Date	Topics to be Covered	Teaching Method
25-07-24 To 11-08-24	**UNIT-I** Introducing Business Communication: • Basic Forms of Communication • Communication Models and Processes: Linear, Transitional and Interactive • Effective Communication • Principles of Effective Communication	• Lecture based instruction • Inquiry based learning • Flipped Classroom • Interactive simulations • Problem based learning • Blended learning • Discussion • Learner centric approach by creating an environment of free thinking • Explanation • Critical appreciations • Paper presentations • Frequent Quiz and tests
13-08-24 To 26-08-24	**UNIT-II Corporate Communication:** • Formal and Informal Communication: Grapevine • Barriers and Gateways to Communication	• Lecture based instruction • Inquiry based learning • Flipped Classroom • Interactive simulations • Problem based learning • Blended learning • Discussion • Learner centric approach by creating an environment of free thinking • Explanation • Critical appreciations • Paper presentations • Frequent Quiz and tests

28-08-24 To 16-09-24	• Practices in Business Communication - Group Discussion - Mock Interview - Seminars - Individual and Group Presentations	• Lecture based instruction • Inquiry based learning • Flipped Classroom • Interactive simulations • Problem based learning • Blended learning • Discussion • Learner centric approach by creating an environment of free thinking • Explanation • Critical appreciations • Paper presentations • Frequent Quiz and tests
18-09-24 To 30-09-24	UNIT-III Writing Skills and Modern Communication: • Business Letters and Memo Format **4** 15 • Good News and Bad News Letters	• Lecture based instruction • Inquiry based learning • Flipped Classroom • Interactive simulations • Problem based learning • Blended learning • Discussion • Learner centric approach by creating an environment of free thinking • Explanation • Critical appreciations • Paper presentations • Frequent Quiz and tests

3-10-24 To 14-10-24	• Sales Letter • Selection Letter • Fax, E-mail - Formal and Informal • Video Conferencing.	• Lecture based instruction • Inquiry based learning • Flipped Classroom • Interactive simulations • Problem based learning • Blended learning • Discussion • Learner centric approach by creating an environment of free thinking • Explanation • Critical appreciations • Paper presentations • Frequent Quiz and tests
16-10-24 To 28-10-24	UNIT-IV Non-Verbal Aspects of Communication: • Body Language • Kinesics	• Lecture based instruction • Inquiry based learning • Flipped Classroom • Interactive simulations • Problem based learning • Blended learning • Discussion • Learner centric approach by creating an environment of free thinking • Explanation • Critical appreciations • Paper presentations • Frequent Quiz and tests

30-10-24 To 9-11-24	• Proxemics • Para Language	• Lecture based instruction • Inquiry based learning • Flipped Classroom • Interactive simulations • Problem based learning • Blended learning • Discussion • Learner centric approach by creating an environment of free thinking • Explanation • Critical appreciations • Paper presentations • Frequent Quiz and tests
11-11-24 TO 14-11-24	• Making a Powerpoint Presentation	• Lecture based instruction • Inquiry based learning • Flipped Classroom • Interactive simulations • Problem based learning • Blended learning • Discussion • Learner centric approach by creating an environment of free thinking • Explanation • Critical appreciations • Paper presentations • Frequent Quiz and tests

15-11-24 Onwards	Revision for MMT	Class Test, Student Presentation, Problem Solving
15-12-24 To 31-12-24	MTT	Class Test, Student Presentation, Problem Solving
4-02-25 To 17-02-25	Revision: UNITS 1, 2, 3	Class Test, Student Presentation, Problem Solving
18-02-25 To 29-02-25	Revision: UNITS 4, 5	Class Test, Student Presentation, Problem Solving
March 2025	Tests, Exam Preparation, Presentation	