

## BS (4 Years) for Affiliated Colleges



Code	Subject Title	Cr. Hrs	Semester
<b>BSCS-422</b>	<b>Business Writings</b>	<b>3</b>	<b>VIII</b>
Year	Discipline		
<b>4</b>	<b>Communication Studies</b>		

### Course Contents

Basic writing in organization: memos, Business letters, instructions, policies, regulations, evaluation reports, abstracts & press articles, newsletters, Brochures etc.

### Practical:

Each student will be required to write at least five for each of the above and submit the file at the end of semester for evaluation.

### Recommended Books

- Effective business communication, Harta A. Murphy, 7th E.d New York, 1997.
- Business Communications, David Nickson, Made Simple Books, Oxford, 1996.
- Excellence in Business Communication, John V. Thill and Cortland L. Bovee, McGraw Hill, 1991.
- Business English, Mary Ellen Guttey, Kent Publishing, 2nd Ed. 1986.
- Successful Business Writing, Marla Treece, Allyn & Bacionb Inc. Boston, 1980