

# Far Western University

## Faculty of Management



### **Bachelor of Business Administration (BBA) Program**

## **Syllabus: BBA Second Semester**

*(Effective from the admission batch of 2023 and onward)*

ENG 121: Business English – II
BMT 122: Business Mathematics II
ECO 123: Principles of Macroeconomics
ACC 124: Financial Accounting – I
SOC 125: Sociology

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**Far Western University**  
**Faculty of Management**  
**Syllabus (BBA: Second Semester)**

<b>Course Title:</b>	<b>Business English - II</b>	<b>Course Code:</b> Eng 121
<b>Year:</b>	<b>First</b>	<b>Level:</b> Undergraduate
<b>Semester:</b>	<b>II</b>	<b>Program:</b> BBA
<b>Credits hours:</b>	<b>3</b>	<b>Lecture hours:</b> 48

**Course Description**

Business English-II course has been designed on the foundation of Business English – I. This course reflects a significantly advanced range of business situations and latest practices in listening, reading, writing, contextual grammar, business and administrative dealings which enhance the 4cs (creativity, critical thinking, communication and collaboration) of students.

**Course Objectives**

The objective of this course is to enhance the students' critical thinking skills and ability to communicate in English in a wide range of business situations. After studying this course, students will become more fluent and confident in using the language of business for their career prospects.

**Learning Outcomes**

After studying this course, students will be able to:

- Read a variety of learning resources related to business, learn essential business vocabularies, discuss and write the ideas and issues of recent business situations.
- Apply essential business communication skills needed for doing business and administrative tasks such as making business decisions, negotiating, resolving conflict, ethical problem-solving, managing questions, teleconferencing etc.
- Apply key soft skill competencies of 21st-century known as the 4 Cs (critical thinking, collaboration, creativity and communication).

**Course Contents**

**Unit 1: Listening and Reading**

**LH 8**

- First impressions
- Training
- Energy
- Marketing
- Employment trends
- Ethics
- Finance
- Consultants
- Strategy
- Online Business
- New Business
- Project Management

**Unit 2: Grammar in Context**

**LH 10**

- Adverbs and their position
- Using emphatic expressions
- Articles and relative clauses
- Gerund and infinitives
- Modals
- Multiword verbs