**Course Communication Skills**

**Class BSIT Second Semester Evening**

**Instructor Najiba Fatima**

**Course Outline**

**1 Definition and Process of Business Communication**

**2 Verbal And Non-Verbal Communications**

**3 Effective Business Planning**

**4 Seven CS of Communication**

**5 Various Legal Aspects In Business Communication**

**6 Listening**

**7 Interviews**

**8 Memo Writing**

**9 Letter Writing**

**10 Report Writing**

**Quiz Assignments Presentation Are Included**