**BUSINESS COMMUNICATION (HS-2081)\_LESSON PLAN (100 MARKS, 24 HOURS)**

**1 credit**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Lesson** | **Activity** | **Marks** | **Hours** | **Total Hours** | **Sessions** |
| 1. | READING 1 | Reading Comprehension – Activity based on BEC Training – Matching, Multiple Choice Questions, Open Close, Giving Appropriate Headings | 10 | 2 | 4 | 2 |
| READING 2 | Collocation – Activity based on Phrasal Verbs & Vocabulary Building | 10 | 2 |
| 2. | WRITING 1 | E-mail – Activities based on Writing Appropriate Salutation, Paragraphs & Conclusion | 10 | 2 | 2 | 3 |
| WRITING 2 | 1. Resume Writing 2. Cover Letter | 10  10 | 2  2 | 4 |
| 3. | SPEAKING | Thematic discussions – Self-Introduction | 10 | 4 | 4 | 2 |
| 4. | ORAL PRESENTATION | Activity based on PowerPoint Presentation | 15 | 6 | 6 | 3 |
| 5. | GROUP DISCUSSION | Group-based activity | 15 | 4 | 4 | 2 |
| 6. | GENERAL | Class Participation | 10 |  |  |  |
|  | **TOTAL** |  | **100** |  | **24** | **12** |

**BUSINESS COMMUNICATION (HS-2081)\_MARKS DIVISION (TOTAL 100 MARKS)**

1. READING

* Reading Comprehension – Matching, MCQ, Open Close, Appropriate Headings marks -10
* Collocation – Phrasal Verbs & Vocabulary Building marks-10

1. WRITING

* E-mail – Writing Appropriate Salutation, Paragraphs & Conclusion marks-10
* Resume Writing marks-10
* Cover Letter marks-10

1. SPEAKING

* Thematic Discussion – Self-Introduction marks-10

1. ORAL PRESENTATION marks-15
2. GROUP DISCUSSION marks-15
3. Class Participation marks-10

**TOTAL 100 marks**