

Aggarwal College Ballabgarh

LESSON PLAN
18 WEEKS (JULY-NOV)-2024

Name of Faculty: Rachna Awana_____
Designation/ Department: Assistant Professor English_____

CLASS: BVRM		SEMESTER: 3rd	SECTION: A
SUBJECT: Business Communication			
WEEK	DATE	TOPIC TO BE COVERED	
1	1-08-2024	Unit 1: Introduction to Business Communication - What is Business Communication?	
	2-08-2024	Importance of Effective Business Communication	
	3-08-2024	The Communication Process, Types of Communication	
	4-08-2024	S. U. N. D. A. Y.	
	5-08-2024	Verbal communication	
	6-08-2024	Non verbal communication	
	7-08-2024	H.O.L.I. D. A. Y.	
2	8-08-2024	Modern Communication Methods - Email Communication, Social Media in Business	
	9-08-2024	Modern Communication Methods - Email Communication, Social Media in Business	
	10-08-2024	Instant Messaging and Other Digital Tools - Communication Protocols and Etiquette	
	11-08-2024	S. U. N. D. A. Y.	
	12-08-2024	Role of Technology in Business Communication	
	13-08-2024	Advantages and Disadvantages of Technology in Business Communication	
	14-08-2024	Barriers to Communication - Identifying and Overcoming Communication Barriers	
3	15-08-2024	H.O.L.I. D. A. Y.	
	16-08-2024	Barriers to Communication - Identifying and Overcoming Communication Barriers	

	17-08-2024	Active Listening Techniques - Practicing Active Listening Skills
	18-08-2024	S. U. N. D. A. Y.
	19-08-2024	H.O.L.I. D. A. Y.
	20-08-2024	Non-verbal Communication - Body Language and its Impact
	21-08-2024	Remediation of Communication Issues - Strategies for Improvement
4	22-08-2024	Effective Communication in the Workplace
	23-08-2024	Effective Communication in the Workplace
	24-08-2024	Communication Skills
	25-08-2024	S. U. N. D. A. Y.
	26-08-2024	HOLIDAY
	27-08-2024	Listening Skills - The Importance of Active Listening
	28-08-2024	Cognitive Process of Listening - How We Process Information
5	29-08-2024	Barriers to Effective Listening - Distractions and Prejudices
	30-08-2024	Strategies for Improving Listening Skills - Note-taking, Summarizing
	31-08-2024	Reading Skills - Critical Reading Techniques
	1-09-2024	S. U. N. D. A. Y.
	2-09-2024	Assignment: verbal and non verbal communication
	3-09-2024	Reading for Information and Comprehension
	4-09-2024	Test : Barriers to business communication
6	5-09-2024	Speaking Skills - Effective Oral Communication
	6-09-2024	Public Speaking Fundamentals - Structure and Delivery
	7-09-2024	Revision and discussion
	8-09-2024	S. U. N. D. A. Y.

	9-09-2024	Voice Modulation and Body Language - Techniques for Effective Delivery
	10-09-2024	Developing Confidence in Speaking - Overcoming Stage Fright
	11-09-2024	Storytelling and Narrative Techniques - Engaging Your Audience
7	12-09-2024	Group Discussions and Presentations - Practicing Group Dynamics
	13-09-2024	Quiz: Communication Skills
	14-09-2024	Writing Memos - Purpose and Format
	15-09-2024	S. U. N. D. A. Y.
	16-09-2024	Writing Clear and Concise Notices - Purpose and Format
	17-09-2024	Business Letters - Types of Business Letters
	18-09-2024	Writing Effective Business Letters - Structure and Style
8	19-09-2024	Letter Formatting and Style - Professional Presentation
	20-09-2024	Sales Letters - Persuasive Writing Techniques
	21-09-2024	Crafting Compelling Sales Letters - Examples and Analysis
	22-09-2024	S. U. N. D. A. Y.
	23-09-2024	H.O.L.I. D. A. Y.
	24-09-2024	Writing Effective Circular Letters - Purpose and Format
	25-09-2024	Writing for Employment - Resume Writing
9	26-09-2024	Cover Letters - Writing Effective Cover Letters
	27-09-2024	Interview Preparation and Techniques -
	28-09-2024	Assignment: Business letters and it's types
	29-09-2024	S. U. N. D. A. Y.
	30-09-2024	Business Reports - Purpose and Types
	1-10-2024	Framework for Writing Business Reports - Structure and Organization

	2-10-2024	HOLIDAY
10	3-10-2024	Presenting Business Reports - Visual Aids and Delivery
	4-10-2024	HOLIDAY
	5-10-2024	Test : Business Reports , purpose and types
	6-10-2024	S. U. N. D. A. Y.
	7-10-2024	Brochures - Designing Effective Brochures
	8-10-2024	Writing Engaging Newsletters - Purpose and Format
	9-10-2024	Meetings and Minutes - Issuing Notices and Agendas
11	10-10-2024	Conducting Effective Meetings - Roles and Responsibilities
	11-10-2024	Conducting Effective Meetings - Roles and Responsibilities
	12-10-2024	HOLIDAY
	13-10-2024	S. U. N. D. A. Y.
	14-10-2024	Recording Minutes of Meetings - Accurate and Concise Notes
	15-10-2024	Test: Business Reports and Meetings
	16-10-2024	Cross-cultural Communication - Understanding Cultural Differences
12	17-10-2024	HOLIDAY
	18-10-2024	Revision and discussion of unit 1
	19-10-2024	Revision and discussion of unit 3
	20-10-2024	S. U. N. D. A. Y.
	21-10-2024	Trade enquiries: orders and their execution
	22-10-2024	Trade enquiries: orders and their execution Trade enquiries: orders and their execution
	23-10-2024	Credit and status enquiries
13	24-10-2024	Credit and status enquiries
	25-10-2024	Employment letters

	26-10-2024	Revision and Discussion
	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	Writing Memo and notice
	5-11-2024	Circular letters
	6-11-2024	Complaints and adjustments
15	7-11-2024	Assignment : presentation of Business Report
	8-11-2024	Issuing notice and agenda of meeting
	9-11-2024	Revision and discussion
	10-11-2024	ZONAL YOUTH FESTIVAL
	11-11-2024	ZONAL YOUTH FESTIVAL
	12-11-2024	ZONAL YOUTH FESTIVAL
	13-11-2024	Sales letters
16	14-11-2024	Collection letters
	15-11-2024	H.O.L.I.D.A.Y.
	16-11-2024	Circular letters
	17-11-2024	S. U. N. D. A. Y.
	18-11-2024	Business reports : purpose and it's types

	19-11-2024	Framework of business report
	20-11-2024	Modern communication methods
17	21-11-2024	Importance of Business Communication
	22-11-2024	Process and model of communication
	23-11-2024	Revision and Discussion
	24-11-2024	S. U. N. D. A. Y.
	25-11-2024	Test UNIT 1
	26-11-2024	Revision unit 2
	27-11-2024	Test UNIT 2
18	28-11-2024	Revision Unit 3
	29-11-2024	Test UNIT 3
	30-11-2024	Revision Unit 4
	1-12-2024	S. U. N. D. A. Y.
	2-12-2024	Test unit 4
	3-12-2024	Revision
	4-12-2024	Revision
	5-12-2024	Revision

Rachna

Signature