

**UNIVERSITY OF CALCUTTA**  
**SYLLABUS OF COMMUNICATIVE ENGLISH**  
**(for BCom Students)**  
(with effect from 2017-2018)

**Unit 1: Writing Skill:** Common Grammatical Errors, Changing Sentences as per Given Instructions, Writing CVs, Official Correspondence, Circular, Agenda, Notice, Press Release, Report Writing about the proceedings of a seminar, Preparation of Official Reports.

**Unit 2: Business Communication:** Letter to Vender, Quotation, Query for Details of an Item, Reminder Letter, Newsletter, Newspaper Reports, Advertisements.

Correction: 1 x 5 = 5

Changing Sentences as per Given Instructions: 1 x 5 = 5

Business Letter (one out of two): 10 x 1 = 10

Writing CV (one out of two): 10 x 1 = 10

Circular / Agenda / Notice / Press Release (one out of two): 10 x 1 = 10

Letter to Vendor / Quotation / Newspaper Reports / Advertisement (one out of two): 10 x 1 = 10