

**SARDAR PATEL UNIVERSITY**  
**Programme: BBA (International Business)**  
**Semester: I**  
**(Effect from June, 2018)**

<b>Paper Code: UM01ABBB21</b>	<b>Total Credits: 3</b>
<b>Title Of Paper:</b> Communication Skills for International Business – I	

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

**Basic Text & Reference Books: -----**

- Practical English Grammar – A.J. Thomson & A.V. Martinet(ELBS)
- Contemporary English Grammar Structures & Compositions – David Greene (Macmillan)
- Essentials of Business Communication – Rajendra Pal and J.S. Korlahalli (Sultan Chand & Sons)

