



## Prahladrai Dalmia Lions College of Commerce & Economics

Sunder Nagar, Malad (West) , Mumbai, 400 064

### Teaching Plan for the Academic Year 2021-22

Name of the teachers: XXXX

Name of the Department: Department of Business Communication

Class: FYBCOM

Subject: **Business Communication Semester I: Sep 2021 to December 2021**

Month	Topics to be covered	No. of lectures	Teaching Method
<b>September</b>	<b>Introduction to Business Communication : Objectives</b>  : Expected Outcome : Modules / Units of Semester 1 : Question Paper Pattern	01	Video clips Discussion and lecture method
	<b>Bridge course to Business Communication: How to Speak and Write Fluently in English</b>	02	
	<b>Introduction to Concept of Communication:</b>	01	
	<b>Models of Communication</b> –Linear /Interactive / Transactional / Shannon and Weaver	01	PPT & Discussion
	<b>Meaning, Definition, Process, Need, Feedback Emergence of Communication as a key concept in the Corporate and Global world</b>	01	
	<b>Impact of Technology Enabled Communication: Internet</b>  Types –Internet,	01	Video Clips Powerpoint Discussion and lecture method
	<b>Tutorial</b> – Self Introduction <b>Tutorial</b> – Vocabulary Building using picture taboo	01 01	
<b>October</b>			



	<p>Tutorials: Course on Emotional Intelligence - Social Awareness <b>Module 5</b></p> <p><b>Module 6</b> - Organisational awareness</p> <p><b>Unit 2</b> - Introduction to Correspondence - Basics of Letterwriting</p>	03	<p>Power point Listening practical assignments in and out of class Using audio clips and podcasts</p>
<b>Novemb er</b>	<p><b>Problems in Communication /Barriers to Communication:</b></p> <p>Physical Semantic/Language Socio-Cultural Psychological Barriers Ways to Overcome these Barriers</p>	03	<p>Power point Discussion with Case studies</p>
	<p><b>Tutorials :</b> Social Awareness Module 5</p> <p><b>Unit 2 – Personnel Correspondence</b> - Types of letters</p> <p>Statement of Purpose, Letter of Recommendation, Job Application Letter and Resume, Letter of Appointment(To be only discussed in class), Letter of Acceptance of Job Offer, Letter of Appreciation, Letter of Resignation</p> <p><b>Unit 2 -SOP , CV, Application letter</b></p>	03	<p>Power point And Discussion</p>

Signature of the Teacher :

Date :

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Signature of the Head of the Department:

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Date :

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