

MCM DAV College for Women, Sector – 36A, Chandigarh
Monthly Teaching Plans (Third Semester) for BA III Functional English
Session (2021-22)

Name of the Teacher/s. Ms Neena Sharma & Dr H Gill

Department :English

Class : BA III **Subject :** Functional English VI Semester

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	3 rd February 2022	28 th February 2022	<ul style="list-style-type: none"> • Unit I Mode: Face to Face: Business Contacts • Unit II Telephonic Interaction 	<ul style="list-style-type: none"> • Discussion of syllabus • Class room discussion • Detailed Introduction of Formal Communication and Business Communication • Practical Exercises to learn and understand nuances of Telephonic Communication
2.	1 st March 2022	31 st March 2022	<ul style="list-style-type: none"> • Unit III Unit III: Mode: Face to Face Public Address • Unit IV Presentation 	<ul style="list-style-type: none"> • Detailed class room discussion of the Concept of Public Address • Simulation of Business Situations • PPT's of effective Presentations • Testing of students' Presentation Skills
3.	1 st April 2022	30 th April 2022	<ul style="list-style-type: none"> • Unit V Business Correspondence 	<ul style="list-style-type: none"> • Detailed class room discussion Of the style • Practical Exercises in Business Communication • Letter/ Invitation Writing • Understanding of Concepts by Simulation method
4	Ist May2022	25 th May 2022	<ul style="list-style-type: none"> • Unit VI Business Meetings • Unit VII Business Reports 	<ul style="list-style-type: none"> • Official Notices, Agenda, Minutes Writing • Practical Exercises in Business Communication Reference Reports of various kinds • Detailed Concept Understanding through Practical Exercises
Practical Exams from 26th May 2022				

