

Govt. General Degree College, Chapra, Department of English  
Lesson Plan 2023-2024, English SEC 2<sup>nd</sup> Semester (As per the NEP)

Semester	Tentative Dates of University Examination	Name of the Faculty	Course Name & Code	Allotted Topic / Text	Sub topic / Lesson Plan	No. of Lectures
Sem II	Follow the Latest Univ. notification by KU	Sumit Rajak	Business Communication SEC201	Written Communication	Learning and practice of (i) Writing a project/ fieldwork report (ii) Writing a report on business negotiations (iii) Summarizing annual report of a company (iv) Writing minutes of a meeting (v) Electronic correspondence	12
Sem II	Follow the Latest Univ. notification by KU	Sumit Rajak	Business Communication SEC201	Verbal Communication	Demonstration and practice of (i) Spoken English for Business communication (ii) Making a business presentation with suitable aids	12

**Suggested Readings/References:**

- 1) "Business Communication" by Basudeb Chakrabarti in *Enrich I*, Cambridge University Press, 2023.

Govt. General Degree College, Chapra, Department of English  
Lesson Plan 2023-2024, English SEC 2<sup>nd</sup> Semester (As per the NEP)

Govt. General Degree College, Chapra, Department of English  
Lesson Plan 2023-2024, English SEC 2<sup>nd</sup> Semester (As per the NEP)