

MVAC 201: BUSINESS COMMUNICATION – II

Total Hours: 30

Course Objective:

To teach the participants strategies for improving academic reading and writing. Emphasis is placed on increasing fluency, deepening vocabulary, and refining academic language proficiency.

Course Contents:

Unit I:

10 Hours

Social Communication Skills: Small Talk; Conversational English; Appropriateness; Building rapport

Unit II:

10 Hours

Context Based Speaking: In general situations; In specific professional situations; Discussion and associated vocabulary; Simulations/Role Play

Unit III:


10 Hours

Professional Skills Presentations: Negotiations; Meetings; Telephony Skills

Text & References:

- Essential Telephoning in English, Garside/Garside, Cambridge
- Working in English, Jones, Cambridge
- Business Communication, Raman –Prakash, Oxford
- Speaking Personally, Porter-Ladousse, Cambridge
- Speaking Effectively, Jermy Comfort, et.al, Cambridge
- Business Communication, Raman –Prakash, Oxford


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