

|                                                                                                                                               |                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Unit Title: Introduction to Business Communication</b>                                                                                     | <b>Unit Code: IBC</b>                                                                                                                                                                    |
| <b>Level: 3</b>                                                                                                                               | <b>Learning Hours: 100</b>                                                                                                                                                               |
| <b>Learning Outcomes and Indicative Content:</b>                                                                                              |                                                                                                                                                                                          |
| Candidates will be able to:                                                                                                                   |                                                                                                                                                                                          |
| <b>1. Explain the principles which govern the transmission of information in business situations</b>                                          |                                                                                                                                                                                          |
| 1.1                                                                                                                                           | Describe the purposes of communication: to inform, instruct, persuade, request, clarify, co-operate, buy and sell, advertise, etc                                                        |
| 1.2                                                                                                                                           | Explain the use of medium appropriate to a situation (e.g. telephone, face to face, fax, email, letter, memo etc) and why likely to be the most effective and most suited to the purpose |
| 1.3                                                                                                                                           | Explain how business relationships affect communication                                                                                                                                  |
| <b>2. Compose all common types of written communication in a clear, complete and correct way, with attention to presentation and neatness</b> |                                                                                                                                                                                          |
| 2.1                                                                                                                                           | Compose business letters, properly laid out with correct "top and tail" in blocked or semi-blocked format, using a tone appropriate to the purpose, written in legible handwriting       |
| 2.1.1                                                                                                                                         | Letters of appreciation or complaint                                                                                                                                                     |
| 2.1.2                                                                                                                                         | Letters asking for assistance (e.g. in providing conference facilities) or giving confirmation of an arrangement                                                                         |
| 2.1.3                                                                                                                                         | Letters applying for a job, offering a job or responding to a job offer                                                                                                                  |
| 2.1.4                                                                                                                                         | Letters offering or declining the offer of a service                                                                                                                                     |
| 2.1.5                                                                                                                                         | Letters accepting or declining an offer or invitation                                                                                                                                    |
| 2.1.6                                                                                                                                         | Letters clarifying or explaining a situation                                                                                                                                             |
| 2.2                                                                                                                                           | Prepare reports, their structure and content                                                                                                                                             |
| 2.3                                                                                                                                           | Prepare memos, their purpose and layout, benefits and drawbacks                                                                                                                          |
| 2.4                                                                                                                                           | Prepare notices                                                                                                                                                                          |
| 2.5                                                                                                                                           | Prepare simple advertisements and publicity material including flyers and press releases                                                                                                 |
| 2.6                                                                                                                                           | Prepare a curriculum vitae                                                                                                                                                               |

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**Clifford Lane**



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