

PROGRAM	Bachelors Of Commerce / Bachelors Of Commerce(Hons)
SEMESTER	III
COURSE TITLE	Business Correspondence
COURSE CODE	04BC0309
COURSE CREDITS	02
COURSE DURATION	24 Hrs (48 sessions of 60 minutes each)

COURSE OUTCOMES:

- Understand the importance of Business Communication in the professional life
- Analyze the situation and make the relevant phrases in accordance with that
- Understand communication jargons used in formal communication and reciprocate to them
- Develop various business writing skills
- Draft meeting related documents

Teaching and Examination Scheme

Teaching Scheme (Hours)			Credits	Internal Marks (50%)		End-Semester Examination (50%)			Total Marks
Theory	Tutorial	Practical		IA	CSE	Theory	Practical/Viva	Term Work (TW)	
2	0	0	2	30	20	50	0	0	100

Course Contents:

Unit No	Unit / Sub Unit	Sessions
I	COMMUNICATION, SENTENCE TYPES AND WORD POWER 1.COMMUNICATION Process and Types of Communication – Network in Communication- Characteristics of Effective Communication – Barriers to Communication 2. SENTENCE TYPES AND WORD POWER Types of Sentences- Active Voice and Passive Voice – Direct and Indirect Speech - Vocabulary	10
II	COMPREHENSION PASSAGES Goals – Strategies for attempting Comprehension Passages (How to improve Reading Speed, Tips, Vocabulary Enhancement),	6
III	WRITING SKILLS	8

	<p>NOTE MAKING: Advantages of Note Making – Strategies for Effective Note-Making – Note Making and Note Taking – Styles of Note Making – Abbreviations/Acronyms/Symbols</p> <p>Business letter writing (Inquiry letter, complaint letter, response to complain letter, order letter), Circular, Memos, Meetings (Introduction – Requisites for a Meeting – Need for an Agenda – Minutes of a Meeting – Action Taken Report (ATR) – Exercise)</p>	
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SUGGESTED READINGS:

Text Books:

Sr. No	Author/s	Name of the Book	Publisher	Edition & Year of Publication
T-01	Dr. C. B. Gupta	Business Correspondence & Reporting	Taxmann	2018
T-02	Minakshi Raman & Prakash Singh	Business Communication	Oxford	2 nd Edition

Reference Books:

Sr. No	Author/s	Name of the Book	Publisher	Edition and Year of Publication
R-01	CA G. Sekar & CA B. Saravana Prasath	Business Correspondence and Reporting	Padhuka	2018
R-02	Board of Studies, ICAI	Study Material for Business Correspondence	Board of Studies, ICAI	2018