis</td>
<td>10 marks</td>
</tr>
<tr>
<td>D. Commercial Correspondence—</td>
<td>20 marks</td>
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<tr>
<td></td>
<td>Forms and style of a business letter:</td>
</tr>
<tr>
<td></td>
<td>letters regarding trade reference;</td>
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<tr>
<td></td>
<td>letters of complaints and their adjustment,</td>
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<tr>
<td></td>
<td>letter regarding agency;</td>
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<tr>
<td></td>
<td>circular letter and letters of credit.</td>
</tr>
<tr>
<td></td>
<td>Application for situation.</td>
</tr>
<tr>
<td>Grammar</td>
<td>20 marks</td>
</tr>
<tr>
<td>Idioms, common errors, prepositional usage, sequence of tenses.</td>
<td></td>
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</table>

Books recommended:

2. Drama: *Selected One Act Plays* edited by Satyanarayan Singh, Published by Macmillan.
3. Business Correspondence: (i) *Principles and Practice of Commercial Correspondence* by Stephenson. (ii) *Commercial Correspondence* by M. Majumder.
4. Grammar: (i) *Contemporary English Grammar; Structure and composition* Published by Macmillan India Ltd. (ii) *Living English Structure*, Published by Longman.
Three Year Degree Course (T.D.C.) (Commerce) Syllabus in General English, Dibrugarh University

The prescribed syllabus in General English for the Three Year Degree Course (T.D.C.) (commerce) of Dibrugarh University is reproduced below with some printing errors corrected.

ENGLISH

1. Duration: This course will be pursued in the second year of the three year course for the Degree of B.Com.

2. Objectives: This course aims at (a) correcting, through practice grammatical mistakes common in the written work of the students; (b) improving their reading comprehension for the purpose of taking notes, drafting letters, statements, etc. (i.e. activities appropriate for students of commerce and business); (c) expanding their vocabulary; and (d) helping them to learn to write simple, clear and accurate English appropriate for business.

3. The scheme of examination:

A Remedial Grammar: 6 x 4 = 24 marks

Note: This requires no formal teaching of grammatical concepts; instead, students should be taught, through practice, the use of the following in continuous writing.
(i) (a) Kind of nouns.
(b) Gerund.
(c) The use of Articles.

(ii) (a) Verbs: the following forms - Simple present; Simple past; Simple future; present Continuous (Progressive) Past Continuous; Future Continuous; Present Perfect; Present Perfect Continuous; Past Perfect; and tense agreement in passages.
(b) Auxiliary Verbs: can, could; shall, should; will, would; may, might; must, ought to, used to need, be, do.
(c) Subject — verb agreement.

(iii) (a) Interrogatives and negatives.
(b) Voice: active and passive.
(c) Relative Clauses.

(iv) (a) Adverbs: Positions of certain adverbs
(b) Sentence linkers.
(c) Prepositions; the more common uses of simple prepositions; Prepositions attached to verbs including adverbial particles.

B. Written communication: $12 \times 4 = 48$ marks

(i) Drafting letter: complaints and replies; enquiries and answers; ordering and complying.
(ii) Preparing comments and/or conclusions from given charts, tables, and diagrams.
(iii) Abriding given piece of text or report writing.
(iv) Framing instructions, rules memos; citing them for given purposes.

Texts prescribed for Remedial Grammar and Written communication:

(a) F.T. Wood, Remedial English Grammar for Foreign Students, Macmillan.
(b) Sarah Freeman, *Written Communication in English*
Orient Longman.


C. Reader $8 + 16 + 4 = 28$ marks

(i) Eight objective type questions: $1 \times 8 = 8$ marks
(ii) Four short answer questions: $4 \times 4 = 16$ marks
(iii) Vocabulary exercises. $4$ marks

Text prescribed:

(a) Selection from English Prose and Verse for the B.Com. Course, by Osmania University, Orient Longman.

Pieces to be studied:

(i) Clarence B. Randall, 'Management speaks to the Graduate'
(ii) Relvin Aushen, 'A Social Role for Business'
(iii) Michael George, 'A Daily Newspaper'
(iv) Herman Wouk, 'A Talk on Advertising'
(v) Daniel Defoe, 'The Balance Sheet of Robinson Crusoe'
(vi) Engels, Icks, Jacobs, and Schuerewegen, 'The Stock Exchange welcomes you as a visitor'
(vii) Wordsworth, 'The world is too much with us'
(viii) Auden, 'The Managers'.