Course Name : Business Communication
Course Code : ENG302
Semester : 1st
Credit Hour : 03

Week 1
Sentence Structure

Week 2
Paragraph writing

Week 3
Essay Writing

Week 4
Assignment writing

Week 5
Introduction and importance of business communication

Week 6
Verbal and non-verbal communication + components of communication

Week 7
7 C’s of business communication

Week 8
7 C’s continued

Week 9
Communication through technology

Week 10
Memorandums and business letters

Week 11
Five planning steps

Week 12
Short and long report writing with special focus on its structure

Week 13
Meetings in detail

Week 14
Job application process (Resume + Cover letter)

Week 15
Successful preparation for job interview

Week 16
Revision and presentations

Recommend Book
Effective Business Communication
By; Hearta Morphy