

Lesson Plan for: BBA-IInd sem Semester**Name of the Assistant Professor: Shilpa Rani****Class: BBA-IInd sem****Subject: Business Communication for Even semester (January to April 2020)**

1	01jan-04 jan	week 1	Business communication
2	06 jan-11jan	Week 2	Barriers to Effective Communication
3	13jan-18jan	Week 3	Different Models of Communication
4	20jan-25jan	Week 4	Essential of effective Business communication
5	27jan-1feb	Week 5	Basic parts of speech
6	03 feb-8feb	Week 6	Verb
7	10 feb-15feb	week7	Adjective
8	17 feb-22feb	week8	Adverbs
9	24feb-29feb	week9	Preposition
10	02march-07 march	Week10	Articles
11	09march- 14march	Week 11	HOLIDAYS
12	16march- 21march	Week12	Active and passive voice
13	23march- 28march	Week13	Writing a paragraph
14	30march- 04april	week14	Precis & Translation
15	06april- 11april	week15	Antonyms, Synonyms and Homonyms
16	13april- 18april	week16	Writing application for business
17	20april- 25april	week17	Importance of Non verbal communication
18	26 april- 30april	week18	Revision