

SARASWATI MAHILA MAHAVIDYALAYA, PALWAL

LESSON PLAN

Class : B.com. 1st year

Semester : 1st

Paper : Business Communication

Session : 2020-21

Lectures	Topic
	Unit I.
L1 - L10	Basics of Communication, Seven Cs of effective Communication. Barriers to Communication. Ethical context of Communication
L11 - L15	Revision Unit - I
	Unit II.
L16 - L40	Business Communication at Workplace - Letter writing - Component, layout and process. Email communication, Bad news messages, persuasive written communication, memos, notices, agenda and minutes of meetings.
L41 - L45	Revision Unit - II
	Unit III
L46 - L60	Report writing: Types of Business Reports, structure of reports, short-long reports, abstract and summaries, proposals
L60 - L65	Revision - Unit III
	Unit IV
L65 - L-80	Reading skills, listening skills, note-making, persuasive speaking, body language
L-80 - L-90	A. Revision Gestures