

ITEM	
1. Title of subject	BASIC BUSINESS ENGLISH
2. Subject code	DBA104
3. Status of subject	Compulsory
4. Stage	Year 1
5. Credit Hours	Four (4)
6. Pre-Requisite	None
7. Assessment	Course Work : 30% Test 10% Assignment 10 % Presentation 10 %  Final Examination : 70%
8. Semester	Semester 1
9. Objective of subject	To enable students to: Use written English in a variety of business situations Present a variety of data in both written and graphical form Understand the principles of business communication Appreciate common barriers to clear communication and how to overcome them Keep abreast developments in communications technology Draft all the usual forms of business correspondence from given data
10. Synopsis of subject	To understand the principles of communication and the different forms of communication that are necessary in any organization. To appreciate and apply Business Communication principles and communication procedures effectively for improved coordination in organizations.

11. Details of subject	Contents	Hours
Week 1	<p>Topic: Introduction to the parts of speech Tense sequence Passive forms</p> <p>Learning Outcomes: After completing the unit, the students should be able to :</p> <ol style="list-style-type: none"> <li>1. Differentiate and use different parts of speech in constructing sentences on their own.</li> <li>2. To distinguish the differences between simple present and present continuous, simple past and present perfect and present perfect continuous.</li> <li>3. To construct sentences using the passive forms.</li> </ol> <p>Activity: Tense exercises Exercise to understand the passive forms</p> <p>Further reading for this lesson: Exercise from 'Understanding the Basic English' By Betty Azar</p>	4
Week 2	<p>Topic: Passive Forms</p> <p>Learning Outcomes: After completing this unit, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Use the passive form in a variety of situations.</li> <li>2. Differentiate passive forms from active forms.</li> </ol> <p>Activity: Grammar activities Students do exercises</p> <p>Further reading for this lesson: Handouts and work sheets on passive forms</p>	4
Week 3	<p>Topic: Word Formation Sentence Variety</p> <p>Learning Outcomes: After completing the unit, the students should be able to:</p> <ol style="list-style-type: none"> <li>1. Learn how to form words and build vocabulary</li> <li>2. Also learn the three types of sentences and the transformation of those sentences.</li> </ol> <p>Activity: Students are taught to form as many words as possible from root words. Three main types of sentences and its structures are discussed.</p> <p>Further reading for this lesson: Students are given practice on transformation of the sentences.</p>	4
Week 4	<p>Topic: Note Making Summarizing</p> <p>Learning Outcomes: After completing the unit, the students should be able to:</p> <ol style="list-style-type: none"> <li>1. Identify the important points and details from a reading text</li> </ol>	4

	<p>Activity: Students are given guidelines</p> <p>Few small passages are given and students are asked to summarize them in one or two sentences.</p> <p>Big passages are discussed and students are asked to highlight the relevant lines, phrases and words. Students write the summary of these passages</p> <p>Further reading for this lesson: Passages are given and students summarize them into one third of its original length.</p>	
Week 5	<p>Topic: Reading Comprehension</p> <p>Learning Outcomes: 1. Students learn the skills of scanning and skimming the passages and answering the questions.</p> <p>Activity: Passages are brought to class room, discussed, scanned,skimmed and questions are answered.</p> <p>Further reading for this lesson: Many more passages are given and students do the exercise and learn new vocabulary.</p>	4
Week 6	<p>Topic: Reading Comprehension</p> <p>Learning Outcomes: 1. Students learn the skills of scanning and skimming and were also taught to look for contextual clues before they answer the questions</p> <p>Activity: Passages are brought to class room, discussed, scanned, skimmed and questions are answered.</p> <p>Further reading for this lesson: Students discuss passages and come out with their own opinion on the subject of the passages.</p>	4
Week 7	<p>Topic: Business Letters</p> <p>Learning Outcomes:  <ul style="list-style-type: none"> <li>■ To learn the basic form of the Business Letters</li> <li>■ Students also learn different styles, tones and purposes of the letters.</li> </ul> </p> <p>Activity: Basic format of the letter is discussed. The parts of letter Do and don't are discussed</p> <p>Further reading for this lesson: Situations are given and the students write letters based on situations.</p>	4

<p>Week 8</p>	<p>Topic: Business Letters</p> <hr/> <p>Learning Outcomes:  <span style="color: #c00000;">■</span> To learn the different styles, purpose and the tones of the letters.</p> <hr/> <p>Activity: Many types of letters are discussed.</p> <hr/> <p>Further reading for this lesson: Exercises on letter writing are done by the students and discussed by the lecturer.</p>	<p>4</p>
<p>Week 9</p>	<p>Topic: Letter of application Resume writing</p> <hr/> <p>Learning Outcomes:  <span style="color: #c00000;">■</span> To learn the format and the tone of job application letter and resume.</p> <hr/> <p>Activity: Students are given guidelines on the layout, tone and the line of argument.</p> <hr/> <p>Further reading for this lesson: Newspaper cutting of appointments from the local newspaper are given to students and students choose the ads and answer to the ads with their resume.</p>	<p>4</p>
<p>Week 10</p>	<p>Topic: Letter of complaint Letter of Adjustment Letter of Enquiry</p> <hr/> <p>Learning Outcomes:  <span style="color: #c00000;">■</span> Students learn to write the complaint letter, enquiry letter and reply to both.</p> <hr/> <p>Activity: Students are given the guidelines for the complaint letter. Format of the letter is discussed. Dos and don'ts are given.</p> <hr/> <p>Further reading for this lesson: Handouts of complaint letters with blanks are distributed and students fill the blanks with suitable vocabulary.</p>	<p>4</p>
<p>Week 11</p>	<p>Topic: Letter Of Complaint Letter of Adjustment Letter of Enquiry</p> <hr/> <p>Learning Outcomes:  <span style="color: #c00000;">■</span> Students learn to write the complaint letter, enquiry letter and reply to both.</p>	

	<p>Activity: How to reply to a complaint is discussed. A bad version of an adjustment letter is given and students are asked to revise it.</p>	
	<p>Further reading for this lesson: More exercises are done. More situations are given and students write letters on these situations.</p>	
Week 12	<p>Topic: Report Writing</p>	4
	<p>Learning Outcomes:  <ul style="list-style-type: none"> <li>■ Students learn the kinds of reports, types of reports and the format of the report.</li> </ul> </p>	
	<p>Activity: Lecturer discuss: What is the report? Why are reports written?</p>	
	<p>Further reading for this lesson: Model reports are distributed and discussed</p>	
Week 13	<p>Topic: Report Writing</p>	4
	<p>Learning Outcomes:  <ul style="list-style-type: none"> <li>■ Students learn the kinds of reports, types of reports and the format of the report.</li> </ul> </p>	
	<p>Activity: Parts of reports and the functions of the parts. Guideline to write a report.</p>	
	<p>Further reading for this lesson: Students are given handouts on different parts of the report exercise.</p>	
Week 14	<p>Topic: Oral Presentation</p>	4
	<p>Learning Outcomes:  <ul style="list-style-type: none"> <li>■ Students learn to make outline for their presentation, to use visuals for their presentation and to make effective presentation.</li> </ul> </p>	
	<p>Activity: Guidelines for the presentation are given. Students are assigned short topics and are asked to prepare and present them before the class.</p>	
	<p>Further reading for this lesson: Students listen to speeches and also practice on the topics of their own choice.</p>	
	Total	56
12. Text	Compulsory	No text is prescribed for this course.

	Reference	Main reference : Communication For Business By Woolcott L.A and Urwin W.R.  Additional Reference : Modern Business Correspondence by Gart side  Mastering Business Communication by Woolcott L.A and W.R.