

Business Communication**Theory Credits:3****Lab Credits:0**Objective:

Expand vocabulary through wide reading, word study, and discussion. Apply grammar and language conventions to access and communicate information and ideas. Initiate development of oral and written comprehension. Students will apply these skills to everyday life situations. Understand the power of both verbal and nonverbal communication, improve and apply their communication skills to achieve desired outcomes, appreciate the role of communication in building long-term business relationships, develop and deliver an effective presentation, conduct and participate in meetings effectively, understand how to work in diverse teams, communicate better with people from different cultures & use specific tactics and strategies to improve negotiation skills.

Sr. No.	Topic Name	No. Of Hrs.
01.	Written Communication	
	Grammar: Nouns, Pronouns, Adjectives, Adverbs, Prepositions & Conjunctions and tenses.	[15]
	Sentences: Simple, Compound and Complex	[08]
	Voice: Active and Passive	[08]
	Report Writing: Formatting, Style	[7]
	Letter Writing: Business Letters, Applications, Comprehensions	[7]
	Total	[45]