Department of English
Course Outcomes (COs)

Class	Course	Course Outcomes
		After completion of these courses students will be able to:
B.Com. I	**English for Business Communication (Compulsory English)Semester. I & II Paper A and B**	1. Make Business Communication in English. 2. Send and report messages through telephonic Communication in English. 3. Use FAX Machine for Sending Messages in English. 4. Write E-mails in English. 5. Write Notices /Office Orders in English. 6. Write Circular Letters. 7. Prepare a C.V. and Write a Letter of Application. 8. Prepare Consumer Advertising in English. 9. Develop Business Communication, literary appreciation/competence among the students.
B.Com. II	**(Compulsory English)** **English for Business Communication** **Semester –III &IV** **Paper. C&D**	1 .Write English for Sales and Services 2. Make use of English for Banking Correspondence 3.Draft Business Reports in English 4. Speak English correctly. 5. Apply rules of grammar of English while he/she speaks. 6. Analyze prescribed short stories and poems. 7. Apply his/her knowledge of social communication in the corporate world. 8. Summarize passages of texts. 9. Write organized passages on various topics. 10. Explain skills required for business communication. 11. Analyze prescribed short stories and poems.

Course Outcomes (COs)

Class	Course	Course Outcomes
		After completion of these courses students will be able to:
B.Com. II	**(Compulsory English)** **English for Business Communication** **Semester –III &IV** **Paper. C&D**	1. Develop communication skills in English, both oral and written. 2. Explain language skills for use in their personal, academic and professional lives. 3. Developthe essential employability skills. 4. Develop ability to enter the job market with confidence and the ability to work effectively. 5. Learn and practice both language and soft skills. 6. Develop a broad outlook.