

## **Course overview**

Business communication plays a vital role in modern time. Business communication the process of sharing information between employees within and outside a company. Business communication is essential for success and growth of every organization. By studying this course students will be able to acquire knowledge on communication, Communication model and feedback, Types of communication, Formal and informal communication, Report writing, Methods of communication, effective listening, Essentials of communication, Office management and developed skills on delivered effective presentation, interpersonal communication, listening, report writing and business letter.

### **Subject Outcome:**

After completion of this course, students will be able to

- Effective business communication.
- Developing and delivering effective presentations.
- Effective interpersonal communications.
- Good time management.
- Effective problem solving.
- Acquiring Knowledge of Information and Communication Technology.
- Effective business report writing