

(HS-202) - Business Communication

Course Outline:

Theory:

- 1. Essay Writing and 7C's of Communication**
 1. Kinds of Essays
 2. Ways to Develop a Proper Beginning, Middle and Ending of Essay
 3. 7C's of Communication
- 2. Use of Library and Internet Resources**
 1. Defining "The Library" and "The Internet"
 2. Researching in the library
 3. Researching on the internet
- 3. Correction of Sentences and Question Tags**
 1. General rules of correction
 2. Examples
 3. Uses and Forms of Question Tags
 4. Procedure adding a Question Tag
- 4. Précis Writing**
 1. Rules for Précis Writing
 2. Examples
- 5. Verbal Communication: Strategies and Activities**
 1. Group Discussions
 2. Brainstorming
 3. Interviewing
 4. Creating a Newscast
- 6. Paraphrasing**
 1. Introduction
 2. Uses of Paraphrasing
 3. Characteristics of a good Paraphrase
 4. Method of procedure
 5. Specimens
- 7. Report Writing**
 1. Importance of Reports;
 2. Guidelines for Informal Report Writing;
 3. Informal Report Writing Practice sessions
- 8. Curricula Vitae:**
 1. Introduction
 2. General Format
 3. Types of CV'
 4. Template for CV
 5. Optional Features
 6. Sample CV
- 9. Minutes of Meeting**
 1. Introduction
 2. Meeting minutes Format
 3. Common Problems while taking Minutes of a Meeting
 4. Solution of Problems
 5. Sample Minutes of a Meeting
- 10. Writing Memorandum**
 1. Introduction
 2. Audience and Purpose
 3. Format
 4. Sample Memo

11. Resume Writing

1. What is Resume
2. Kinds of Resume
3. Role of a Resume

12. Job Application Materials

1. Job Application Letter, Acceptance, Follow-up, and Recommendation Letters
2. Examples and Practice Sessions
3. Planning the Resume and Letter

13. Presentations Skills

1. Individual & Group Presentation
2. Teaching Presentation as a Skill
3. Project Work on Power Point Presentations

Suggested Teaching Methodology:

- Lecturing
- Written Assignments Report Writing

Suggested Assessment:

Theory (100%)

- Sessional (20%)
- Quiz (12%)
- Assignment (8%)
- Midterm (30%)
- Final Term (50%)

Recommended Text and Reference Books:

1. Exploring The World Of English, Sadat Ali Shah
 2. High School English Grammar & Composition P. C. Wren & H. Martin
 3. Practical English Grammar by A. J. Thomson and A. V. Martinet. Exercises Third edition. Oxford University Press 1986. ISBN 0 19 431350 6.
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