

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

Name of the Teacher/s: Dr. Bindu Sharma

Department: English

Title/Code of Subject/Paper: Print Journalism

Class: BA III

Semester: V

Subject: Functional English

Dates (Monthly)		Topics to be Covered	Academic Activity Undertaken
From	To		
24 July 2025	31 July 2025	Introduction to Print Journalism Introduction to the Syllabus Unit 1: Introduction to Mass Media	Introduction to Newspaper Classroom discussion and demonstration on Mass Media
01 August 2025	31 August 2025	Unit 2: Reporting Unit 5: Areas of News Reporting	Classroom discussion Critical Analysis of Contemporary news Preparation of Practical File
01 September 2025	30 September 2025	Unit 3: Investigative Journalism Unit 4: Writing News Stories Unit 6: Editing	Live examples from Newspapers Hands on training in writing News Stories
01 October 2025	30 October 2025	Unit 7: Packaging News Stories Unit 9: Feature Writing	Classroom discussion Hands on Practice in writing Features
01 November 2025	13 November 2025	Unit 8: The Reader Revision for Practical Exam	Revision and class tests Checking of Practical Files

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Monthly Teaching Plan
Session 2025-26

Name of the Teacher/s: Dr. Bindu Sharma

Department: English

Title/Code of Subject/Paper: Business Communication

Class: BA III

Semester: VI

Subject: Functional English

Dates (Monthly)		Topics to be Covered	Academic Activity Undertaken
From	To		
10 January, 26	31 January, 26	Unit I: Face to Face: Business Contacts Unit II: Telephonic Interaction	Discussion of syllabus Class room discussion Detailed Introduction of Formal Communication and Business Communication Practical Exercises to learn and understand nuances of Telephonic Communication
1 February, 26	28 February, 26	Unit III: 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
1 March, 26	31 March, 26	Unit V: Business Correspondence Unit VI: Business Meetings	<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

			<ul style="list-style-type: none"> ● Official Notices, Agenda, Minutes Writing Practical Exercises in Business Communication
1 April, 26	25 April, 26	Unit VII: Business Reports	Detailed Concept Understanding through Practical Exercises Revision till Exams
