

**First course 2020-2021**

## **COMMERCIAL CORRESPONDENCE**

### **Lecture 1**

**Meaning and Importance of Business Correspondence:**

**Types of Business Correspondence:**

### **Lecture 2**

**Advantages of communication:**

### **Lecture 3**

**The important of business letter writing:**

### **LECTURE 4:**

**Business Letters: Meaning, Qualities:**

**Meaning of Business Letters:**

### **Lecture 5:**

**Physical form of the letter:**

**Lecture 6:**

B- auxiliary parts of letter:

**Case study**

**Lecture 7: 1<sup>st</sup> exam**

**Lecture 8:**

**F: Carbon Notation (cc)" and case study.**

**Lecture 9 :**

**Postscript (PS):**

**Lecture 10:**

**Daily exam.**

**Addressing Envelope:**

**Case study**

**Lecture 11:**

**2<sup>nd</sup> exam**

**Lecture 12:**

**Addressing Envelope:**

**Case study**

**Lecture 13:**

**Email Message:**

**Daily exam:**

**Lecture 14:**

**Case study**

**Lecture 15:**

**Case study**