Course Code: BMGT E1075

Title: English for Business Communication

Aim: To develop knowledge in English language for excellent written and spoken command and communication.

Learning Outcomes: On completion of this course unit, students should be able to:

- develop the ability for increased command of English language especially in business communication.
- demonstrate competence in reading reference material.
- develop the ability to listen and comprehend the spoken word.
- learn how the language knowledge can be freely and confidently utilized in every social situation and business/official matters.
- learn language skills necessary to attend to the business/official correspondence.
- demonstrate ability of writing essay type answers to, questions on Commerce and Management.

Content:
Grammar; Tenses, Parts of speech & word formation, Sentence structures, Direct & indirect speech, Phrases, Idioms & proverbs. Summary; Summarizing speeches, Articles, Letters, Paragraphs, Reports. Letter Writing; Personal & informal, Formal & official, Social, Memorandums. Report Writing; Reporting incidents, Meetings, Presentation of performances of various functions-i.e.-production, Functions within factories & work sites, Feasibility reports, Sales reports. Comprehension; Articles from News papers & Magazines, Reports Advertisements & Notices, Dialogues, Prose Passages. Essay; Expression of views on important issues, Topics of current interest.

Scheme of Evaluation:
Examination, Assignments.
Method of Teaching and learning:
Lectures, Seminars

Recommended Readings:
