



(Shri Ramkrishna Seva Mandal's)
ANAND COMMERCE COLLEGE

An Autonomous College (2025-26 to 2034-35)

(Affiliated to Sardar Patel University)

NAAC ACCREDITED 'A' GRADE (3.04 CGPA)

ISO 9001:2015

Syllabus as per NEP 2020 with effect from the Academic Year 2025-26



Bachelor of Commerce
B COM Semester – I

Course Code	UC01AECOM01	Title of the Course	Business Communication Skills I
Total Credit of Course	02	Hours Per Week	02

Course Objectives	<ol style="list-style-type: none">1. To motivate the students to comprehend effectively and learn reading skills.2. To develop analytical and reasoning skills in students to help them to understand basic components of English Grammar.3. To enhance the ability of students to communicate effectively for business purpose.
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Unit	Description	Weightage
1.	Text Anthology of short stories, Cambridge University Press 1 The weed – Amrita Pritam 2 A shadow - R K Narayan 3 Arjun - Mahasweta Devi	35%
2.	Grammar <ul style="list-style-type: none">• Tense- Simple Present, Simple Past, Simple future, Continuous Present, Continuous Past, Continuous future, Perfect Present, Perfect Past, Perfect future• Subject Verb Agreement• A set of 25 words (1. Access, Excess, 2. Bale, Bail, 3. Cartoon, Carton, 4. Cloth, Clothes, 5. Cite, Sight, 6. Deer, Dear ,7. Deficit, Defeat, 8. Fair, Fare, 9. Human, Humane, 10. Loose, Lose, 11. main, mane, 12. Passed, past, 13, Proceed, Precede, 14. Successful, Successive, 15. team, teem, 16. trail, trial, 17. Vain, Vein, Wane, 18 Waist, waste, 19. wear, ware, 20 weather, whether. 21.adapt, adopt 22. accident, incident 23. abstain, refrain, 24. admit, confess 25. decease, disease)	35%
3.	Effective Business Writing <ul style="list-style-type: none">• Structure/Format/Layout of a business letter• Regular parts - (Letterhead, Date, Inside Address, Salutation, Body of the Letter, Complimentary Close, Signature)• Occasional parts - (Reference No., Attention line, Carbon copy notation, Identification mark, Enclosures)	30%

Teaching – Learning Methodology	Learner-centered Instructional methods, Direct method Quiz, Group Discussion, Assignments Interactive sessions, seminars, visual presentations, Project based learning Use of e-resources, including films
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Internal and / or External Examination Evaluation

Evaluation and Exam Pattern			
Sr. No.	Details of Evaluation / Exam Pattern	50 Marks (%)	25 Marks (%)
1.	Class Test	15	10
2.	Quiz	15	5
3.	Active Learning	5	-
4.	Home Assignment	5	5
5.	Class Assignment	5	-
6.	Attendance	5	5
Total Internal (%)		50 (100%)	25 (100%)
Total External (%)		50 (100%)	25 (100%)

Course Outcomes: Having completed this course, the learner will be able to	
1.	Understand and practice the reading comprehension.
2.	Communicate effectively in oral and written communication.
3.	Express and apply basic concept of business communication in writing.

Suggested References	
Sr. No.	References
1	Rodrigues, M. V. (1992). Effective business communication. Concept Publishing House.
2	Mohan, K., & Banerji, M. (2000). Developing communication skills. Macmillan.
3	Doctor, R. A., & Doctor, A. H. (2009). Principles and practice of business communication (19th ed.). A. R. Sheth & Company.
4	Kaul, A. (2009). Business communication (21st impression). Prentice Hall of India Pvt Ltd.
5	Pal, R., & Korlahalli, J. S. (2013). Essentials of business communication (13th rev. & enl. ed.). Sultan Chand & Sons.
6	Kaul, A. (2015). Effective business communication (Economy ed.). Prentice Hall.
7	Macmillan. (2017). Gems of wisdom: An anthology of short stories.
8	Wren, P. C., & Martin, H. (2017). High school English grammar & composition (Rev. by N. D. V. Prasada Rao). S. Chand Publishing.
9	Rai, U. S., & Rai, S. M. (2019). Business communication (2nd rev. ed.). Himalaya Publishing House.

On-line resources to be used as and when required.

- Schramm's model of communication - Wikipedia
- https://www.brainkart.com/article/Business-Communication_37713/
- Tenses Chart With Examples, Rules, Usage • Englishan
- ALL PRESENT Verb Tenses: Simple, Progressive, Perfect and Perfect Continuous - English Speaking 360
- Business communication - Wikipedia



**Chairman
BOS of English
Anand Commerce College**



**Academic Coordinator
Anand Commerce College**



**Principal
Anand Commerce College**

