Date	Topics to be Covered	Teaching Method
25-07-24		Lecture based
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	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	Practices in Business CommunicationGroup Discussion	Lecture based instruction
16-09-24	- Mock Interview	Inquiry based
	- Seminars	learning
		Flipped
	- Individual and Group Presentations	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	UNIT-III Writing Skills and Modern	Lecture based
То	Communication:	instruction
30-09-24	Business Letters and Memo Format	Inquiry based
		learning
	4	Flipped
	15	Classroom
	 Good News and Bad News Letters 	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	- Colog I otton	Lecture based
To 14-10-24	• Sales Letter	instruction
10111021	• Selection Letter	Inquiry based
	• Fax, E-mail - Formal and Informal	learning
	• Video Conferencing.	• Flipped
		Classroom
		Interactive
		simulations
		Problem based
		learning
		Blended learningDiscussion
		• Learner centric
		approach by creating an environment of
		free thinking
		• Explanation
		Critical
		appreciations
		 Paper presentations
		Frequent Quiz and
		tests
16-10-24		Lecture based
То	UNIT-IV Non-Verbal Aspects of Communication:	instruction
28-10-24	Body Language	Inquiry based
	• Kinesics	learning
	Minesics	• 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	• Proxemics	Lecture based
To 10 24		instruction
9-11-24	Para Language	• 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	Making a Powerpoint Presentation	Lecture based
TO		instruction
14-11-24		Inquiry based
		learning
		Flipped
		Classroom
		• Interactive
		simulations
		• Problem based
		learning
		 Blended learning
		 Discussion
1		• Learner centric
		approach by creating
		approach by creating an environment of
		approach by creating an environment of free thinking
		approach by creating an environment of free thinkingExplanation
		 approach by creating an environment of free thinking Explanation Critical
		 approach by creating an environment of free thinking Explanation Critical appreciations
		 approach by creating an environment of free thinking Explanation Critical appreciations Paper presentations
		 approach by creating an environment of free thinking Explanation Critical appreciations

ABV GDC Sunni, Shimla (H.P) Teaching Learning Schedule of ENG AEEC/SEC-302 (2024-25) Business Communication

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	