

DAV CENTENARY COLLEGE FARIDABAD

Summary of Lesson Plans of College Faculty

Name of Asst/Associate Professor : Ms. RENUKA MALHOTRA, Ms. JYOTI MALHOTRA

Class & Section: BBA- I (A,B AND C)

Subject: BUSINESS COMMUNICATION

Academic Session 2023-2024 Odd Sem

	Date	Topics to be covered
Week 1	21/07/2023	Meaning and nature of communication
	22/07/2023	Types of Communication
	23/07/2023	Sunday
	24/07/2023	Process of communication
	25/07/2023	forms of communication
	26/07/2023	forms of communication
	27/07/2023	forms of communication
	28/07/2023	role of communication skills in business
	29/07/2023	Revision
WEEK 2	30/07/2023	Sunday
	31/07/2023	Communication networks
	08-01-2023	Communication networks
	08-02-2023	barriers to communication
	08-03-2023	reading skills
	08-04-2023	reading skills
	08-05-2023	Revision
WEEK 3	08-06-2023	Sunday
	08-07-2023	speaking skills
	08-08-2023	speaking skills
	08-09-2023	speaking skills
	08-10-2023	speaking skills
	08-11-2023	Test
	08-12-2023	
WEEK 4	13/8/2023	Sunday
	14/8/2023	public speaking
	15/8/2023	Independence day
	16/8/2023	public speaking
	17/8/2023	public speaking
	18/8/2023	public speaking
	19/8/2023	public speaking
WEEK 5	20/8/2023	Sunday
	21/08/2023	voice modulation and body language
	22/08/2023	voice modulation and body language
	23/08/2023	voice modulation and body language
	24/08/2023	voice modulation and body language
	25/08/2023	Test
	26/08/2023	Written Communication
	27/08/2023	Sunday

WEEK 6	28/08/2023	Written Communication – Types
	29/08/2023	Written Communication – Types
	30/08/2023	Rakhi
	31/08/2023	Revision
WEEK 7	09-01-2023	structures and layout of business letters
	09-02-2023	structures and layout of business letters
	09-03-2023	Sunday
	09-04-2023	structures and layout of business letters
	09-05-2023	presentative letters – sales letters
	09-06-2023	Jananashtmi
	09-07-2023	presentative letters – sales letters
	09-08-2023	presentative letters – sales letters
	09-09-2023	presentative letters – sales letters
	09-10-2023	Sunday
WEEK 8	09-11-2023	claim letters
	09-12-2023	employment letters
	13/9/2023	employment letters
	14/9/2023	writing memo
	15/9/2023	writing memo
	16/9/2023	writing memo
	17/9/2023	Sunday
WEEK 9	18/9/2023	notice and circular
	19/9/2023	notice and circular
	20/9/2023	notice and circular
	21/9/2023	notice and circular
	22/9/2023	Test
	23/9/2023	Saheedi Diwas (Haryana Heros Martyrdom Day)
	24/9/2023	Sunday
	25/9/2023	Business Reports – Purpose and types
WEEK 10	26/9/2023	Business Reports – Purpose and types
	27/9/2023	Business Reports – Purpose and types
	28/9/2023	Business Reports – Purpose and types
	29/9/2023	Business Reports – Purpose and types
	30/09/2023	Test
	10-01-2023	Sunday
WEEK 11	10-02-2023	Gandhi Jayanti
	10-03-2023	framework of business reports
	10-04-2023	framework of business reports
	10-05-2023	framework of business reports
	06.10.2023	framework of business reports
	07.10.2023	Test
	08.10.2023	Sunday
	09.10.2023	presentation of reports
WEEK 12	10.10.2023	presentation of reports
	11.10.2023	presentation of reports
	12.10.2023	presentation of reports
	13.10.2023	presentation of reports

	14.10.2023	Revision
	15.10.2023	Sunday
	16.10.2023	brochures
	17.10.2023	brochures
WEEK 13	18.10.2023	brochures
	19.10.2023	brochures
	20.10.2023	brochures
	21.10.2023	Test
	22.10.2023	Sunday
	23.10.2023	issuing notice and agenda of meeting
	24.10.2023	Dusshera
WEEK 14	25.10.2023	issuing notice and agenda of meeting
	26.10.2023	issuing notice and agenda of meeting
	27.10.2023	issuing notice and agenda of meeting
	28.10.2023	issuing notice and agenda of meeting
	29.10.2023	Sunday
	30.10.2023	issuing notice and agenda of meeting
	31.10.2023	recording of minutes of meetings.
WEEK 15	01.11.2023	Haryana Day
	02.11.2023	recording of minutes of meetings.
	03.11.2023	recording of minutes of meetings.
	04.11.2023	recording of minutes of meetings.
	05.11.2023	Sunday
	06.11.2023	Revision
	07.11.2023	Revision
WEEK 16	08.11.2023	Revision
	09.11.2023	Revision
	10.11.2023	Diwali Break
	11.11.2023	Diwali Break
	12.11.2023	Diwali Break
	13.11.2023	Diwali Break
	14.11.2023	Diwali Break
WEEK 17	15.11.2023	Diwali Break
	16.11.2023	Diwali Break
	17.11.2023	Revision
	18.11.2023	Revision
	19.11.2023	Sunday
	20.11.2023	Revision
	21.11.2023	Revision
WEEK 18	22.11.2023	Revision
	23.11.2023	Revision
	24.11.2023	Revision
	25.11.2023	Examinations