

SARDAR PATEL UNIVERSITY
Programme: BBA (International Business)
Semester: I
Syllabus with Effect from: JUNE 2014

Paper Code: UM01FBBB01	Total Credits: 3
Title Of Paper: Communication Skills for International Business – I	

Unit	Description in detail	Weightage (%)
	Objective : To develop basic communication skills in English.	
	Theory : Text: A short novel or a play (not more than 125 pages) (Unabridged)	
1	A. Text (Essay type questions) B. Text (Short notes)	
2	A. Grammar: Tenses, Modals, Voice B. Paragraph Writing: Expansion of an idea	
3	Vocabulary : Phrasal Verbs, Synonyms / Antonyms, Common Idioms, One Word Substitutes.	
4	Theories regarding International Business: (Theory Only) <ul style="list-style-type: none"> • Export Procedure & Documentation • Import Procedure & Documentation • Bills of lading, Bonded Warehouses, Indents, Pro forma Invoice, Banker's draft, Commission Agent. 	
	PRACTICAL : (Basic Language Skills)	
1	Listening Comprehension	25 %
2	Note Taking/ Note Making	25 %
3	Individual Speaking	25 %
4	Review Writing	25 %

Basic Text & Reference Books: -----

