**Curriculum plan (Odd Semester 2023-24) September-December 2024**

**Teacher Name: Aastha Yadav**

**Paper : SEC Communicationin Professional Life, Semester I**

**Class type: Lecture (0L+2P)**

**Paper shared with: No one**

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| **Unit to be taken** | **Month wise schedule to be followed** | **Tests/Assignments/ Revision/Presentations etc.** |
| **UNIT I:**  Theory of Business Communication, Language of Business communication, Effective Communication, Barrier to effective Communication, Cross-Cultural Communication, Ethnocentrism,Cultural shock | September - Mid October | Class discussions during the theory classes |
| **UNIT II & III**  Listening skills - Netiquettes, Note taking  Speaking skills- Group discussion, Meeting & Negotiation, Presentation skills,telephonic skills, Persuasion skills | October- Mid November | Class Test of Unit I, Assessment given for IA, Group discussion |
| **UNIT IV**  Job/Business Interview  Writing skills- Summarizing & Paraphrasing, CV, Resume, Bio-Data, Letter writing, Report writing, Documentation, Digital Communication, Poster designing, Minutes, Making online Academic profile | November - December | Writing skills like letter writing, Resume are practiced during classes. Interviews conducted. |