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Affiliated to Kurukshetra University, Kurukshetra

Department Of Commerce

Lesson Plan (Session 2025-2026)

Class: B.A.

Name of the Course: Communication in Professional Life

Dates: 22 July, 2025 – 24 Nov., 2025

Semester: **III**

Course Code: B23-SEC-310

SYLLABUS

Maximum Marks: 75

End Term Exam Marks: 50 Marks

Time: 3 hours

Assessment: 25 Marks

Note: Examiner will be required to set nine questions in all. First question will be compulsory, consisting of short type question covering the entire syllabus in addition to that eight more questions will be set, two question from each unit. Students will be required to attempt in all. In addition to the compulsory question, student will have to attempt four more questions selecting one question from each unit.

Unit	Topics	Contact Hours
Unit: I	Communication: Importance and its Purpose , Strategies For Effective Communication Essentials of Good Communication • Significance of Body Language in Communication	14
Unit: II	Noun Clauses, Adverb Clauses, Relative Clauses • Sentence and its types	14
Unit: III	Group Discussion , Job Interviews , Resume Writing , Effective Business Meetings: Preparing Agenda, Summarizing key ideas and information	16
Unit: IV	Formal E-mail Writing , Notice Writing , Press Release (Business Related) Business Reports	16

Course Outcomes

After completing this course, the learner will be able to:

1. The students will be able to communicate effectively in English in professional contexts.
2. The will be able to frame different kinds of sentences.
3. The will learn professional communication skills.
4. The will learn the basics of grammar and composition.

Lesson Plan

SR	Date	Course Content
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No		Theory
1	22 July -25July 2025	Communication: Importance and its Purpose
2	28 July - 2 August	Strategies For Effective Communication
3	4 August -8 August	Essentials of Good Communication
4	11 August - 14 August	Significance of Body Language in Communication
5	18 August - 23August	Noun Clauses
6	25 August -30 August	Adverb Clauses, Relative Clauses
7	1 Sept. - 6 Sept.	Noun Clauses, Adverb Clauses, Relative Clauses
8	8 Sept. - 13 Sept.	Noun Clauses, Adverb Clauses, Relative Clauses
9	15 Sept. - 20 Sept.	Sentence and its types
10	22 Sept. - 27 Sept.	Group Discussion Job Interviews Resume Writing
11	29 Sept.- 4 Oct.	Effective Business Meetings: Preparing Agenda
12	6 Oct.- 11 Oct.	Summarizing key ideas and information
13	13 Oct.- 18 Oct.	Formal E-mail Writing Notice Writing
14	27 Oct. - 1 Nov.	Notice Writing Press Release (Business Related)
15	3 Nov. - 8Nov	Release (Business Related) Business Reports
16	10 Nov-15 Nov	Business Reports
17	17 Nov -22 Nov	Revision
18	24 Nov.	Revision

Signature of Teacher

Head of Department