

Lesson Planning for the B.B.A. 2nd semester w.e.f. January to April 2018.

Name of College: - Dronacharya Institute of Management & Technology.

Name of Teacher with designation: CHANDER PARKASH (A.P)

Department: - B.B.A. Dept.

Class: -B.B.A - (1st year)- 2nd sem.

Subject:- Business Communication-I.

Months	Topic / Chapter To Be Covered	Academic activity	Test/ assignment
January	Business Communication –meaning & importance. Barriers to effective communication, basic model & communication. Essentials of effective business communication.	Presentation	Test
February	Basic parts of speech – Noun, pronoun, verb, adjective, adverb, preposition, article and conjunction. Active & passive voice, paragraph writing, précis, translation (from vernacular to English & English to vernacular)	G.D	Assignment
March	Correct word usage – Homonyms, Antonyms and Synonyms. Writing applications –business applications (e.g. applying for a loan, salary advance, refund etc.); job application, leave application.	Presentation	Test
April	Importance of non-verbal communication – positive gestures, symbols and signs, physical appearance & the art of self-presentation & conduct.	Seminar	Assignment

(Signature of the teacher concerned with date)