Name of the Teacher:\_**BHUPINDER KAUR**  Class: B.COM IST “C”

**Lesson Plan**

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| **S No** | **Period** | **Topics to be Covered** | **Academic Activity to be Organized** |
|  | **17-31 July 2017** | Business communication: meaning; forms of electronic communication; models and processes. | **Lecture method** **Oral presentation** **Power point presentation****MCQ** |
|  | **01-31 Aug 2017** | theoriesof communication.Corporate communication audience analysis; formal and informal communication network | **Lecture method** **Role playing****Oral presentation** **Power point presentation****MCQ** |
|  | **01-30 Sept 2017** | communication barriers; improving communication effective presentation skills individual and group,presentation practices in business communication: group discussion, mock-interview and seminars report writing: principles and contents.Self-development and communication: development of positive attitude | **Role playing****Lecture method** **Oral presentation** **Power point presentation****MCQ** |
|  | **01-31 Oct 2017** | body language:kinesics, proxemics, para language; Principles of effective listening: oral, written and video session;Interviewing skills: appearing and conducting; writing resume;  | **Role playing** **Lecture method** **Oral presentation** **Power point presentation****MCQ** |
|  | **01-13 Nov 2017** | Writing business letters and emails; SWOT analysis Etiquettes in verbal, written and online communication. Revision session | **Lecture method** **Oral presentation** **Power point presentation****MCQ****Case study**  |

**Topics of Assignments/ Class Tests to be given to the Students:**

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| **Assignment 1** | Body language , effective presentation skills  |
| **Assignment 2** | Effective listening skills, report writing |
| **Class Test** | **Models and theories of communication** |