

**Rashtriya Shikshan Sanstha's
Swami Vivekanand Night College of Arts and
Commerce**

Dombivli – 421201

COURSE OUTCOMES

Academic Year: 2016-17

Department: English

Class: S.Y.B.A.

Name of the Course: Business Communication (Applied Component)

Business Communication – Paper II		
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		

