Name of the Teacher:\_\_\_\_\_\_\_Bhim Singh\_\_\_\_\_\_\_\_\_\_ Class:BBA II (3RD SEM)\_\_\_\_\_\_\_\_\_\_\_\_

**Lesson Plan**

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| S No | Period | Topics to be Covered | Academic Activity to be Organized |
|  | 17-31 July 2017 | 1:Business Communication : Basic Forms  2: Effective Communication Skills | P D Classes  Group Discussion  Interview Conduct  Vocabulary |
|  | 01-31 Aug 2017 | 3: Barriers and Gateways in Communication  4: Commercial Letters  5:Writing Business and Academic Reports |
|  | 01-30 Sept 2017 | 6: Public Speaking  7:Listening and Negotiating  8:Interviews and Meetings  9: Mechanism of Writing |
|  | 01-31 Oct 2017 | 10:Effective Listening  11:Telephonic and Face- to- Face Conversation |
|  | 01-13 Nov 2017 | 12: Organisation Communication |

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

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| **Assignment 1** | Commercial Letters and writing Business and Academic Reports |
| **Assignment 2** | Public Speaking and Effective listening |
| **Class Test** | Question based on Letter Writing |