


Department of English Course Outcomes (COs)

Class	Course	<i>After completion of these courses students will be able to;</i>
B. Com. I	English for Business Communication (Compulsory English) Semester. I & II Paper A and B	<ol style="list-style-type: none"> 1. Make Business Communication in English. 2. Send and report messages through telephonic Communication in English. 3. Use FAX Machine for Sending Messages in English. 4. Write E-mails in English. 5. Write Notices /Office Orders in English. 6. Write Circular Letters. 7. Prepare a C.V. and Write a Letter of Application. 8. Prepare Consumer Advertising in English. 9. Develop Business Communication, literary appreciation/competence among the students.
B. Com. II	(Compulsory English) English for Business Communication Semester -III &IV Paper. C&D	<ol style="list-style-type: none"> 1. Write English for Sales and Services 2. Make use of English for Banking Correspondence 3. Draft Business Reports in English 4. Speak English correctly. 5. Apply rules of grammar of English while he/she speaks. 6. Analyze prescribed short stories and poems. 7. Apply his/her knowledge of social communication in the corporate world. 8. Summarize passages of texts. 9. Write organized passages on various topics. 10. Explain skills required for business communication. 11. Analyze prescribed short stories and poems.




PRINCIPAL
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