

**PANIPAT INSTITUTE OF ENGINEERING AND TECHNOLOGY  
PANIPAT**

**DEPARTMENT OF BUSINESS ADMINISTRATION  
COURSE PLAN**

**Name: -Jagmohan Malhotra**

**Subject name: Bussines Communication**

-

**Branch/Semester: - BBA/II**

**Subject Code:- BBA-113**

<b>Sr. No.</b>	<b>Lecture No.</b>	<b>Topics To Be Covered</b>	<b>Planned on</b>	<b>Covered On</b>	<b>Remarks</b>
1	L 1	Business Communication: Basic Forms and Models	2/1		
2	L 2	Business Communication: Basic Forms and Models	3/1		
3	L 3	Business Communication: Basic Forms and Models	6/1		
4	L 4	Barriers to Effective Communication	7/1		
5	L 5	Barriers to Effective Communication	8/1		
6	L 6	Barriers to Effective Communication	9/1		
7	L 7	Essentials of Effective Communication	10/1		
8	L 8	Essentials of Effective Communication	13/1		
9	L 9	Essentials of Effective Communication	14/1		
10	L 10	Revision of all above	15/1		
11	L 11	Basic Parts of Speech	16/1		
12	L 12	Basic Parts of Speech	17/1		
13	L 13	Basic Parts of Speech	20/1		
14	L 14	Voice	21/1		
15	L 15	Voice	22/1		
16	L 16	Voice	23/1		
17	L 17	Paragraph Writing	24/1		
18	L 18	Paragraph Writing	27/1		
19	L 19	Paragraph Writing	28/1		
20	L 20	Precis Writing	3/2		
21	L 21	Precis Writing	4/2		
22	L 22	Precis Writing	5/2		

23	L 23	Translation	6/2		
24	L 24	Translation	7/2		
25	L 25	Translation	10/2		
26	L 26	Revision of above	11/2		
27	L 27	Revision of above	12/2		
28	L 28	Correct Word Usage	13/2		
29	L 29	Correct Word Usage	14/2		
30	L 30	Correct Word Usage	17/2		
31	L 31	Writing Application for Business	18/2		
32	L 32	Writing Application for Business	19/2		
33	L 33	Writing Application for Business	20/2		
34	L 34	Importance of Non-Verbal Communication	21/2		
35	L 35	Importance of Non-Verbal Communication	24/2		
36	L 36	Importance of Non-Verbal Communication	25/2		
37	L 37	Physical Appearance and the Art of Self-Presentation	2/3		
38	L 38	Physical Appearance and the Art of Self-Presentation	3/3/		
39	L 39	Physical Appearance and the Art of Self-Presentation	4/3		
40	L 40	Revision	5/3		