

**Department of Finance and Banking**  
**Jatiya Kabi Kazi Nazrul Islam University**

**Course Code: FB 102**

**Course Title: Business English and Communication**

---

**Course Teacher:** Chandon Kumar Pal, Assistant Professor, Department of Finance and Banking.

**Class Schedule:** Monday (9:30am-10:50am) and Tuesday (9:30am-10:50am)

**Class Room Number:** 303

**Course Objective:** The course aims at making students familiar with some major operational areas of both formal and informal communication patterns of an organization and enhancing their communication skills.

Chapter (Text book)	Number of classes	Content
1	1	Communication in the workplace
2	2	Adaptation and the selection of words
3	1	Construction of clear sentences and paragraphs
4	1	Writing for effect
5	2	Introduction to messages and the writing process
6	2	Directness in good-news and neutral messages
7	1	Indirectness in bad-news messages
9	2	Strategies in the job search process
10	2	Basics of report writing
11	2	Report Structure
12	2	Long, formal report
16	2	Techniques of cross- cultural communication
18	2	Technology- enabled communication
Additional materials	5	Communication network, Cover letter, CV, Interviews, Business letter, Memo, Meeting minutes

**Required Text:** Basic Business Communication by Raymond V. Lesikar and Marie E. Flatley, International Edition (9<sup>th</sup> Edition).

**Reference Book:** Business Communication Essentials by Bovee and Thill, Latest Edition.

**Evaluation:**

First Midterm	10%
Second Midterm	10%
Assignment, Report and Presentation	10%
Attendance	10%
Final Examination	60%
Total	100%

**N.B.:**

1. No makeup midterm will be taken.
2. Additional materials will be provided in the class.
3. A formal report will have to prepare for this course.
4. A multimedia presentation will be held for each group.