

Ms. L Paveine

Semester I, Sec A

SEC: Communication in Professional Life

Session- September to December 2024

Class type: (2Practical)

S. No.	Name of Course/Paper/Unit/Topic	Week/ Month wise schedule to be followed	No. of Tests/ Assignments / Presentations	Marks Distribution
1.	UNIT 1 Introduction to professional Communication	September Theory of Business Communication <ul style="list-style-type: none">• Introduction• What is Business Communication?• Language of Business Communication• Cultural Components – Cross-Cultural Communication, Cultural Shock, Stereotyping, Ethnocentrism• Miscommunication & Effective Communication	1graded Assignment+ many ungraded discussions and writing activities.	10
	UNIT 2 Listening Skills	October Practicals <ul style="list-style-type: none">• Netiquettes• Audio-book Listening & Discussions• Note-taking	Testing on Listening Skills	5

	UNIT 3 Speaking Skills	October Speaking Skills <ul style="list-style-type: none"> • Presentation Skills- Oral Presentation, Ppt. Preparation, Ppt. Presentation • Group Discussion • Talks- Domain-specific, Ted-Talks, Business Meets, Motivational Talks • Telephonic Skills • Persuasion Skills • Meeting & Negotiation • Interview- Promotion Interview, Job Interview, Business Interview • Functions and activities of PR 	Group Presentation, held in Practicals, Ungraded GD	10
	UNIT 4 Writing Skills	October -November Writing Skills <ul style="list-style-type: none"> • Summarising & Paraphrasing • Job-Oriented Skills- CV, Resume & Bio- Data, Job Application Letter • Documentation • Advertisements & Invitation • Letter Writing- Applications, Business Letters • Report- Analytical Report, Project Report • Digital Communication in Social Space- Social Media Posts (Twitter, Facebook), Blog Writing, Review Writing • Advertisement/Invitation/Poster Designing- Canva/MS Word/Coral • Memo, Office Order, Minutes • Making Online Academic/Work Profile- LinkedIn 	2 Assignments on CV and Notice Writing as compulsory component for CA	15 Marks