



Bhavnagar University

Bhavnagar

T.Y. B.Sc.

Paper : Compulsory English

In force from June-2010

Total Marks : 100

Hours : 3 hours

Prescribed Text : Personae Ed. by R. Gopalan Shastri Macmillan 1995

Chapter 1 to 9 (Omit 10 to 13).

Unit 1: Textual Comprehensive Question as per list in each chapter. 20 Marks

**Unit 2: Short notes on the significance aspects of the lives of
Celebrities mentioned in the text.**

20 Marks

Unit 3: Vocabulary

20 Marks

1. One word substitute for phrases & clauses
2. Words often confused.

Prescribed Grammar: (On temporary English Grammar Structures and
Composition) David Green.

Chapter XLI Pg. 275

Chapter XLII Pg. 281

Unit 4: Composition

20 Marks

1. Report Writing (theory & practical)
(For Examination only practical to be asked i.e. Report on Certain matter.)
2. Application Letter (Resume).

Unit 5:

20 Marks

1. Technical Proposals - 10
2. Making Presentation - 10

Recommended Reading:

- **Business Communication**
M.K. Sengal – Vandana Khetarpal, Excel Books, New Delhi, Rs. 295/-.
- **Business Communication**
Amrik Singh Sudan & N. Kumar, Anmol Publications Pvt. Ltd.,
New Delhi 2003, Rs. 400/-.
- **The Essence of Effective Communication**
Ron Fudlow & Fergus Panton, Practical – Hall of India,
New Delhi 2000, Rs. 75/-.
- **Communication Effectively**
Beryl Williams, B.A., Sterling Publishers Pvt. Ltd.,
New Delhi 1977, Rs. 45/-.
- **Effective Communication Skills**
Omkar N. Koul, Kumar K. Sharma, Creative New Delhi 1995,
Rs.187/-.

Note: - The Examination format will be submitted by the Boards.