

Subject Code: 106

Subject Name: Business English & Principles of Communication

Unit-1 **20 hrs**

Writing Skills ,Letter Writing- Structure, Format, Types of Letters

Report Writing- Structure , Format, Specimen Business Report Notices,

Noting & Drafting

Unit II **5 hr**

Grammar Structure

Unit III **10 hrs**

Communication Skills

Unit IV **5 hrs**

Case Studies and role Plays

Unit V **10 hrs**

Presentation Skills

Unit VI **5 hrs**

Group Discussion

Unit VII **5 hrs**

Reading Comprehension