**GOVT. COLLEGE CHAMMU KALAN, ISMAILABAD (KURUKSHETRA)**

**LESSON PLAN OF ODD SEMESTER SESSION 2024-2025**

**NAME OF ASSISTANT PROFESSOR- MS. LALITA**

**SUBJECT: ENGLISH B23-SEC-310**

**Paper- COMMUNICATION IN PROFESSIONAL LIFE**

**CLASS: B.A. 3rd SEMESTER**

**TEACHING TERM- FROM 22nd JULY to 22nd NOVEMBER 2024**

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| 1ST WEEK | Introduction to Syllabus  Communication: Importance and its Purpose |
| 2nd WEEK | Strategies For Effective Communication |
| 3rd WEEK | Essential of Good Communication |
| 4th WEEK | Significance of Body Language in Communication |
| 5th WEEK | Noun Clauses, Adverb Clauses, Relative Clauses |
| 6th  WEEK | Sentence and its Type |
| 7th WEEK | Group Discussion  Assignment Submission |
| 8th WEEK | Job Interviews |
| 9th  WEEK | Resume Writing |
| 10th  WEEK | Effective Business Meetings: Preparing Agenda, Summarizing Key ideas and information |
| 11th WEEK | Formal E-Mail Writing |
| 12th WEEK | Notice Writing |
| 13th WEEK | Press Release( Business Related) |
| 14th WEEK | Business Report |
| 15th WEEK | Revision |
| 16th WEEK | Exam Pattern Discussion  Important Topics Discussion |
| 17th WEEK | Revision of Syllabus |
| 18th WEEK | Revision of Syllabus |