**Lesson Plan (2025-26)**

**Class BA lI SEC & Groups: Semester-03**

**S.U.S. Govt. College, Matak Majri-Indri, Karnal**

**Name of teacher: Naveen Kumar**

***Course Type (SEC): Communication in Professional Life***

***July***: Introduction to the syllabus and the basic skills

Chapter 1. Study of Communication (Meaning, definition and explanation of the topic)

Process, Importance and Purpose of Communication

Discussion on question-answers

***August*:** Chapter 2. Strategies for Effective Communication: term, definition, and explanation

Chapter 3. Essentials of Good Communication

Basic Forms of Communication: Verbal Communication and Non-Verbal

Chapter 4. Significance of Body Language in Communication

Forms of Communication: Types of Non-Verbal Communication

***September*:** Chapter 5. Noun, Adverb and Relative Clauses: Definition and its Forms

Chapter 6. Types of Sentences: Meaning, definition and explanation of Sentences

1. Assertive , 2. Interrogative, 3. Imperative, 4. Exclamatory and 5. Optative

Sessional Test/Assignments (Discussion on question-answers)

***October*:** chapter 7. Formal E-Mail Writing: Meaning and Format of Formal E-Mail

Chapter 8. Notice writing: Meaning and Format of E-Mail

Chapter 9. Press Release: Business Related

Meaning and Format of Press Report, Cutting of newspaper

***November*:** Chapter 10. Business Report: Meaning of Business Report, Types of Business Report

How Business Report is made?

Discussion on question-answers and revision of the syllabus

**Signature of teacher**

**Department: English**