
BUSINESS COMMUNICATION – I

Unit 1: Nature and process of communication types and forms	(1L)
Unit 2: Types of business letters sending quotations, placing orders	(2L)
Unit 3: Sales letters, writing of notices of annual general meetings	(2L)
Unit 4: Drafting of minutes	(1L)
Unit 5: Writing of job application letters, preparing the resume	(1L)
Unit 6: Notices of clubs and societies	(1L)
Unit 7: Unseen precis writing	(1L)
Unit 8: Unseen substance writing with a critical note prose passages only.	(1L)

References:

1. Bonee and Thill – Business Communication Essentials
2. Wren and Martin
3. Commercial English – K K Sinha
4. Shirley Taylor – Communication for Business
5. Secretarial Practice – S Sengupta
6. Dona Young – Foundations of Business Communication
7. Mastering Business English – Orient Longman