

Business Communication Syllabus
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Week/Module	Topics
Week 0	<ul style="list-style-type: none"> • Demo Video • Welcome to the course • Course Schedule- Language Diagnostic Test) • Grading Policy • Exam Details • FAQ
Week 1: Listening Part 1	<ul style="list-style-type: none"> • Weekly Overview • Introduction to Listening • Importance of Listening • Types of Listening • Group Discussion • Summary • Weekend Assessment
Week 2: Listening Part 2	<ul style="list-style-type: none"> • Weekly Overview • Summarising Business talk • News analysis & Public Speech critique • Ways to enhance Listening skills • Case study and Present Trends • Summary • Doubt Clarification Live Session (Every Fortnight) • Weekend Assessment
Week 3: Speaking Part 1	<ul style="list-style-type: none"> • Weekly overview • Introduction to Speaking Skills, Basic Principles of Effective Speaking • Introduce yourself/ Your Company/ Colleague/Friend • Academic Speaking • Oral Presentation and Etiquette • Summary • Weekend Assessment • Week Three Feedback

<p>Week 4: Speaking Part 2</p>	<ul style="list-style-type: none"> • Weekly Overview • Telephone Conversation • Impromptu Speaking and Public Speaking • Ways to Improve Speaking Skills • Case Study and Present Trends • Summary • Doubt Clarification Live Session • Weekend Assessment
<p>Week 5: Reading Part 1</p>	<ul style="list-style-type: none"> • Weekly Overview • Introduction to Reading Skills • Types of Reading • Reading Comprehension • Reading a Business Newspaper • Summary • Weekend Assessment
<p>Week 6: Reading Part 2</p>	<ul style="list-style-type: none"> • Weekly Overview • Reading a Business Website • Reading a Business Blog • Ways to Enhance Reading Skills • Case Study and Present Trends • Summary • Doubt Clarification Live Session • Weekend Assessment
<p>Week 7 Writing Part 1</p>	<ul style="list-style-type: none"> • Weekly Overview • Introduction to Writing Skills • Email writing and responding • Resume/Curriculum Vitae • Cover Letter/Job application+ Formal Letters • Weekend Assessment
<p>Week 8 Writing Part 2</p>	<ul style="list-style-type: none"> • Weekly Overview • Project Report + Precise Writing • PPT + Memos • Business Proposal • Case Study and Present Trends • Doubt Clarification Live Session • Weekend Assessment



Final Exam Details:

If you wish to obtain a certificate, you must register and take the proctored exam in person at one of the designated exam centres. The registration URL will be announced when the registration form is open. To obtain the certification, you need to fill out the online registration form and pay the exam fee. More details will be provided when the exam registration form is published, including any potential changes. For further information on the exam locations and the conditions associated with filling out the form, please refer to the form.

Grading Policy:

Assessment Type	Weightage
Weekend Assessment	25%
Final Exam	75%

Certificate Eligibility:

- 40% marks and above in Mid Term & End Term
- 40% marks and above in the final proctored exam

Disclaimer: In order to be eligible for the certificate, you must register for enrolment and exams using the same email ID. If different email IDs are used, you will not be considered eligible for the certificate.