

**SHETH N.K.T.T. COLLEGE OF COMMERCE &
SHETH J.T.T. COLLEGE OF ARTS, THANE (WEST)**

Name of the course- Business Communications

Course Objectives-

The objectives of this course are:

- a) To provide an idea about importance and effectiveness of Business Communication.
- b) To put in use the basics of English in Business communication
- c) To provide an outline about effective Organizational Communication.
- d) To understand the Barriers in Business communication and evolve means to overcome them
- e) To impart the correct practices for Effective Business writing.

Expected Course Outcomes-

On completion of this course, the students will be able -

To be familiar with the complete course outline/Course Objectives/Learning Outcomes/ Evaluation Pattern & Assignments

To demonstrate his/her ability to write error free while making an optimum use of correct Business Vocabulary & Grammar.

- 1.To distinguish among various levels of organizational communication and communication barriers while developing an understanding of Communication as a process in an organization.
- 2.To draft effective business correspondence with brevity and clarity.
- 3.To stimulate their Critical thinking and learning to design creative writing material.
- 4.To demonstrate his/her verbal and non-verbal communication ability through presentations.
5. To be able to employ and incorporate modern technology with basic methods of Communication.

Name of the course- Communication skills in English

Course Objectives-

The objectives of this course are:

- a) To provide an idea about importance and Prerequisites to Communication skills in English.
- b) To put in use the basic mechanics of punctuation and Grammar in communication.
- c) To provide an outline for basics of Communication.
- d) To overcome the problems of communicating in English faced by vernacular learners.

Expected Course Outcomes-

On completion of this course, the students will be able -

To be familiar with the complete course outline/Course Objectives/Learning Outcomes/ Evaluation Pattern & Assignments

To demonstrate his/her ability to write to a great extent in an error free manner while making an optimum use of correct Vocabulary & Grammar.

To draft effectively basic correspondence with clarity.

To develop clear and lucid writing skills.

To be able to communicate in English to a great extent and be able to apply critical thinking skills.