

Rashtriya Shikshan Sanstha's
Swami Vivekanand Night College of Arts and
Commerce
Dombivli – 421201

COURSE OUTCOMES

Academic Year: 2016-17

Department: English

Class: F.Y.B.Com

Name of the Course: Business Communication

Course Code: Semester II UBCOMFSII.4

| Business Communication – Paper II | | |
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| Topics | Course Outcomes | Teaching Methods |
| Unit 1: Group Communication | <ol style="list-style-type: none">1. The students develop awareness about the complexity of communication in a dynamic business environment.2. They develop effective oral, written and listening skills required in business arena.3. They also demonstrate the effective use of communication technology. | <ol style="list-style-type: none">1. Chalk and talk.2. Explanation on selected grammar topics and revision.3. PPTs4. Class tests.5. Home assignments.6. e-Resources |
| Unit 2: Public Relations | | |
| Unit 3: Business Correspondence | | |
| Unit 4: Report Writing | | |
| Unit 5: Language and Writing Skills | | |