

**BUSINESS COMMUNICATION – I**

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

**References:**

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