

Course Code: BMGT E1075

Title: English for Business Communication

Aim: *To develop knowledge in English language for excellent written and spoken command and communication.*

Learning Outcomes: *On completion of this course unit, students should be able to;*

- develop the ability for increased command of English language especially in business communication.
- demonstrate competence in reading reference material.
- develop the ability to listen and comprehend the spoken word.
- learn how the language knowledge can be freely and confidently utilized in every social situation and business/ official matters.
- learn language skills necessary to attend to the business/ official correspondence.
- demonstrate ability of writing essay type answers to, questions on Commerce and Management.

Content:

Grammar; Tenses, Parts of speech & word formation, Sentence structures, Direct & indirect speech, Phrases, Idioms & proverbs. Summary; Summarizing speeches, Articles, Letters, Paragraphs, Reports. Letter Writing; Personal & informal, Formal & official, Social, Memorandums. Report Writing; Reporting incidents, Meetings, Presentation of performances of various functions-i.e.-production, Functions within factories & work sites, Feasibility reports, Sales reports. Comprehension; Articles from News papers & Magazines, Reports Advertisements & Notices, Dialogues, Prose Passages. Essay; Expression of views on important issues, Topics of current interest.

Scheme of Evaluation:

Examination , Assignments.

Method of Teaching and learning:

Lectures, Seminars

Recommended Readings :

Chapman, L.R.H (1993). *English Grammar and Exercises*. Longman.

Raymond, Murphy. (2000). *Essential English Grammar*. Cambridge University Press.

Wren and Martin. (1996). *High School English Grammar and Composition*. S.Chand and Co. Ltd.