

# KARACHI UNIVERSITY BUSINESS SCHOOL

## UNIVERSITY OF KARACHI

<b>Course Title</b> : BUSINESS ENGLISH – I (GRAMMAR)
<b>Course Number</b> : BA (H) – 301
<b>Credit Hours</b> : 03

### Objective

- The text is concerned with English usage that would prove acceptable in every way to the most critical reader or listener.
- Focus is made specifically on grammar, word usage, conciseness, clarity, punctuation, spelling, and dictionary study.
- Case study will be given in each chapter that will provide actual editing practice on a real business memo or letter.
- Collaborative learning exercises will be given to students that will provide an opportunity to work together in groups, hence provide learning and editing correctly.

### Course Contents

#### 1. **Orientation – Understanding Grammar**

- 1.1 A Preview of the Parts of Speech
- 1.2 Worksheet Exercise

#### 2. **Grammatical Sentences**

- 2.1 Understanding Sentence Grammar
- 2.2 Understanding Basic Sentences
- 2.3 Classifying Sentences

#### 3. **Nouns and Pronouns**

- 3.1 Compound Subjects and Complements
- 3.2 Compound Subjects
- 3.3 Use of Appositives
- 3.4 Use of Gerund

#### 4. **Verbs**

- 4.1 Verb Forms
- 4.2 Tense
- 4.3 Moods
- 4.4 Voice
- 4.5 Other Complication

## 5. Agreement

- 5.1 Agreement between Subject and Verb
- 5.2 Agreement between Pronouns and Antecedent

## 6. Adjectives and Adverbs

- 6.1 Adjectives to Modify Nouns and Pronouns
- 6.2 Adjectives to Link Verbs to Modify Subjects
- 6.3 Short Forms of Adverbs
- 6.4 Comparative and Superlative Forms

## 7. Clear Sentences

- 7.1 Sentence Fragments

## 8. Comma Splices and Fused Sentences

- 8.1 Pronoun Reference
- 8.2 Shifts / Person / Number / Tense / Mood / Voice
- 8.3 Misplaced and Dangling Modifiers

## 9. Effective Sentences

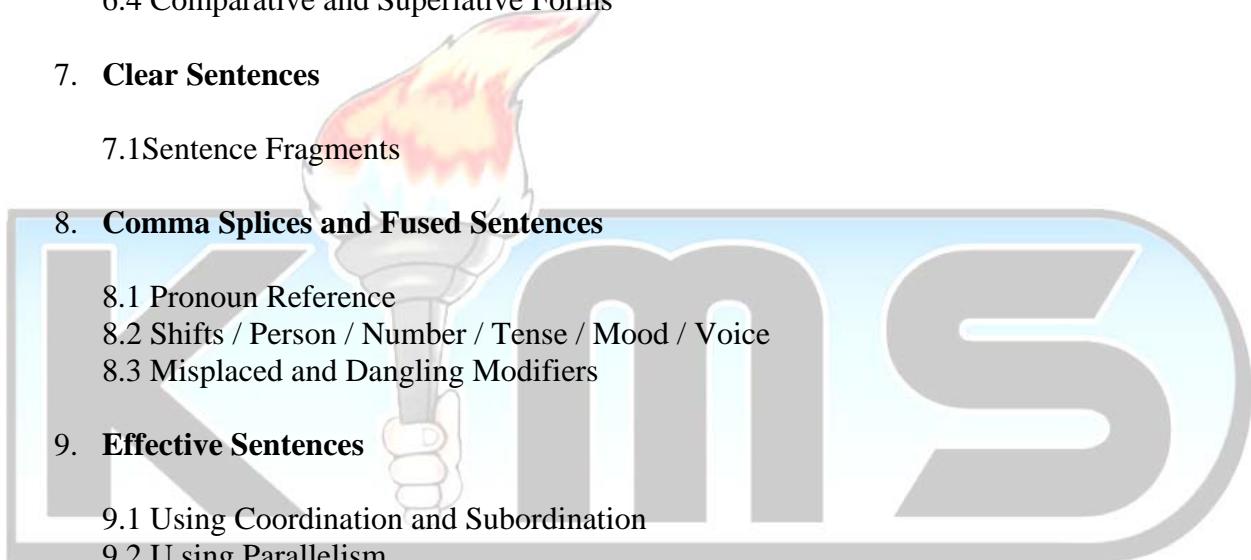
- 9.1 Using Coordination and Subordination
- 9.2 Using Parallelism
- 9.3 Emphasizing Main Ideas
- 9.4 Achieving Variety

## 10. Punctuation Pointers

- 10.1 End Punctuation
- 10.2 The Comma
- 10.3 The Semicolon
- 10.4 The Apostrophe
- 10.5 Quotation Marks
- 10.6 Other Punctuation Marks

## 11. Mechanics

- 11.1 Capitals
- 11.2 Abbreviations
- 11.3 Numbers
- 11.4 Word Division



### **Recommended Books**

- Barry Robert E., Business English for the 21 Century, Prentice Hall Inc. 1997.
- Fowler Ramsey H., Jane Aaron E., The Little Brown Handbook, Longmans Publication, 2003.
- Guffey, Mary Ellen, Business English, South Western College Publication, (3rd Edition).

