

College of IT and Management Education, Bhubaneswar

Lesson Plan

Subject : Business Communication (MCA-106)
Branch : MCA
Semester : 1st Semester MCA(July-December,2016)
Name of the Faculty : Kedareswar Panda

Total Credit Point: 3

Total number of classes: 30

Sl. No.	TOPIC PLANNED	SESSION
MODULE-I		9 Hours
1	Introduction to Business Communication	1
2	Meaning, importance, the process of communication	1
3	Principles of communication	1
4	Verbal and non-verbal communication	1
5	Barriers to communication	1
6	Channels of communication	1
7	Cross cultural communication	1
8	Difference between Professional and General communication	1
9	Doubt clearing class & Question discussion. Case Study discussion	1
MODULE-II		8 Hours
10	Verbs, Tense & Time	1
11	Voice Change	1
12	Negation and Interrogation	1
13	Conditionals	1
14	Concord & Phrasal verbs	1
15	Direct and indirect speech	1
16	Elimination of common errors	1
17	Doubt clearing class & Question discussion. Case Study discussion	1
MODULE-III		7 Hours
18	Paragraph Writing	1
19	Business Letters	1
20	Job Application Letters and Resume	1
21	Reports – Types & Format	1
22	Choice of Vocabulary	1
23	Coherence and Cohesion, Choice of vocabulary	1

24	Proposals: Purpose, Characteristics, Types, Structure	1
MODULE-IV		6 Hours
25	Oral Presentations, Interviews	1
26	Group discussion	1
27	Group discussion	1
28	Soft Skills	1
29	Business Etiquette	1
30	Doubt clearing class & Question discussion. Case Study discussion	1

Text book:

Business Communication Today; Bovee et al, Pearson

Reference books:

1. Business Communication, Meenakshi Raman and Prakash Singh, Oxford University Press.
2. Improve Your Writing' ed. By V N Arora and Laxmi Chandra, Oxford University Press, New Delhi
3. Technical Communication- Principles and Practices' by M R S Sharma, Oxford University Press, New Delhi.


Faculty


HOD, MCA


Principal