

Name of Faculty	Vikas Nain		
Discipline	Management (MBA)		
Semester	First Semester (I)		
Subject	Business Communication (MBA-103)		
Lectures Req.	Topic	Practical	Assignment/Test)
4	Communication: Meaning	N/A	Assignment on Communication skills & barriers
	Functions of Communication: Internal communication External communication		
	Basic forms of communications: Verbal communication Nonverbal communication		
	Effective Communication skills: Principles Its Objectives		
	Barriers		
	Gate ways In communication		
1	Caselet (Verbal Communication)		
1	Basics-Just-A-Minute Presentation Rules of Just-A-Minute	N/A	N/A
3	JAM (First Activity)		
1	Glossophobia: Overcoming Glossophobia	N/A	N/A
3	Presentation: Skills, Visual Aids, Delivery Elements of Effective Presentation	N/A	N/A
3	Graded Team Presentations (Second Activity)		
1	Reading	N/A	N/A
2	Listening	N/A	N/A
1	Questioning.	N/A	N/A
6	Writing Business Communication: Writing Reports Letters Proposals Emails Summaries	N/A	Assignment on Business Writing
1	Caselet (Presentation Style)		
2	Bios and Resumes	N/A	N/A
3	Interview & Salary Negotiation (Third Activity)		