

**THIRD SEMESTER BASIC ENGLISH SYLLABUS FOR  
B.COM/BBA/BHM COURSES W.E.F. THE ACADEMIC YEAR  
2018-2019**

CODE: ENG302A

UNIV CODE: 302A

WORKLOAD: 4HOURS PER WEEK

CREDIT POINTS: 04

EVALUATION: Continuous internal assessment: - 30marks

Semester end examination: - 70marks

**UNIT -1 PLAY** credit points: 01

1. Macbeth : Act-I and II- William Shakespeare

**UNIT-2 PLAY** credit points: 01

1. Macbeth: Act-III, IV and V- William Shakespeare

**UNIT-3 ONE-ON- ONE COMMUNICATION** credit points: 01

1. Communicating over the telephone
2. Conversing in face-to-face Informal Situation
3. Communicating in Informal Situation
4. One-on- One Written Communication
5. Communicating through Emails
6. Writing Product and Service Specification
7. Resume Writing
8. Covering letters for job application
9. Writing proposals

**UNIT-4 COMMUNICATING TO A GROUP** credit points: 01

1. Facing an Interview
2. Informal Discussions
3. Group Discussion
4. Debates
5. Making Speeches
6. Compeering an Event
7. Agenda, Notes and Minutes of a Meeting

References:

1. Macbeth by Shakespeare
2. Ashan Academy: Communication and Analysis Skills: Orient Black Swan Private Limited 3-2-752, Himayat Nagar Hyderabad