

# **Business Communication**

## **Semester III**

### **Discipline - 2**

- 1. Introduction:** concept, Definition, Objectives, Network and Channels, Feedback, Models, Effective communication System.
- 2. Types of Communication:** Formal and Informal Communication, Group Discussion, Seminar, Effective Listening.
- 3. Tools of Communication:** Modern Techniques of Communication, e-mail, Fax, Video Conferencing.
- 4. Practice in Effective Communication:** Drafting of Notice and Circular, Writing of Commercial Letters, Report Writing.
- 5. Interviewing Skill:** Mock Interview, Writing of Resumes and Applications.