

Lesson Plan
MCM DAV College for Women, Sector – 36A, Chandigarh
Monthly Teaching Plans (VI Semester)
Session – (2022-23)
Department PG Department of English
Class: BA III
Subject: Functional English (VI Semester)
Teacher: Ms Neena Sharma

S.No.	Date (Monthly)	Topics to be Covered/ Academic Activity to be Undertaken	
1.	15 January-31 January 2023	<ul style="list-style-type: none"> ● Unit I Mode: Face to Face: Business Contacts <ul style="list-style-type: none"> ● 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 February-28 February 2023	<ul style="list-style-type: none"> ● Unit III Face to Face Public Address <ul style="list-style-type: none"> ● Unit IV Presentation	<ul style="list-style-type: none"> ● Detailed class room discussion of the Concept of Public Address ● Simulation of Business Situations ● Making effective Presentations ● Testing of students' Presentation Skills
3	1 March 2023-31 March 2023	<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	1 April 2023- 30 April 2023	<ul style="list-style-type: none"> ● Unit VI Business Meetings	<ul style="list-style-type: none"> ● Official Notices, Agenda, Minutes Writing ● Practical Exercises in Business Communication
5	1 May 2022-31 May 2023	<ul style="list-style-type: none"> ● Unit VII Business Reports	<ul style="list-style-type: none"> ● Writing Reports of various kinds ● Detailed Concept Understanding through Practical Exercises

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