# Business Communication - Lesson Plan

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| Time allocated | Work to be covered | Teaching method/learner activities | Resources |
| Session 1  1. 5 Hours - Study  1.5 Hours – Assignment | 8.0. Introduction to Business Law  8.1. Describe The Definition of Business Communication.    8.2. Explain what Communication is all about.    8.3. & 8.4. Describe the Communication Cycle and the process. | * Self study * Tutor explanation | * PowerPoint Presentations * Multimedia Resources |
| Session 2  1. 5 Hours - Study  1.5 Hours – Assignment | 8.5. & 8.6. Describe the types of Communication.  8.7. Explanation on Organizational Communication.  8.8. Discuss about Effective Communication.  8.9. Explain and Discuss on Feedback in communication studies and about Feedback Cycle. | * Self study * Tutor explanation | * PowerPoint Presentations   Multimedia Resources |
| Session 3  1. 5 Hours - Study  1.5 Hours – Assignment | 8.10. Describe the level of Communication.  8.11. Explain and Discuss on Balance of Interpersonal Communication. | * Self study * Tutor explanation | * PowerPoint Presentations   Multimedia Resources |
| Session 4  1. 5 Hours - Study  1.5 Hours – Assignment | 8.12. Describe about Communication Skills and the types of communication skills.  8.13. Describe the Workplace communication and the importance of the study.  8.14. Discuss and explain about Important for a business to achieve effective communication  8.15. Explanation on Remedy Poor Communication Skills | * Self study * Tutor explanation | * PowerPoint Presentations * Multimedia Resources |