Bharati College

**(University of Delhi)**

Janak Puri, Delhi- 100058

[www.bharaticollege.du.ac.](http://www.bharaticollege.du.ac.)in

Lesson Plan (SEC, Sem-I, July-Nov2022 & Sem-2, April-july2023)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Teacher** | Kangkana Roy | | **Department** | | \_\_\_\_\_\_ENGLISH\_\_\_\_\_\_\_\_\_ |
| **Course** | B.A ENG (H) | | **Semester** | | 1 & 2 |
| **Paper** | COMMUNICATION IN PROFESSIONAL LIFE | | **Academic Year** | | 2022, 2023 |
| **Learning Objectives** | | | | | |
| 1. **To prepare students with business communication skills and to teach them the nuances of communication in the Professional setting.** 2. **To learn aspects of global communication.** 3. **To enhance employability skills of the learners by enabling them to write effective resumes and face interviews with confidence.** | | | | | |
| **Learning Outcomes** | | | | | |
| After studying this course:   1. The students will improve their presentation skills both in verbal and non-verbal communication. 2. They acquire practical employability skills to face the world. 3. Will enhance the confidence and professional communication skills. | | | | | |
|  | | | | | |
| **Week No.** | | **Theme/Curriculum** | | **Any Additional Information** | |
| 1-12 | | * Unit one and two will be theory based and it will be an introduction to the theory of Business Communication and writing skills. | |  | |
|  | | * Unit three will encompass the Practical based learning in terms of speaking, Listening and writing skills through extensive in class discussions, Presentations, Audio listening and learning sessions. It will also pertain to writing in the Professional world writing like Advertisements, Memos, Blogs, Media posts etc. | |  | |
|  | |  | |  | |
| **References**  **Additional Resources**  1. | | | | | |
| **Online Resources (If Any)** | |  | | | |
| **Assignment and Class Test Schedule for Semester** | | Internal Assessment: 20 Marks  Continuous Assessment: 20 Marks | | | |