



**Shri Shivaji Education Society, Amravati's  
Dr.H.N.Sinha Arts and Commerce College, Patur Dist. Akola**



**DEPARTMENT OF ENGLISH**

**WELCOMES YOU!!**

**Subject: English**

**Class: B.Com.I (Semester I & II)**

**Name of Teacher: Dr.C.N.Rathod**

**Semester One**  
**Unit 1 : Prose Section**

<b>01</b>	<b>Commerce Education: Key to Prosperity and Security: Manjushree Sardeshpande</b>
<b>02</b>	<b>Dhirubhai Ambani</b>
<b>03</b>	<b>A.R.Rahman</b>
<b>04</b>	<b>The Romance of a Busy Broker: O.Henry</b>

**Semester One**  
**Unit 2 : Poetry Section**

**01 Stay Calm: Grenville Kleiser**

**02 All the World's a Stage: William Shakespeare**

**03 Trees: Joyce Kilmer**

**04 Bright Star, Would I Were as Steadfast as Thou Art:  
John Keats**

**Semester One**  
**Unit 3 : Grammar Section**

**01**

**Articles**

**02**

**Parts of Speech**

**03**

**Word Formation**

**Semester One**  
**Unit 4 : Communication & Writing Skill Section**

**01 Letter Writing**

**02 Report Writing**

**03 Curricula Vitae**

**Semester One**  
**Unit 5 : Soft Skills Section**

<b>01</b>	<b>Critical, Creative and Positive Thinking</b>
<b>02</b>	<b>Building Relationship Skills</b>
<b>03</b>	<b>Problem-Solving Skills</b>

**Thanks!!**

**Semester Two**  
**Unit I : Prose Section**

**01**     **Sudha Murty**

**02**     **Devender Pal Singh**

**03**     **Jadav Payeng**

**04**     **Spoken English & Broken English: G.B.Shaw**

**Semester Two**  
**Unit 2 : Prose Section**

**01**    **Why a Start-up Needs to Find its Customers First**

**02**    **Rahul Bajaj**

**03**    **Sreelakshmi Suresh**

**04**    **The Eyes Are Not Here: Ruskin Bond**



**Semester Two**  
**Unit 3 : Grammar Section**

**01**    **Tenses**

**02**    **Voice**

**03**    **Narration**

**Semester Two**  
**Unit 4 : Communication and Writing Skills**  
**Section**

**01**    **Notice**

**02**    **Agenda**

**03**    **Minutes**

**Semester Two**  
**Unit 5 : Employability Skills Section**

<b>01</b>	<b>Goal Setting</b>
<b>02</b>	<b>Presentation Skills</b>
<b>03</b>	<b>Time Management</b>

**Thanks!!**