

**Lesson Plan**  
**Session: 2025-26**

Faculty Name: Dr. Anshu  
Subject:- Business Communication  
Class: B.Com 2<sup>nd</sup> Semester

Week 1 1 <sup>st</sup> Jan- 3 <sup>rd</sup> Jan, 2026	Business Communication: Definition & Nature
Week 2 5 <sup>th</sup> Jan- 10 <sup>th</sup> Jan, 2026	Business Communication: Classification and its Role
Week 3 12 <sup>th</sup> Jan – 17 <sup>th</sup> Jan, 2026	Process & Element of Communication
Week 4 19 <sup>th</sup> Jan- 24 <sup>th</sup> Jan, 2026	Importance of Communication in Management
Week 5 26 <sup>th</sup> Jan- 31 <sup>st</sup> Jan, 2026	Communication Network: Barriers to Communication, Overcoming to Communication & Effective Communication
Week 6 2 <sup>nd</sup> Feb- 7 <sup>th</sup> Feb, 2026	Basics Patterns of Business Messages: Writing Process, Business Letter
Week 7 9 <sup>th</sup> Feb- 14 <sup>th</sup> Feb, 2026	Kinds of Letter, Essentials of Effective Business Letters
Week 8 16 <sup>th</sup> Feb – 21 <sup>st</sup> Feb, 2026	Language & Layout, Planning the Letters, Enquiries & Replies
Week 9 23 <sup>rd</sup> Feb- 28 <sup>th</sup> Feb, 2026	Sales Letters, orders, Tender & Notice, Complaints
1 <sup>st</sup> Mar- 8 <sup>th</sup> Mar, 2026	Holi Break
Week 10 9 <sup>th</sup> Mar – 14 <sup>th</sup> Mar, 2026	Letter of Appointment, Business Negotiations and Correspondence
Week 11 16 <sup>th</sup> Mar- 21 <sup>st</sup> Mar, 2026	Written communication: Report Writing and its meaning & Importance
Week 12 23 <sup>rd</sup> Mar- 28 <sup>th</sup> Mar, 2026	Report Writing: Purpose and Process, Structure of Business Reports
Week 13 30 <sup>th</sup> Mar- 4 <sup>th</sup> April, 2026	Business Letter: Components and its Layout Types of Letters: Memos and Circulars
Week 14 6 <sup>th</sup> April – 11 <sup>th</sup> April, 2026	Agenda and Minutes of Meeting Preparing Curriculum Vitae
Week 15 13 <sup>th</sup> April-18 <sup>th</sup> April, 2026	Need and Importance of Business Letters, Office Memorandum and Office Circular, Notice & Orders
Week 16 20 <sup>th</sup> April- 25 <sup>th</sup> April, 2026	Technology for Communication, Effective IT Tools, E-mail
Week 17 27 <sup>th</sup> April- 2 <sup>nd</sup> May, 2026	E-mail: Advantages, safety , Smartness & Etiquettes
Week 18 4 <sup>th</sup> May- 9 <sup>th</sup> May, 2026	Revision
Week 19 11 <sup>th</sup> May- 14 <sup>th</sup> May, 2026	Revision

Note: Class Tests, Group Discussions and Presentation with Assignment will be organized from time to time as per requirement.

