

Class:- B.Com.(Pass) , 1st Semester

Subject:-Business communication

Section	Faculty Name	Location
A	Farhat	Room No.82
B	Farhat	Room no.82
C	Ritu	S-3
D	Rashmi ranga	S-6
E	Anju	Room no. 84
F	Neeshu	S-4
G	N/A	N/A

Dated	Topic Detail
Week 1	Business communication- meaning , features ,types, communication process
Week 2	Seven c's of effective communication, barriers to communication
Week 3	Ethical context of communication
Week 4	Letter writing- component, layout ,process
Week 5	E-mail , bad news letter
Week 6	Persuasive written communication
Week 7	Memos, notice, agenda and minutes of the meeting
Week 8	Report writing

Week 9	Abstract , summaries an d proposals
Week 10	Reading skills
Week 11	Listening skills
Week 12	Note making, persuasive speaking
Week 13	Body languages ,gestures
Week 14	Revision
Week 15	Revision
Week 16	Revision
Week 17	Revision
Week 18	Revision

