



Aggarwal College Ballabgarh

LESSON PLAN
18 WEEKS (JULY-NOV)-2024

Name of Faculty: NEHA PANCHAL
Designation/ Department: COMMERCE

CLASS: B.COM		SEMESTER: 1	SECTION: A+B+C
SUBJECT: BUSINESS COMMUNICATION			
WEEK	DATE	TOPIC TO BE COVERED	
1	1-08-2024		
	2-08-2024		
	3-08-2024		
	4-08-2024	S. U. N. D. A. Y.	
	5-08-2024	Business communication: meaning , nature and process	
	6-08-2024	Importance of effective communication and 7C's	
	7-08-2024	H.O.L.I. D. A. Y.	
2	8-08-2024		
	9-08-2024		
	10-08-2024		
	11-08-2024	S. U. N. D. A. Y.	
	12-08-2024	Types of business communication	
	13-08-2024	Barriers to communication, types of barrier	
	14-08-2024	revision	
3	15-08-2024	H.O.L.I. D. A. Y.	
	16-08-2024		

	17-08-2024	
	18-08-2024	S. U. N. D. A. Y.
	19-08-2024	H.O.L.I. D. A. Y.
	20-08-2024	Assignment 1
	21-08-2024	Essentials of an effective communication system
4	22-08-2024	revision
	23-08-2024	
	24-08-2024	
	25-08-2024	S. U. N. D. A. Y.
	26-08-2024	HOLIDAY
	27-08-2024	test
	28-08-2024	Reading skills: meaning, process, skills
5	29-08-2024	
	30-08-2024	
	31-08-2024	
	1-09-2024	S. U. N. D. A. Y.
	2-09-2024	Efficient reading strategy, SQ3R model, 3C's of reading skills
	3-09-2024	Listening skills: meaning, importance and nature
	4-09-2024	Types and principles of effective listening
6	5-09-2024	
	6-09-2024	
	7-09-2024	
	8-09-2024	S. U. N. D. A. Y.

	9-09-2024	Advantages and barriers to listening
	10-09-2024	Note making: steps, methods of note making and miscellaneous topic
	11-09-2024	revision
7	12-09-2024	
	13-09-2024	
	14-09-2024	
	15-09-2024	S. U. N. D. A. Y.
	16-09-2024	Assignment 2
	17-09-2024	Persuasive speaking: uncomfortable phase, stage fright and speech anxiety
	18-09-2024	Appearance and physical actions, tips and hints for effective persuasive speaking etc.
8	19-09-2024	
	20-09-2024	
	21-09-2024	
	22-09-2024	S. U. N. D. A. Y.
	23-09-2024	H.O.L.I. D. A. Y.
	24-09-2024	test
	25-09-2024	Bogy language: meaning and types
9	26-09-2024	
	27-09-2024	
	28-09-2024	
	29-09-2024	S. U. N. D. A. Y.
	30-09-2024	Functions and significance of body language
	1-10-2024	business e-mail writing: process of writing email

	2-10-2024	HOLIDAY
10	3-10-2024	
	4-10-2024	HOLIDAY
	5-10-2024	
	6-10-2024	S. U. N. D. A. Y.
	7-10-2024	Assignment 3
	8-10-2024	Writing style and skills to write an email
	9-10-2024	Advantages and disadvantages of email
11	10-10-2024	
	11-10-2024	
	12-10-2024	HOLIDAY
	13-10-2024	S. U. N. D. A. Y.
	14-10-2024	Email etiquette and email samples
	15-10-2024	revision
	16-10-2024	test
12	17-10-2024	HOLIDAY
	18-10-2024	
	19-10-2024	
	20-10-2024	S. U. N. D. A. Y.
	21-10-2024	Business letter writing: meaning and types of business letter
	22-10-2024	Points to be considered to before writing business letter
	23-10-2024	revision
13	24-10-2024	
	25-10-2024	

	26-10-2024	
	27-10-2024	S. U. N. D. A. Y.
	28-10-2024	DIWALI BREAK
	29-10-2024	DIWALI BREAK
	30-10-2024	DIWALI BREAK
14	31-10-2024	DIWALI BREAK
	1-11-2024	DIWALI BREAK
	2-11-2024	DIWALI BREAK
	3-11-2024	S. U. N. D. A. Y.
	4-11-2024	Assignment 4
	5-11-2024	Physical appearance of a business letter
	6-11-2024	Layout or format of letters
15	7-11-2024	
	8-11-2024	
	9-11-2024	
	10-11-2024	ZONAL YOUTH FESTIVAL
	11-11-2024	ZONAL YOUTH FESTIVAL
	12-11-2024	ZONAL YOUTH FESTIVAL
	13-11-2024	
16	14-11-2024	
	15-11-2024	H.O.L.I.D.A.Y.
	16-11-2024	
	17-11-2024	S. U. N. D. A. Y.
	18-11-2024	Parts of business letter

	19-11-2024	Specimen and samples of letters
	20-11-2024	Revision /doubts
17	21-11-2024	
	22-11-2024	
	23-11-2024	
	24-11-2024	S. U. N. D. A. Y.
	25-11-2024	Test
	26-11-2024	Revision
	27-11-2024	Revision
18	28-11-2024	
	29-11-2024	
	30-11-2024	
	1-12-2024	S. U. N. D. A. Y.
	2-12-2024	Test
	3-12-2024	Revision
	4-12-2024	Test
	5-12-2024	Test

Signature

