**LESSON PLAN**

**BUSINESS COMMUNICATION (1.05)**

**Mrs RENU GULIA**

**Session 2023-24**

**July-**Introduction and basics of communication

**August**-Basics of communication, Seven C’S OF Effective communication, Barriers to communication, ethical context of communication.

**September-** Letter writing-component, Layout and process, E-mail communication, Bad news messages, persuasive written communication, memos, notice, agenda and minutes of meeting.

**October**- Types of Business reports, structure of reports, short reports, long reports, abstracts and summaries, proposals.

**November**-Reading skills, listening skills, Note making, Persuasive speaking, Body language, Gestures.