

## STAGE-1

### S-104 - BUSINESS ENGLISH

#### i. Introduction

Business English consists of the following three sections:

- English Grammar and Usage,
- Reading and Writing,
- Listening and Speaking.

#### ii. Objectives

This course enables students to:

- write and speak grammatically correct English,
- listen and comprehend various situations of business environment,

- develop their writing and speaking skills in different business situations.

#### iii. Outcomes

On completion of the course, students should be able to:

- know the correct use of grammar,
- listen, understand and speak English correctly and fluently,
- write business letters, pre'cis and reports correctly,
- give presentation on a given business situation effectively.

#### INDICATIVE GRID

SYLLABUS CONTENT AREA	WEIGHTAGE
<b>SECTION – A</b> 1. English Grammar and Usage	30%
<b>SECTION – B</b> 2. Reading and Writing	40%
<b>SECTION – C</b> 3. Listening and Speaking	30%
<b>Total</b>	<b>100%</b>

**Note:** The weightage shown against each section indicates, study time required for the topics in that section. This weightage does not necessarily specify the number of marks to be allocated to that section in the examination.

#### CONTENTS

##### SECTION – A

##### 1. English Grammar and Usage

Structure of a sentence, subject and predicate, correct use of articles, parts of speech; use of auxiliaries (can, could, shall, will, should, would, etc.); prepositions; tenses; direct and indirect narration; active and passive; prepositional combinations and verbal phrases, antonyms and synonyms, words often confused and misused, pairs of words, phrases and clauses; types of sentences; (affirmative/negative, interrogative, exclamatory, imperative), kinds of sentences, (simple, complex, compound), synthesis of sentences, punctuation.

##### SECTION – B

##### 2. Reading and Writing

Reading comprehension of paragraphs and articles.  
Writing essays; informal letters, report, and preics.

##### SECTION – C

##### 3. Listening and Speaking

In the class rooms, the students must be given different business situations for learning presentation skills and situations can be such as: talking about responsibilities at work, receiving visitors, seeking information, sales negotiations etc; participation in group discussions; expressing effectively in meetings and interviews; making effective presentation.

#### Recommended Books

CORE READINGS		
TITLE	AUTHOR	PUBLISHER
Mastering English Grammar	S. H. Burton	Macmillan Education Ltd., Houndmills, Basingstoke, Hampshire RG21 2XS and London.
Understanding and Using English Grammar	Betty Schramfer Azar	Pearson Longman ESL St. Laurent, Quebec Canada - H4S 1R3
English for Business Studies 3rd Edition	L. Gartside	Pitman Publishing Ltd., 128, Long Acre, London WC2E 9AN U.K.
Language Three & Four	Sadler Hayllar Powell	Macmillan Education, 627 Chapel Street, South Yarra, Victoria 3141.
ADDITIONAL READINGS		
A Quick English Reference	J.S. Hooper	Oxford University Press, Karachi.
High School English Grammar and Composition	P.C. Wren / H. Martin	S. Chand & Company Ltd 7361, Ram Nagar, New Delhi - 110055

**Note:** Teachers and students are encouraged to use authentic materials from newspapers, magazines and electronic media to develop reading, writing, listening and speaking skills.