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**BUSINESS COMMUNICATION – II**

<b>Unit 1:</b> Common errors of English tense and prepositions	<b>(1L)</b>
<b>Unit 2:</b> Synonyms and antonyms identical words	<b>(2L)</b>
<b>Unit 3:</b> Words confused and misspelt	<b>(1L)</b>
<b>Unit 4:</b> Writing of advertisements, press release	<b>(1L)</b>
<b>Unit 5:</b> Writing of tenders	<b>(1L)</b>
<b>Unit 6:</b> Writing in more professional language	<b>(1L)</b>
<b>Unit 7:</b> Writing of commercial reports	<b>(1L)</b>
<b>Unit 8:</b> Meetings and types and definition of meetings, agenda, quorum, minutes	<b>(1L)</b>
<b>Unit 9:</b> Some more types of business letters	<b>(1L)</b>

**References:**

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