

**MCM DAV College for Women, Sector – 36A, Chandigarh**  
**Monthly Teaching Plan**  
**Session 2025-26**

**Name of the Teacher/s:** Dr. Komil Tyagi

**Department:** English

**Title/Code of Subject/Paper:** Business Communication

**Class/es:** B. A. I

**Semester:** I

**Subject:** SEC (THREE DAYS PER WEEK)

<b>Dates (Monthly)</b>		<b>Topics to be Covered</b>	<b>Academic Activity Undertaken</b>
<b>From</b>	<b>To</b>		
24 July 2025	31 July 2025	Classes started from 1 Aug, 2025	
01 August 2025	31 August 2025	Unit I : Face to Face Business Contacts, Unit II: Telephonic Interaction	Audio-visual Presentations, Comprehensive Discussions, Practical Training
01 September 2025	30 September 2025	Unit III: Face to Face Public Address, Unit IV: Writing Skills: Business Reports, Resolutions	Audio-visual Presentations, Comprehensive Discussions, Practical Training, Revision for Mid Term Examination
01 October 2025	30 October 2025	Notice and Agenda, Minutes for business Meetings, Memo and note making	Audio-visual Presentations, Comprehensive Discussions, Practical Training
01 November 2025	13 November 2025	Revision and Practice of Sample questions	Revision