

Week wise Lesson Plan of B.B.A. 2<sup>nd</sup> Sem. from 16<sup>th</sup> April onwards.

BBA-113 : Business Communication-I 2020-21 : Teacher's Name: Urmiladevi  
Dept: English

Month	Week & Dates	Topics	Method & Mode of Teaching
April	16 <sup>th</sup> -17 <sup>th</sup>	Business Communication, its meaning & Imp.	Online classes with regular feedback, revision, class tests and practice
	19 <sup>th</sup> -24 <sup>th</sup>	Barriers to effective communication, basic model & Comm.	
	26 <sup>th</sup> -30 <sup>th</sup>	Essentials of effective communication & Revision with <u>Doubts removing sessions</u>	
May	1 <sup>st</sup> -8 <sup>th</sup>	Basic Parts of Speech — Noun, Pronoun, verb	DO
	10 <sup>th</sup> -15 <sup>th</sup>	Adverb, Preposition	
	17 <sup>th</sup> -22 <sup>nd</sup>	Article, conjunction, Active & passive voice	
	24 <sup>th</sup> -29 <sup>th</sup>	Translation, precis and <u>Doubts removing sessions</u>	
June	1 <sup>st</sup> -5 <sup>th</sup>	Paragraph writing, practice of precis	DO
	7 <sup>th</sup> -12 <sup>th</sup>	Revision and practice of parts of speech along with class test	
	15 <sup>th</sup> -19 <sup>th</sup>	<u>I<sup>st</sup> Assignment</u> and <u>Doubts removing sessions</u>	
	21 <sup>st</sup> -26 <sup>th</sup>	Correct word Usage - Homonyms, Antonyms & Synonyms	
	28 <sup>th</sup> -30 <sup>th</sup>	Practice and revision of Homonyms, Antonyms & Synonyms	
July	1 <sup>st</sup> -3 <sup>rd</sup>	Writing Applications for business	DO
	5 <sup>th</sup> -10 <sup>th</sup>	Writing Job Applications & Leave applications	
	12 <sup>th</sup> -17 <sup>th</sup>	Practice and revision of writing applications	
	19 <sup>th</sup> -24 <sup>th</sup>	Revision of Basic Parts of Speech & <u>II<sup>nd</sup> Assignment</u>	
	26 <sup>th</sup> -30 <sup>th</sup>	Revision & Practice of precis & translation etc. along with class test for Assessment	
August	2 <sup>nd</sup> -7 <sup>th</sup>	Imp. of Non-verbal Communication — Positive gestures, symbols & signs, Physical appearance & art of self presentation and conduct	DO.
	9 <sup>th</sup> -14 <sup>th</sup>	Revision & Practice of whole syllabus followed by doubts removing sessions & Remedial classes etc.	

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