Name of the Teacher:\_\_Monika Sharma\_\_\_\_\_\_ Class:\_\_\_\_\_\_B.Com 1year OMSP & CAV\_\_\_

**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; theories of communication | **Lecture method** **Oral presentation** **Power point presentation****MCQ** |
|  | **01-31 Aug 2017** | Corporate communication: audience analysis; formal and informal communication network; communication barriers; improving communication; effective presentation skills: individual and group presentation | **Lecture method** **Role playing****Oral presentation** **Power point presentation****MCQ** |
|  | **01-30 Sept 2017** | practices in business communication: group discussion, mock-interview and seminars; report writing: principles and contents | **Lecture method** **Oral presentation** **Power point presentation****MCQ** |
|  | **01-31 Oct 2017** | Self-development and communication: development of positive attitude; SWOT analysis; body language: kinesics, proxemics, para language; Principles of effective listening: oral, written and video session; | **Lecture method** **Role playing****Oral presentation** **Power point presentation****MCQ** |
|  | **01-13 Nov 2017** | Interviewing skills: appearing and conducting; writing resume; Writing business letters and emails; Etiquettes in verbal, written and online communication. | **Oral presentation** **Power point presentation** |

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

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| **Assignment 1** | **FORMAL AND INFORMAL COMMUNICATION** |
| **Assignment 2** | **PRACTICES IN BUSINESS COMMUNICATION** |
| **Class Test** | **CONCEPT OF BUSINESS COMMUNICATION AND CORPORATE COMMUNICATION** |