

**DEPARTMENT OF ENGLISH**  
**KURUKSHETRA UNIVERSITY**  
**KURUKSHETRA**

**(Established by the State Legislature Act XII of 1956)**  
**(A+ Grade, NAAC Accredited)**

**Syllabus for**  
**Undergraduate Programme**

**Scheme : A**  
**Subject: Functional English**

**Under Multiple Entry-Exit, Internship and CBCS-LOCF**  
**in accordance with NEP-2020 w.e.f. 2025-26 (in phased**  
**manner)**

Session: 2025-26			
Name of Programme	B.A. General		
Semester	V		
Name of the Course	Business Communication-I		
Course Code	B23-EFE-501		
Course Type	CC-5		
Level of the course	300-399		
Pre-requisite for the course (if any)	Nil		
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	CLO 1: The Students will understand meaning and function of Business Communication. CLO 2: The Students will be able to write business letters. CLO 3: The Students will understand use of fax and scanning. CLO 4: The Students will learn to write CVs, make bookings, etc.		
Credits	Theory	Practical	Total
	3	1	4
Teaching Hours per week	3	2	5
Internal Assessment Marks	20	10	30
End Term Exam Marks	50	20	70
Max. Marks	70	30	100
Examination Time	3 hours	3 hours	
Part B- Contents of the Course			
<b>Instructions for Paper- Setter:</b>			
1. There will be five questions in all. Question No. 1 will be compulsory. Students will be required to attempt remaining 4 questions selecting at least one from each Unit. All questions will carry equal marks.			
2. Question No. 1 will be compulsory having 5 parts based on all the four Units.			
3. Question No 2 with internal choice will be based on Unit-I.			
4. Question No 3 with internal choice will be based on Unit-II.			
5. Question No 4 with internal choice will be based on Unit-III.			
6. Question No 5 with internal choice will be based on Unit-IV.			
Unit	Topics		Contact Hours
I	Definition, Scope and importance of Business Communication The communication Process: Sender, Message, Channel, Receiver, Feedback, Noise Types of Communication: Internal & External, Formal & Informal, Verbal and Non-Verbal		11
II	Business letters and faxes: different types of formats, address, opening and closing, subject, heading, sub-heading, numbering, etc.		11
III	Scanning letters and faxes for specific information, acquiring familiarity with abbreviations and phrases commonly used in business correspondence.		11
IV	Writing letters of application with curriculum vitae/ Resume; letters of invitation, reply to invitation, Enquiry, reference, arrangements, announcing forthcoming Events, products, visits, making bookings and arrangements for conferences, trade fairs, etc., complaints and replies to complaints, apologies, thanks.		12
Total Contact Hours			45
Practicals			Contact Hours

	Practical will be based on Unit-II, Unit-III and Unit-IV		30
Suggested Evaluation Methods			
Internal Assessment: 30		End Term Examination: 70	
➤ Theory	20	➤ Theory:	50
• Class Participation:	5	Written Examination	
• Seminar/presentation/assignment/quiz/class test etc.:	5		
• Mid-Term Exam:	10		
➤ Practicum	10	➤ Practicum	20
• Class Participation:	-	Lab record, Viva-Voce, write-up and execution of the practical	
• Seminar/Demonstration/Viva-voce/Lab records etc.:	10		
• Mid-Term Exam:	-		
Part C-Learning Resources			
Recommended Books/e-resources/LMS:			
1. Leo Jones and Richard Alexander: <i>International Business English</i> .			
2. Rohini Aggarwal: <i>Executive Communication</i> .			
3. <i>Business Writing: The Modular Way</i> , American Management Association, 135 West 50th Street, New York, 10020, 1992.			
4. Jasmine S. and S. Bright: <i>Business Letter Writing</i> , Universal, New Delhi, 1984.			
5. King, F.W. & Danneree: <i>Modern English Business Letters, Commercial Correspondence for Foreign Students</i> , Longman Group, London, 1993.			

Session: 2025-26			
Name of Programme	B.A. General		
Semester	VI		
Name of the Course	Business Communication-II		
Course Code	B23-EFE-601		
Course Type	CC-6		
Level of the course	300-399		
Pre-requisite for the course (if any)	Nil		
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	CLO 1:The Students will able to read reports. CLO 2:The Students will able to summarize main ideas of business. CLO 3: The Students will able to develop essay CLO 4: The Students will learn Precis Writing.		
Credits	Theory	Practical	Total
	3	1	4
Teaching Hours per week	3	2	5
Internal Assessment Marks	20	10	30
End Term Exam Marks	50	20	70
Max. Marks	70	30	100
Examination Time	3 hours	3 hours	
Part B- Contents of the Course			
<u>Instructions for Paper- Setter:</u>			
1. There will be five questions in all. Question No. 1 will be compulsory. Students will be required to attempt remaining 4 questions selecting at least one from each Unit. All questions will carry equal marks.			
2. Question No. 1 will be compulsory having 5 parts based on all the four Units.			
3. Question No 2 with internal choice will be based on Unit-I.			
4. Question No 3 with internal choice will be based on Unit-II.			
5. Question No 4 with internal choice will be based on Unit-III.			
6. Question No 5 with internal choice will be based on Unit-IV.			
Unit	Topics		Contact Hours
I	Independent reading of reports from business and finances Papers, reports on company performance, market surveys project Reports, reports of achievements in the world of business by Well-known business personalities, comparative progress of various Enterprises, etc.		11
II	Summarization of main ideas of business reports; using the vocabulary from business reports and consulting the Business English Dictionary.		11
III	Essay (dealing with current affairs/business world/descriptive).		11
IV	Précis Writing		12
Total Contact Hours			45
Practicals			Contact Hours
	Practical will be based on Unit-I and Unit-II		30
Suggested Evaluation Methods			
Internal Assessment: 30		End Term Examination: 70	
➤ Theory	20	➤ Theory:	50
• Class Participation:	5	Written Examination	
• Seminar/presentation/assignment/quiz/class test etc.:	5		
• Mid-Term Exam:	10		

➤ <b>Practicum</b>	<b>10</b>	➤ <b>Practicum</b>	<b>20</b>
• Class Participation:	-	Lab record, Viva-Voce, write-up and execution of the practical	
• Seminar/Demonstration/Viva-voce/Lab records etc.:	10		
• Mid-Term Exam:	-		
<b>Part C-Learning Resources</b>			
<b>Recommended Books/e-resources/LMS:</b>			
1. Doherty, M., Knapp L. & Swift: <i>Write for Business skills for Effective Report Writing in English</i> , Longman, London, 1987.			
2. Rohini Aggarwal: <i>Executive Communication</i> .			
3. A. Srinivasan: <i>Contemporary Essays and Problems</i> .			