**L Paveine**

**Semester I, SEC: Communication in Professional Life**

**Session- 20th August to 13th December 2023**

**Class type(2L+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** | **August-September**Theory of Business Communication Introduction What is Business Communication? Language of Business Communication Cultural Components – Cross-Cultural Communication, Cultural Shock,Stereotyping, Ethnocentrism Miscommunication & Effective Communication | Ungraded discussions and writing activities |  |
| **UNIT 2****Listening Skills** | August to September Practicals Netiquettes Audio-book Listening & Discussions Note-taking |  |  |
| **UNIT 3****Speaking Skills** | **October** **Speaking Skills** 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 | Ungraded GD and Presentation held in Practicals |  |
| **UNIT 4****Writing Skills** | **October -November****Writing Skills** 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), BlogWriting, 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 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |