

BUSINESS COMMUNICATION

(VALUE ADDED COURSE)

2017-2018

SUMMARY REPORT

Name of the Course: BUSINESS COMMUNICATION

Course Code: VENGBC002

Offering Body: Department of English

No: of students who opted the course: 24

Batch, class and year to which the course was offered:

Batch	Class	Year
2017-2019	M.COM	I st Year

Duration of the course: 30 Hours

Topics Covered:

Writing skills, Presentation etiquettes, Group discussion and interviews



CAMPUS

Kottukulam Hills, Pathamuttom P. O., Kottayam – 686 532, Kerala | Tel: +91 481 2433787 | scas@saintgits.org

CORPORATE OFFICE

III Floor, Unity Building, K. K. Road, Kottayam – 686 002, Kerala | Tel: +91 481 2584330, 2300365 | mail@saintgits.org

www.saintgits.org

Resource materials, Teaching Methodology:

Worksheets, business letters, resume, e-mails

Lecture, group discussions, interviews

Outcome of the course:

After the completion of the course, the students are able to:

- Enhance confidence
- Familiarize business context
- Develop presentation skills

Prepared by,



VAC Coordinator



Approved by,



Principal

Dr. K. K. John
Principal

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