



# FAIRFIELD Institute of Management & Technology

(Affiliated to GGSIP University, New Delhi)



'A' Grade Institute by DHE, Govt. of NCT Delhi, Affiliated to GGSIP University Delhi and Approved by Bar Council of India & NCTE

BA.ECO (H): I- Semester

Business English-I

Exam Code: 107

**OBJECTIVE:** To enable professional undergraduate students to understand the importance of Business English in Economics.

## **QUESTIONS:**

- 1) Explain the business environment which affects the business communication.
- 2) What are the guidelines for effective Listening?
- 3) What do you mean by business letters? Explain the guidelines for writing effective business letter.
- 4) Highlight the principle of Oral Presentation.
- 5) Explain the importance of role play in business.

## **PROCEDURE:**

For completing the assignment students should refer to the books mentioned in syllabus and they can take help from internet. The assignment should be handwritten and properly filled. Students should make assignment in the following manner:

1. Cover page
2. Objectives
3. Index
4. Content
5. Conclusion
6. References
7. Softcopy AND Hardcopy
8. Give proper headings and subheadings
9. Explain every topic in points and using diagrams.
10. Put Examples

## **OUTCOME:**

After doing this assignment, students will come to understand the importance of Business English in Economics.

## **Reference Books.**

J.K.THUKRAL, BUSINESS MATHEMATICES, SCHOLAR TECH PRES