

Curriculum Plan (Odd Semester 2025-26) Aug- Nov 2025

Paper : Business Communication SEMESTER 3

Class type: Lecture (3L+1T)

Paper shared with: No One

Unit to be taken	Month wise schedule to be followed	Tests/Assignments/ Revision/Presentations etc.
UNIT I & II Basic introduction to the essentials of Business communication, Effective writing guidelines	August- Mid Sept	Regular discussions in the class for Continuous Assessment
UNIT III: Report Writing, Drafting Minutes, Summarizing annual reports	Mid-Sept to Mid October	Class Practice test
UNIT IV & V: E- Correspondence, Effective IT Tools, Email etiquettes	Mid October to November	Assignment given and activities conducted in the classes