

**Bachelor of Business Administration (BBA)
Scheme of Examination**

Subject Code	Papers	External Marks	Practical	Internal Marks	Total Marks	Duration
Semester –I						
BBA-101	Business Organisation	80		20	100	3 Hrs
BBA-102	Business Accounting	80		20	100	3 Hrs
BBA-103	Managerial Economics-I	80		20	100	3 Hrs
BBA-104	Business Mathematics-I	80		20	100	3 Hrs
BBA-105	Hindi/ English for foreign students and (Kashmiri students for the session 2012-13 only)	80		20	100	3 Hrs
BBA-106	Computer Fundamentals	50	30	20	100	3 Hrs
BBA-107	Seminar				50	

BBA- 105: English

A) ENGLISH

External Marks: 80

Internal Marks :20

Time: 3 Hrs.

A. Study of Text

Objectives: To enable the students to improve their intensive and extensive reading of English prose text (Essays and Stories) for comprehension of meaning and to write simple descriptions and narratives in effective functional English

Items:

1. Text book (Prescribed) (1): Developing English Skills edited by P.K. Thakur, S. D.Desai, and T. J. Purani (Bombay: Oxford University Press) (For intensive study).
2. Text-book (Prescribed) (2): Contemporary English Prose, edited by K.P.K. Menon (Madras: Oxford University Press) (Except Passages 5, 11 and 13) (For extensive Study).

B. Vocabulary and Sentence Formation

Objectives: To extend the students active and passive vocabulary and to give them greater familiarity with and Practice in using sentences to make meaningful utterances.

Items:

- 3 (a) Vocabulary
- (b) Sentence-formation

(Involving remediation of common errors in the use in relevant contexts of the definite and indefinite article, prepositions and tenses and of reported speech active/passive voice, relative clauses and questions).

(C) Written Communication

Objectives: To enables the students to take practice in writing English for Business use, employing their learning of usage under B above,

4. Paragraph writing (on topics of business interest)
5. Writing business letters arid application

Outline of Examinations

Question to be set on the various items as follows:

Q. 1. (On item I)

One question consisting of two part-question:-

(a) One question requiring the students to answer questions based on one of the two given paragraphs from the prescribed textbook (1).

(b) One question out of the two given comprising a set of five comprehension questions each, based on a whole passage in the short-answer questions appended to the passages in the textbook (1) of the same type (but not necessarily the same) as the short-answer questions appended to the passages in the textbook.

Q 2. (On item 2)

One question out of the two given requiring the students to describe the story or part thereof or some events, character, or to write on the moral or the title of the prescribed passages in the text book (2), of the same type as but not necessarily limited to the long-answer questions appended to the prescribed passages.

Q 3 (Consisting of Parts a and b)

On Item 3 (a)

One question requiring use in sentences often out of the given fifteen words and phrases limited to those treated of, in one form or another, under the head 'Word Study' in the notes appended to the passages of the text-book(1)

On Item 3 (b)

One question out of the given two of the same type as but not necessarily the same as the question given under the head 'Grammar' in the notes appended to the passages of the text-book. (1) (This question will be limited to the grammatical topics mentioned in Item 3 above, and to the manner in which they are treated of at different places in the notes appended to the various passages of the textbook (1).

Q. 4. (On Item 4)

One question requiring the students to write a cohesive and coherent paragraph of about 250 words on one out of the five given topics of business interest.

Q. 5 (On Item 5)

One question requiring writing of a business letter or application.

N.B. In answers to the questions of items 4 and 5 above due / credit to be given to the use of proper register of business, particularly its peculiar terminology.