

K L University
Department of MBA
Course Handout for II Year BBA_ MBA PROGRAM
A.Y.2017-18, IV Semester

Course Name : BUSINESS REPORT WRITING

Course Code: 15BB22C2

L-T-P structure: 2-2-0

Course Credits: 3

Course Coordinator: Mr. Shahnazuddin

Course Instructors : Mr. P. Raja, Mrs. Usha Rani, Mr. Ramana Moorthy

Course Teaching Associates: NIL

Course Objective:

1. To make the students understand the concepts related to models of communication and other types of Communication.
2. To make them apply the knowledge of Reports and types of Etiquettes.
3. To make them analyze the concepts related to presentation skills, meetings, conferences and business proposals.
4. To make students familiarize with relevant to circulars, memos, Agendas and listening skills.

Course Rationale: The main purpose of this course is to provide skills that would enhance their job performance to acceptable levels.

Course Outcomes (CO):

CO No:	CO	SO	BTL
1.	The students will be able to understand the different models of communication, types of communication and cross cultural	F	2

	communication.		
2.	The students will be able to apply the knowledge of reports and different types of etiquettes	A	3
3.	The students will be able to analyze the concepts related to presentation skills, meetings, conferences and business proposals.	K	4
4.	The students will be able to understand the importance of circulars, memos, agendas, notices and mechanics of writing.	F	2

COURSE OUTCOME INDICATORS (COI):

CO No.	COI-1	COI-2	COI-3
1.	To understand the concept of communication	To understand the different models of communication.	To understand the different types of communication.
2.	To apply the knowledge of different types of reports.	To apply the different types of etiquettes	To apply the dimensions of etiquettes.
3.	To analyze the concept of conference, meetings.	To analyze the concept of presentation skills.	To analyze the concept of case studies.
4.	To understand the importance of soft skills in the corporate world.	To understand the concepts of notemaking, precis writing.	To understand the concept of circulars ,agendas, notices.

SYLLABUS (As approved by BoS):

Objective: To help students develop good written communication skills and to acquaint them with fundamentals of business communication & writing.

Basics of Communication: Verbal and Non-verbal Communication; Barriers to Communication. **Business Correspondence:** E-mail Communication; Memo-Reports; Notice, Agenda and Minutes of Meetings. **Effective Writing:** Report: Its Features: Types of Reports; Formal Reports; Gathering Information; Organization of the Material; Uses of Visual Aids; Writing Abstract and Summaries; Writing Definitions, Précis Writing, Mechanics of Writing. **Reading and Listening Skills:** Note-making, barriers to effective listening, developing listening skills, Reading

strategies, Developing reading skills. **Oral Presentation:** Planning a presentation, Preparation, Body language, Audio Visual Aids, Active Engagement of Audience

Text Books:

1. Technical Communication by Meenakshi Raman and Sangeetha Sharma, Oxford University Press

Reference Books:

1. Business Communication, Meenakshi Raman & Prakash Singh, Oxford University Press
2. Business Communication – Urmila Rai & S M Rai, Himalaya Publishing House
3. Effective Business Communication – Asha Kaul, Prentice Hall of India Private Limited, New Delhi

COURSE DELIVERY PLAN:

Sess. No.	CO	COI	Topic (s)	Teaching-Learning Methods	Evaluation Components
1	1	1	Concept of communication	Lecture-Interaction	In semester Exam & End Semester Exam
2	1	1	Models of Communication	Tutorial, Practice	In semester Exam & End Semester Exam
3	1	1	Inferential, schramm models of communication	Tutorial, Practice	In semester Exam & End Semester Exam
4	1	1	Katz, westley, Berlos model of communication	Tutorial, Practice	In semester Exam & End Semester Exam
5	1	2	Types of communication Verbal communication	Lecture-Interaction	In semester Exam & End Semester Exam
6	1	2	Non verbal communication	Lecture-Interaction	In semester Exam & End

					Semester Exam
7	1	2	Kinesics, Proximics	Lecture-Interaction	In semester Exam & End Semester Exam
8	1	2	Paralanguage, Haptics	Tutorial, Practice	In semester Exam & End Semester Exam
9	1	3	Chronemics, Artifacts	Tutorial, Practice	In semester Exam & End Semester Exam
10	1	3	Physical appearance	Tutorial, Practice	In semester Exam & End Semester Exam
11	1	3	Technology enabled communication	Tutorial, Practice	In semester Exam & End Semester Exam
12	1	3	Communication networks	Lecture-Interaction	In semester Exam & End Semester Exam
13	1	3	Barriers to Communication	Lecture-Interaction	In semester Exam & End Semester Exam
14	1	3	Cross cultural communication	Lecture-Interaction	In semester Exam & End Semester Exam
15	2	1	Concept of Etiquettes	Lecture-Interaction	In semester Exam & End Semester Exam
16	2	1	Types of Etiquettes	Lecture-Interaction	In semester Exam & End Semester Exam

17	2	1	Email Etiquettes	Lecture-Interaction	In semester Exam & End Semester Exam
18	2	1	Telephonic Etiquettes	Tutorial, Practice	In semester Exam & End Semester Exam
19	2	2	Dining Etiquettes	Lecture-Interaction	In semester Exam & End Semester Exam
20	2	2	Other forms of Etiquettes	Tutorial, Practice	In semester Exam & End Semester Exam
21	2	2	Concept of reports, purpose of reports	Lecture-Interaction	In semester Exam & End Semester Exam
22	2	2	Types of Reports	Lecture-Interaction	In semester Exam & End Semester Exam
23	2	2	Stages of Reports	Lecture-Interaction	In semester Exam & End Semester Exam
24	2	3	Inquiry reports	Tutorial, Practice	In semester Exam & End Semester Exam
25	2	3	Layout of reports	Tutorial, Practice	In semester Exam & End Semester Exam
26	2	3	Concept of Proposals	Tutorial, Practice	In semester Exam & End Semester Exam
27	2	3	Types of Proposals	Tutorial, Practice	In semester Exam & End

					Semester Exam
28	2	3	Dos and Don'ts in Reports	Tutorial, Practice	
29	3	1	Concept of Presentation skills	Tutorial, Practice	In semester Exam & End Semester Exam
30	3	1	Structure of Presentation skills	Lecture-Interaction	In semester Exam & End Semester Exam
31	3	1	Ways to overcome public fear	Lecture-Interaction	In semester Exam & End Semester Exam
32	3	1	Concept of conversation	Lecture-Interaction	In semester Exam & End Semester Exam
33	3	1	Importance of Business conversation	Tutorial, Practice	In semester Exam & End Semester Exam
34	3	1	Essentials of Business conversation	Tutorial, Practice	In semester Exam & End Semester Exam
35	3	2	Concept of Meetings	Lecture-Interaction	In semester Exam & End Semester Exam
36	3	2	Concept of Conferences	Lecture-Interaction	In semester Exam & End Semester Exam
37	3	2	Case types, five misunderstanding	Lecture-Interaction	In semester Exam & End Semester Exam
38	3	2	Road map to case Analysis	Lecture-Interaction	In semester Exam & End

					Semester Exam
39	3	2	Format of written analysis	Lecture-Interaction	In semester Exam & End Semester Exam
40	3	3	Common mistakes to avoid	Lecture-Interaction	In semester Exam & End Semester Exam
41	3	3	Components of written analysis of cases.	Tutorial, Practice	In semester Exam & End Semester Exam
42	3	3	Presentation skills-2	Tutorial, Practice	In semester Exam & End Semester Exam
43	3	3	Case analysis-2	Lecture-Interaction	In semester Exam & End Semester Exam
44	3	3	Business conversation-2	Lecture-Interaction	In semester Exam & End Semester Exam
45	4	1	Mechanics of writing	Tutorial, Practice	In semester Exam & End Semester Exam
46	4	1	Note making	Tutorial, Practice	In semester Exam & End Semester Exam
47	4	1	Developing listening skills	Tutorial, Practice	In semester Exam & End Semester Exam
48	4	1	Reading strategies	Tutorial, Practice	In semester Exam & End Semester Exam
49	4	1	Writing abstract and summaries	Tutorial, Practice	In semester Exam & End

					Semester Exam
50	4	1	Précis writing	Lecture-Interaction	In semester Exam & End Semester Exam
51	4	2	7c's of communication	Lecture-Interaction	In semester Exam & End Semester Exam
52	4	2	Concept of Circulars	Tutorial, Practice	In semester Exam & End Semester Exam
53	4	2	Concept of Agendas	Lecture-Interaction	In semester Exam & End Semester Exam
54	4	2	Importance of Soft skills in corporate world	Lecture-Interaction	In semester Exam & End Semester Exam
55	4	2	Importance of soft skills in Academic world	Lecture-Interaction	In semester Exam & End Semester Exam
56	4	3	Concept of Memos	Lecture-Interaction	In semester Exam & End Semester Exam
57	4	3	Concept of Notices	Lecture-Interaction	In semester Exam & End Semester Exam
58	4	3	Writing strategies	Lecture-Interaction	In semester Exam & End Semester Exam

59	4	3	Importance of soft skills-2	Tutorial, Practice	In semester Exam & End Semester Exam
60	4	3	Importance of soft skills-3	Tutorial, Practice	In semester Exam & End Semester Exam

Session wise Teaching – Learning Plan

Session Number: 1

Session Outcome: At the end of the session, the student will be able to define the concept of communication

Time(min)	Topic	BTL	Teaching – Learning Method
5	Introduction to communication		Interaction
30	Dimensions of communication	2	Lecture
05	Questions and Answers (Q&A)		Interaction
05	Summary		Interaction
05	Attendance		

Session Number: 2

Session Outcome: At the end of the session, the student will be able to relate the different models of communication

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Models of communication (Tutorial)	2	Practice
05	Questions and Answers (Q&A)		Practice
05	Summary		Interaction
05	Attendance		

Session Number: 3

Session Outcome: At the end of the session, the student will be able to list the concept of Inferential and schramm models of communication

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Inferential and schramm models of communicaiton(Tutorial)	2	Practice
05	Questions and Answers (Q&A)		Practice
05	Summary		Interaction
05	Attendance		

Session Number: 4

Session Outcome: At the end of the session, the student will be able to outline the concepts of katz, westley and barlos model of communication

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Katz, westley and Barlos models of communication(Tutorial)	2	Practice
05	Questions and Answers (Q&A)		Practice
05	Summary		Interaction
05	Attendance		

Session Number: 5

Session Outcome: At the end of the session, the student will be able to classify the concepts of types of communication and verbal communication

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Non verbal communication (Tutorial)	2	Practice
05	Questions and Answers (Q&A)		Practice
05	Summary		Interaction
05	Attendance		

Session Number: 6

Session Outcome: At the end of the session, the student will be able to summarize the concept of Non verbal communication

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction

30	Non verbal communication (Tutorial)	2	Practice
05	Questions and Answers (Q&A)		Practice
05	Summary		Interaction
05	Attendance		

Session Number: 7

Session Outcome: At the end of the session, the student will be able to recall the concept of kinesics, proxemics.

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Kinesics and Proxemics	2	Lecture
05	Questions and Answers (Q&A)		Interaction
05	Summary		Interaction
05	Attendance		

Session Number: 8

Session Outcome: At the end of the session, the student will be able to list Paralanguage and Haptics

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Paralanguage and Haptics	2	Lecture
05	Questions and Answers (Q&A)		Interaction
05	Summary		Interaction
05	Attendance		

Session Number: 9

Session Outcome: At the end of the session, the student will be able to label the concept of chronemics and artifacts

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Chronemics and artifacts (Tutorial)	2	Practice
05	Questions and Answers (Q&A)		Practice
05	Summary		Interaction

05	Attendance		
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Session Number: 10

Session Outcome: At the end of the session, the student will be able to summarize the concept of Physical appearance

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Physical appearance(Tutorial)	2	Practice
05	Questions and Answers (Q&A)		Practice
05	Summary		Interaction
05	Attendance		

Session Number: 11

Session Outcome: At the end of the session, the student will be able to explain the concept of Technology enabled communication

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Technology enabled communication(Tutorial)	2	Practice
05	Questions and Answers (Q&A)		Practice
05	Summary		Interaction
05	Attendance		

Session Number: 12

Session Outcome: At the end of the session, the student will be able to name the concept of Communication networks

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Communication Networks(Tutorial)	2	Practice
05	Questions and Answers (Q&A)		Practice
05	Summary		Interaction
05	Attendance		

Session Number: 13

Session Outcome: At the end of the session, the student will be able to illustrate the concept of barriers to communication

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Barriers to communication	2	Lecture
05	Questions and Answers (Q&A)		Interaction
05	Summary		Interaction
05	Attendance		

Session Number: 14

Session Outcome: At the end of the session, the student will be able to outline the concept of cross cultural communication

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Cross cultural communication	2	Lecture
05	Questions and Answers (Q&A)		Interaction
05	Summary		Interaction
05	Attendance		

Session Number: 15

Session Outcome: At the end of the session, the student will be able to construct the concept of etiquettes

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Concept of etiquettes	3	Lecture
05	Questions and Answers (Q&A)		Interaction
05	Summary		Interaction
05	Attendance		

Session Number: 16

Session Outcome: At the end of the session, the student will be able to develop the concept and types of Etiquettes

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Concept types of etiquettes	3	Lecture
05	Questions and Answers (Q&A)		Interaction
05	Summary		Interaction
05	Attendance		

Session Number: 17

Session Outcome: At the end of the session, the student will be able to identify the concept of Email etiquettes

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Email Etiquettes	3	Lecture
05	Questions and Answers (Q&A)		Interaction
05	Summary		Interaction
05	Attendance		

Session Number: 18

Session Outcome: At the end of the session, the student will be able to apply the concept of Telephonic Etiquettes

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Telephonic Etiquettes	3	Lecture
05	Questions and Answers (Q&A)		Interaction
05	Summary		Interaction
05	Attendance		

Session Number: 19

Session Outcome: At the end of the session, the student will be able to build the concept of dining etiquettes

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction

30	Dining Etiquettes(Tutorial)	3	Practice
05	Questions and Answers (Q&A)		Practice
05	Summary		Interaction
05	Attendance		

Session Number: 20

Session Outcome: At the end of the session, the student will be able to experiment with the different forms of Etiquettes

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Different form of etiquettes	3	Lecture
05	Questions and Answers (Q&A)		Interaction
05	Summary		Interaction
05	Attendance		

Session Number: 21

Session Outcome: At the end of the session, the student will be able to apply the concept of reports and purpose of reports

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Concept and purpose of reports(Tutorial)	3	Practice
05	Questions and Answers (Q&A)		Practice
05	Summary		Interaction
05	Attendance		

Session Number: 22

Session Outcome: At the end of the session, the student will be able to construct the different types of Reports

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Types of Reports	3	Lecture
05	Questions and Answers (Q&A)		Interaction
05	Summary		Interaction

05	Attendance		
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Session Number: 23

Session Outcome: At the end of the session, the student will be able to identify the different stages of reports

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Different stages of reports	3	Lecture
05	Questions and Answers (Q&A)		Interaction
05	Summary		Interaction
05	Attendance		

Session Number: 24

Session Outcome: At the end of the session, the student will be able to build the concept of inquiry reports

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Inquiry reports	3	Lecture
05	Questions and Answers (Q&A)		Interaction
05	Summary		Interaction
05	Attendance		

Session Number: 25

Session Outcome: At the end of the session, the student will be able to utilize the concept of layout of reports

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Layout of reports (Tutorial)	3	Practice
05	Questions and Answers (Q&A)		Practice
05	Summary		Interaction
05	Attendance		

Session Number: 26

Session Outcome: At the end of the session, the student will be able to apply the concept of proposals

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Concept of proposals (Tutorial)	3	Practice
05	Questions and Answers (Q&A)		Practice
05	Summary		Interaction
05	Attendance		

Session Number: 27

Session Outcome: At the end of the session, the student will be able to construct the different types of proposals

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Types of proposals(Tutorial)	3	Practice
05	Questions and Answers (Q&A)		Practice
05	Summary		Interaction
05	Attendance		

Session Number: 28

Session Outcome: At the end of the session, the student will be able to identify the do's and don'ts in reports

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Dos and don'ts in reports(Tutorial)	3	Practice
05	Questions and Answers (Q&A)		Practice
05	Summary		Interaction
05	Attendance		

Session Number: 29

Session Outcome: At the end of the session, the student will be able to dissect the knowledge of presentation skills

Time(min)	Topic	BTL	Teaching – Learning Method
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5	Recap		Interaction
30	presentation skills (Tutorial)	4	Practice
05	Questions and Answers (Q&A)		Practice
05	Summary		Interaction
05	Attendance		

Session Number: 30

Session Outcome: At the end of the session, the student will be able to examine the structure of presentation

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Structure of presentation(Tutorial)	4	Practice
05	Questions and Answers (Q&A)		Practice
05	Summary		Interaction
05	Attendance		

Session Number: 31

Session Outcome: At the end of the session, the student will be able to simplify the ways to overcome public fear

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Ways to overcome public fear	4	Lecture
05	Questions and Answers (Q&A)		Interaction
05	Summary		Interaction
05	Attendance		

Session Number: 32

Session Outcome: At the end of the session, the student will be able to analyze the concept of conversation

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Concept of conversation	4	Lecture
05	Questions and Answers (Q&A)		Interaction

05	Summary		Interaction
05	Attendance		

Session Number: 33

Session Outcome: At the end of the session, the student will be able to inspect the importance of business conversation

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Essentials of business conversation	4	Lecture
05	Questions and Answers (Q&A)		Interaction
05	Summary		Interaction
05	Attendance		

Session Number: 34

Session Outcome: At the end of the session, the student will be able to categorize the essentials of business conversation

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Essentials of business conversation	4	Lecture
05	Questions and Answers (Q&A)		Interaction
05	Summary		Interaction
05	Attendance		

Session Number: 35

Session Outcome: At the end of the session, the student will be able to examine the concept of meetings

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Meetings(Tutorial)	4	Practice
05	Questions and Answers (Q&A)		Practice
05	Summary		Interaction

05	Attendance		
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Session Number: 36

Session Outcome: At the end of the session, the student will be able to dissect the concept of conferences

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Conferences(Tutorial)	4	Practice
05	Questions and Answers (Q&A)		Practice
05	Summary		Interaction
05	Attendance		

Session Number: 37

Session Outcome: At the end of the session, the student will be able to classify the concept of case types

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Case types	4	Lecture
05	Questions and Answers (Q&A)		Interaction
05	Summary		Interaction
05	Attendance		

Session Number: 38

Session Outcome: At the end of the session, the student will be able to categorize the common misunderstanding in solving cases

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Common misunderstanding in cases	4	Lecture
05	Questions and Answers (Q&A)		Interaction
05	Summary		Interaction
05	Attendance		

Session Number: 39

Session Outcome: At the end of the session, the student will be able to Analyze the concept of road map to case analysis

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Road map to case analysis	4	Lecture
05	Questions and Answers (Q&A)		Interaction
05	Summary		Interaction
05	Attendance		

Session Number: 40

Session Outcome: At the end of the session, the student will be able to dissect the common mistakes to avoid in cases

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Common mistakes to avoid in cases	4	Lecture
05	Questions and Answers (Q&A)		Interaction
05	Summary		Interaction
05	Attendance		

Session Number: 41

Session Outcome: At the end of the session, the student will be able to classify the components of written analysis of cases

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Components of written analysis of cases	4	Lecture
05	Questions and Answers (Q&A)		Interaction
05	Summary		Interaction
05	Attendance		

Session Number: 42

Session Outcome: At the end of the session, the student will be able to examine the concept of presentation skills-2

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Presentation skills-2	4	Lecture
05	Questions and Answers (Q&A)		Interaction
05	Summary		Interaction
05	Attendance		

Session Number: 43

Session Outcome: At the end of the session, the student will be able to discover the concept of case analysis-2

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Case analysis -2(Tutorial)	4	Practice
05	Questions and Answers (Q&A)		Practice
05	Summary		Interaction
05	Attendance		

Session Number: 44

Session Outcome: At the end of the session, the student will be able to categorize the concept of business conversation-2

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Business conversation -2(Tutorial)	4	Practice
05	Questions and Answers (Q&A)		Practice
05	Summary		Interaction
05	Attendance		

Session Number: 45

Session Outcome: At the end of the session, the student will be able to understand the concept of mechanics of writing

Time(min)	Topic	BTL	Teaching – Learning Method
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5	Recap		Interaction
30	Mechanics of writing	2	Lecture
05	Questions and Answers (Q&A)		Interaction
05	Summary		Interaction
05	Attendance		

Session Number: 46

Session Outcome: At the end of the session, the student will be able to explain the concept of Note making

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Note making	2	Lecture
05	Questions and Answers (Q&A)		Interaction
05	Summary		Interaction
05	Attendance		

Session Number: 47

Session Outcome: At the end of the session, the student will be able to interpret the concept of developing listening skills

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Developing listening skills(Tutorial)	2	Practice
05	Questions and Answers (Q&A)		Practice
05	Summary		Interaction
05	Attendance		

Session Number: 48

Session Outcome: At the end of the session, the student will be able to outline the concept of reading strategies

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Reading strategies(Tutorial)	2	Practice
05	Questions and Answers (Q&A)		Practice
05	Summary		Interaction

05	Attendance		
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Session Number: 49

Session Outcome: At the end of the session, the student will be able to understand the concept of writing abstract and summaries

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Writing abstract and summaries(Tutorial)	2	Practice
05	Questions and Answers (Q&A)		Practice
05	Summary		Interaction
05	Attendance		

Session Number: 50

Session Outcome: At the end of the session, the student will be able to summarize the concept of précis writing

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Precis writing(Tutorial)	2	Practice
05	Questions and Answers (Q&A)		Practice
05	Summary		Interaction
05	Attendance		

Session Number: 51

Session Outcome: At the end of the session, the student will be able to illustrate the concept of 7c' of communication

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	7 c's of communication(Tutorial)	2	Practice
05	Questions and Answers (Q&A)		Practice
05	Summary		Interaction
05	Attendance		

Session Number: 52

Session Outcome: At the end of the session, the student will be able to outline of concept of circulars

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Circulars	2	Lecture
05	Questions and Answers (Q&A)		Interaction
05	Summary		Interaction
05	Attendance		

Session Number: 53

Session Outcome: At the end of the session, the student will be able to classify the concept of agendas

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Concept of agendas	2	Lecture
05	Questions and Answers (Q&A)		Interaction
05	Summary		Interaction
05	Attendance		

Session Number: 54

Session Outcome: At the end of the session, the student will be able to demonstrate the concept of soft skills in corporate world

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Soft skills in corporate world(Tutorial)	2	Practice
05	Questions and Answers (Q&A)		Practice
05	Summary		Interaction
05	Attendance		

Session Number: 55

Session Outcome: At the end of the session, the student will be able to understand the concept of soft skills in Academic world

Time(min)	Topic	BTL	Teaching – Learning Method
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5	Recap		Interaction
30	Soft skills in Academic world	2	Lecture
05	Questions and Answers (Q&A)		Interaction
05	Summary		Interaction
05	Attendance		

Session Number: 56

Session Outcome: At the end of the session, the student will be able to explain the concept of Memos

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Memos	2	Lecture
05	Questions and Answers (Q&A)		Interaction
05	Summary		Interaction
05	Attendance		

Session Number: 57**Session Outcome:** At the end of the session, the student will be able to outline the concept of Notices

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Notices	2	Lecture
05	Questions and Answers (Q&A)		Interaction
05	Summary		Interaction
05	Attendance		

Session Number: 58**Session Outcome:** At the end of the session, the student will be able to illustrate the concept of writing strategies

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Writing strategies	2	Lecture
05	Questions and Answers (Q&A)		Interaction
05	Summary		Interaction
05	Attendance		

Session Number: 59**Session Outcome:** At the end of the session, the student will be able to explain the concept of soft skills-2

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Soft skills-2	2	Lecture
05	Questions and Answers (Q&A)		Interaction
05	Summary		Interaction
05	Attendance		

Session Number: 60

Session Outcome: At the end of the session, the student will be able to understand the concept of soft skills-3

Time(min)	Topic	BTL	Teaching – Learning Method
5	Recap		Interaction
30	Soft skills-3	2	Lecture
05	Questions and Answers (Q&A)		Interaction
05	Summary		Interaction
05	Attendance		

EVALUATION PLAN:

Evaluation Component	Weightage/ Marks	Date	Duration (Hours)	CO 1			CO 2			CO 3			CO 4		
COI Number				1	2	3	1	2	3	1	2	3	1	2	3
BTL				2	2	2	3	3	3	4	4	4	2	2	2
Test 1	Weightage (10%)	30-01-2018 to 02-02-2018	One hour thirty Minutes	2%	5%	3%									
	Max Marks (20)			4	9	7									
Test 2	Weightage (10%)	05-03-2018 to 08-03-2018	One hour thirty Minutes				2%	5%	3%						
	Max Marks (20)						4	9	7						
Test 3	Weightage (10 %)	03-04-2018 to 06-04-2018	One hour thirty minutes							10%					
	Max Marks (20)									20					
Active Learning	Weightage (15%)			Continuous Evaluation											
	Max Marks (15)					15			15			15			
Attendance	Weightage (5%) Max marks- 5														
Semester End Exam	Weightage (50%)		Three hours	2	3	5	2	3	5	2	3	5	4	6	10
	Max Marks (50)			2	3	5	2	3	5	2	3	5	4	6	10
	Question Number			1	2-7	8	1	2-7	8	1	2-7	8	1	2-7	8

Course Team members, Chamber Consultation Hours and Chamber Venue details:

S.No.	Name of Faculty	Chamber Consultation Day(s)	Chamber Consultation Timings for each day	Chamber Consultation Room No:	Signature of Course faculty
1.	Mr.Shahnazuddin	Saturday	4.00-5.00	EEE Ground floor CSS Department	

Signature of COURSE COORDINATOR:

Recommended by HEAD OF DEPARTMENT:

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Hari Kiran Vege,

Assoc. Dean-TLP

for **Approved By: DEAN-ACADEMICS**

(Sign with Office Seal)