

# SYLLABUS

**B.Com. PART—I (P.U.)  
PUNJABI (Compulsory)**

## SECOND SEMESTER

**Time Allowed : 3 Hours.**

**Max. Marks : 50 Marks**

**Written : 45 Marks**

**Internal Assessment : 05 Marks**

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|--------------------------------------|----------|
| 1. A Book of Punjabi                 | 20 Marks |
| 2. Business Correspondence : Letters | 10 Marks |
| 3. Punctuation                       | 05 Marks |
| 4. Business Advertisement            | 05 Marks |
| 5. Business Vocabulary               | 05 Marks |

### Courses :

- Galley Chikkarh Door Ghar (Autobiography) by Dr. S.S.Wanjara Bedi.  
Publishers : Kasturi Lal & Sons, Amritsar-Jalandhar.  
Chapters 7 to 12.
- List of words of Business Vocabulary attached (I to Z)

### Themes and Units :

- Two questions from the book Galley Chikkarh Door Ghar.  
(With internal choice) 6 + 6 = 12 Marks
- Short answer question (4 out of 6) 2 × 4 = 08 Marks
- Business Correspondence : Letters 10 Marks
- Punctuation 05 Marks
- Business Advertisement (Punjabi) 05 Marks
- Business Vocabulary 05 Marks