

Lesson Plan

⑤ 19

Name of the Assistant/ Associate Professor..... MONIKA.....

Class and Section:..... B.Com III year.....

Subject:..... Business Communication.....

Week	Date	Topics
1	16-July-18	Introduction about Communication
	17- July -18	Do
	18- July -18	Do
	19- July -18	Do
	20- July -18	Basic forms of Communication
	21- July -18	Do
	22- July -18	Sunday
2	23- July -18	Communication process
	24- July -18	Seven C's of Effective Communication
	25- July -18	DO
	26- July -18	DO
	27- July -18	Barriers of Miscommunication
	28- July -18	DO
	29- July -18	Sunday
3	30- July -18	How to Remove Barriers to Communication
	31- July -18	Holiday
	1-Aug-18	Ethical Context of Communication
	2- Aug -18	Signification of Ethical Communication
	3- Aug -18	Factors Influencing Ethical Communication
	4- Aug -18	DO
	5- Aug -18	Sunday
4	6- Aug -18	Advance / Disadvantage in Ethical Communication
	7- Aug -18	Business Communication - Letter writing
	8- Aug -18	DO
	9- Aug -18	DO
	10- Aug -18	DO
	11- Aug -18	DO
	12- Aug -18	Sunday
5	13- Aug -18	Parts of Business Letter
	14- Aug -18	Format of Business Letter
	15- Aug -18	Holiday

Lesson Plan

Name of the Assistant/ Associate Professor..... MONIKA

Class and Section:..... B.Com Ist year

Subject:..... Business Communication

Week	Date	Topics
1	16- Aug -18	E- Mail
	17- Aug -18	— Do —
	18- Aug -18	Bad News Letter
	19- Aug -18	Sunday
2	20- Aug -18	Types of Bad News Letters
	21- Aug -18	————— Do —————
	22- Aug -18	Holiday
	23- Aug -18	Persuasive written Communication
	24- Aug -18	————— Do —————
	25- Aug -18	Memos or Memorandum
	26- Aug -18	Sunday
3	27- Aug -18	Written test of Ist and 2nd chapter
	28- Aug -18	Notice, Agenda and Minutes of Meetings
	29- Aug -18	————— Do —————
	30- Aug -18	Report writing - An Introduction
	31- Aug -18	————— Do —————
	1-Sep-18	Types of Report
	2- Sep -18	Sunday
4	3- Sep -18	holiday.
	4- Sep -18	Organising of long and short Report
	5- Sep -18	————— Do —————
	6- Sep -18	————— Do —————
	7- Sep -18	Introduction about Abstracts
	8- Sep -18	————— Do —————
	9- Sep -18	Sunday
5	10- Sep -18	Introduction about Summaries
	11- Sep -18	————— Do —————
	12- Sep -18	————— Do —————

Lesson Plan

(2)

Name of the Assistant/ Associate Professor..... MONIKA
 Class and Section:..... B.Com Ist year
 Subject:..... Business Communication

Week	Date	Topics
1	13-Sep-18	Introduction about Proposals
	14-Sep-18	_____ Do _____
	15-Sep-18	_____ DO _____
	16-Sep-18	Sunday
2	17-Sep-18	Reading skill- An Introduction
	18-Sep-18	Reading process
	19-Sep-18	what are Reading skills- SQ3R
	20-Sep-18	_____ DO _____
	21-Sep-18	3 C's of Reading skills
	22-Sep-18	_____ DO _____
	23-Sep-18	Sunday
3	24-Sep-18	Listing skills - An Introduction
	25-Sep-18	_____ DO _____
	26-Sep-18	_____ DO _____
	27-Sep-18	_____ DO _____
	28-Sep-18	_____ DO _____
	29-Sep-18	written test of 3rd and 4th Chapter
	30-Sep-18	Sunday
4	1-Oct-18	Note Making - An Introduction
	2-Oct-18	Holiday
	3-Oct-18	Persuasive speaking - An Introduction
	4-Oct-18	_____ DO _____
	5-Oct-18	_____ DO _____
	6-Oct-18	_____ DO _____
	7-Oct-18	Sunday
5	8-Oct-18	Basic Principles of speaking
	9-Oct-18	ways to Delivering the message
	10-Oct-18	Holiday
	11-Oct-18	Consideration of Personal Aspects
	12-Oct-18	Audience Analysis
	13-Oct-18	Appearance and Physical Action

Lesson Plan

Name of the Assistant/ Associate Professor: MONIKA
 Class and Section: B. com 1st year
 Subject: Business Communication

Week	Date	Topics
1	14- Oct -18	Sunday
	15- Oct -18	Hints and Tips for Effective Public Speaking
	16- Oct -18	Use of Voice
	17- Oct -18	Do
	18- Oct -18	Holiday
	19- Oct -18	Body language - Gestures
	20- Oct -18	Do
	21- Oct -18	Sunday
	2	22- Oct -18
23- Oct -18		Do
24- Oct -18		Holiday
25- Oct -18		Revision
26- Oct -18		Revision
27- Oct -18		Revision
28- Oct -18		Sunday
3		29- Oct -18
	30- Oct -18	Revision
	31- Oct -18	Revision
	1- Nov -18	Holiday
	2- Nov -18	Written test
	3- Nov -18	Written test
	4- Nov -18	Sunday
4	5- Nov -18	Written test

Monika