

**B.COM SECOND YEAR  
SEMESTER III  
WRITING SKILLS  
SOFT SKILLS**

**Course Content:**

<b>Module No.</b>	<b>Topics / Chapters Name</b>	<b>% Weightage</b>
I	<b>Grammar and Mechanics</b> <ul style="list-style-type: none"><li>• Tenses</li><li>• Prepositions</li><li>• Auxiliaries</li><li>• Articles</li></ul>	<b>25%</b>
II	<b>Effective Business Writing</b> <ul style="list-style-type: none"><li>• Meaning of written communication.</li><li>• Objectives of written communication</li><li>• Essentials of written communication.</li><li>• Merits and demerits.</li></ul>	<b>25%</b>
III	<b>Types of Writing</b> <ul style="list-style-type: none"><li>• Essay writing</li><li>• Story writing</li><li>• Dialogue</li></ul>	<b>25%</b>
IV	<b>Commercial Writing</b> <ul style="list-style-type: none"><li>• Press Reports (Accident &amp; Natural calamity)</li><li>• Memorandum.</li></ul>	<b>25%</b>