

Teaching Lesson Plan

MDC

PROFESSIONAL SKILLS (Functional English-C)

Lecture hours: 45

OBJECTIVES: To enable the students become professional communicators, how to excel in profession-centric communication remains the main objective.

SN	Subject and Objectives	Lectures Hrs	Methodology	Evaluation Mode
Unit-I	Business Correspondence	15Hrs		
	1. Format of Business Letters 2. Different Types of Business letters 3. Email Writing and Messaging 4. Memorandum of Understanding (MOU)	15	PPT, Illustrations	Q & A, Assignments
Unit-II	Organizational Communications -1	10Hrs		
	1. Using Power Point Presentation (PPT) 2. Job Applications 3. Resume/CV writing	10	PPT, Illustrations	CIA
Unit-III	Organizational Communications -2	10Hrs		
	1. Report Writing 2. Notice Writing 3. Agenda and Minutes of Meeting	10	PPT, Illustrations	Q & A, Assignments
Unit-IV	Inter- personal Communication	10Hrs		
	1. Interview: Skills and Etiquette 2. Group Discussion 3. Debate 4. Speech	10	PPT, Illustrations	Q & A, Assignments

Reference Books:

1. V. C. Mahto & Sushmita Chakraborty, Basics of Communication: Opportunities and Challenges, Rudra Publishers and Distributors, New Delhi
2. R. K. Sharma & Nidhi Singh, Essential English for Better Communication, Cambridge University Press
3. Reader's Digest- How to Write and Speak Better
4. Gangal & Dere- Developing Writing Skills in English 5. N. Lal- New Style English Grammar and Composition

Prepared by Department