

Curriculum Plan (Even Semester 2025-26) Jan-Apr 2026

Paper : Business Communication (Semester 2)

Class type: Lecture (1L + 1P)

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	January-Mid February	Regular discussions in the class for Continuous Assessment
UNIT III: Report Writing, Drafting Minutes, Summarizing annual reports	Mid-February - March	Practice in classes
UNIT IV & V: E- Correspondence, Effective IT Tools, Email etiquettes	April onwards	Assignment given and activities conducted in the classes