

Business English and Communication

Code: HU101

CREDITS: 4

This should cover general and technical writing, oral communications and listening skills: letter writing, technical report writing, and business communication.

Expression: Practical communication skill development, business presentation with multimedia, speaking skill, prepared speech, extempore speech

Reading skill: comprehension test

Writing: precise, technical/business letter, organisation of writing material, poster presentation, writing technical document, preparing software user manual, preparing project documentation.