

**ST. JOSEPH'S COLLEGE, HASSAN**  
 (Affiliated to the University of Mysore)  
**LESSON PLAN 2018 -19**  
 CLASS: IV SEM BBA AND B.COM  
**ENGLISH LITERATURE AND LANGUAGE**  
 COMPONENT (4Hrs Week)

**Prepared by: Mr. Anil M. S**

**Objectives of the subject:** Customized for the students of these streams, the Paper explains the nature of Business Correspondence and teaches writing various kinds of business letters. The Language Component here emphasizes on the transactional aspect of English language, in its spoken as well as written form. The semester examination tests the student's business letter-writing ability, grasp of the play and language skills.

**MODULE WISE LESSON PLAN**

<b>UNIT/SESSION/HOURS (TIME REQUIRED)</b>	<b>TOPICS FOR STUDENT PREPARATION (INPUT)</b>	<b>PROCEDURE (PROCESS)</b>	<b>LEARNING OUTCOME ( OUTPUT)</b>	<b>ASSESSMENT</b>
<b>1. Introduction to Communication</b>	Introduction to Nature and scope of communication. Barriers to communication	Lecture and Discussion	It helps students to understand Nature and scope of communication  It helps them to improve day today conversation in English.	Concept based illustrations and writing exercises

<b>2. GROUP COMMUNICATION</b>	Introduction to Participating in a seminar Participating in a conference.	Lecture and Discussion	It helps students to understand how to participate in seminar and conference.	Concept based illustrations and writing exercises
<b>3. Cycles of business correspondence</b>	Introduction to Placement and execution of orders Letters of complaint and cancelation of orders.	Lecture and Discussion	It helps students to understand how to order products and make complaint.	Concept based illustrations and writing exercises
<b>4. BANK CORRESPONDANCE</b>	Introduction to Application for loans and over draft. Correspondence b/w office and branches of the bank.	Lecture and Discussion	It helps students to understand	Concept based illustrations and writing exercises
<b>5. Language Component</b>	Introduction to Direct and Indirect speech. Job application letters with resume and Essay writing.	Lecture and Discussion	It helps students to understand The Language Component here emphasizes on the transactional aspect of English language, in its spoken as well as written form	Concept based illustrations and writing exercises

### **HOURLY LESSON PLAN**

**Subject: ENGLISH (Communication and Business Correspondence)  
LANGUAGE COMPONENT.  
Third semester B.Com /BBA**

**70 Hrs**

<i>Sl. No.</i>	<i>Unit &amp; Objectives</i>	<i>No. of LH</i>	<i>Methodology/ Instructional Techniques</i>	<i>Evaluation</i>
	<b>1. Introduction to Communication</b>	<b>8</b>		<b>Question &amp; Answer, Tests</b>
1.	Nature and scope of communication	1	Lecture and Illustrations.	
2.	Barriers to communication	1	Lecture and Illustrations.	
3.	Types of Communication	2	Lecture and Illustrations.	
4.	Verbal communication	1	Lecture and Illustrations.	
5.	Non verbal communication.	1	Lecture and Illustrations.	
6.	Patterns of communication.	2	Lecture and Illustrations.	
	1 <sup>st</sup> UNIT TEST			
	<b>2. GROUP COMMUNICATION</b>	<b>10</b>		<b>Question &amp; Answer, Tests</b>
1.	PRESENTATION SKILLS	2	Lecture and Illustrations.	
2.	Participating in Meeting and group discussion	2	Lecture and Illustrations.	
3	Participating in a seminar	1	Lecture and Illustrations.	
	2 <sup>nd</sup> UNIT TEST			
				<b>Question &amp; Answer, Tests</b>
1.	Participating in a conformance	1	Lecture and Illustrations.	
2.	Preparation of annual report	2	Lecture and Illustrations.	
3.	Preparation of quarterly report	2	Lecture and Illustrations.	

	<b>3. Cycles of business correspondence</b>	<b>06</b>		<b>Question &amp; Answer, Tests</b>
1.	Letter of enquiry	1	Lecture and Illustrations.	
2.	Letters of offers	2	Lecture and Illustrations.	
3.	Placement and execution of orders.	2	Lecture and Illustrations.	
4.	Letters of complaint and cancelation of orders .	1	Questions/ Viva	
	<b>4. BANK CORRESPONDANCE</b>	<b>08</b>		<b>Question &amp; Answer, Tests</b>
1.	Opening of an a/c	1	Lecture and Illustrations.	
2.	Application for loans and over draft.	4	Lecture and Illustrations.	
3.	Correspondence b/w office and branches of the bank.	2	Lecture and Illustrations.	
4.		1	Lecture and Illustrations.	
<b>NOVEL</b>	<b>Language Component</b>	<b>08</b>		<b>Question &amp; Answer, Tests+6</b>
1.	Direct and Indirect speech (Reported speech)	1	Lecture and Illustrations.	
2.	Public and Governance letters	4	Lecture and Illustrations.	
3.	Letters to the director deputy commissioner...etc	2	Lecture and Illustrations.	
4.	Job application letters with resume and Essay writing.	1	Lecture and Illustrations.	

**References:**

1. **English Grammar and Composition: Wren and Martin.**
2. **A practical English Grammar: Oxford University publication.**

**Thanking You,**

**Yours Faithfully,**

**Anil M.S**

