

## LESSON PLAN OF CLASS B COM II SEM (ENGLISH)

**March 21 to March 26** : Introduction of Business Communication ; Meaning and its Importance ; Discussion of Notice Writing and Practice.

**March 28 to April 2** : Introduction of Basic Forms of Communication ; Disadvantages of Oral and Written Communication ; Introduction of Agenda and Office Memo and Practice.

**April 4 to April 9**: Introduction of Communication Models and Theories of Communication ; Discussion of Report Writing.

**April 11 to April 16** : Discussion of Process of Communication and Business Letters\ Applications and Practice of Oral Presentation.

**April 18 to April 23** : Formal and Informal Communication Networks and Discussion of Resume Writing and Practice.

**April 25 to April 30** : Discussion of Communication Barriers and Writing for Media and Advertisements.

**May 2 to May 7** : Introduction of Group Discussion and Dialogue Writing and Practice.

**May 9 to May 14** : Use of Dialogue Writing and Slogan Writing and Comprehension Passage Practice.

**May 16 to May 21** : Practice of Precis Writing ; Paragraph Writing and Formation of Words.

**May 23 to May 28** : Common Errors Homonyms Discussion.

**May 30 to June 4** : Revision of Idioms\ Phrases, Vocabulary, Antonyms and Synonyms ; Practice of One Word Substitutions.

**June 6 to June 11**: Revision and Preparation of Practical Work.

**June 13 to 18**: Revision and Doubts Session of the Complete Syllabus.