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

**Lesson Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 Communication4: Commercial Letters5:Writing Business and Academic Reports |
|  | 01-30 Sept 2017 | 6: Public Speaking7:Listening and Negotiating8:Interviews and Meetings9: 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:**

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