

Autonomous TERMWISE TEACHING PLAN

17-18-06/ D – TTP- Eng/NUD/01

Academic Year: 2017-18

Term: Sem. I

Department: English Class: FYBCom A

Subject: Business Communication

Name of the Faculty: Nita Dhote

| Week | Topics to be covered | | | | |
|------|----------------------|---|---|---|--------------------------|
| | June | July | August | September | October |
| 1 | No Lectures | Concept of Communication; | Methods of Communication; Remedial Grammar | Barriers to Communication; Short Informal Report | Semester End Examination |
| 2 | No Lectures | Concept of Communication; Commercial Terms Used in Business | Methods of Communication; Remedial Grammar | Listening (Overcoming B); Projects and Assignments | Semester End Examination |
| 3 | No Lectures | Channels of Communication; Paragraph Writing – Sequencing | Barriers to Communication; Interpretation of Technical Data | Listening; (Overcoming B); Projects and Assignments | Semester End Examination |
| 4 | No Lectures | Channels of Communication; Speaking Skills | _____ | Revision | Semester End Examination |

Remarks by H.O.D.: N. U. Dhote

Date: 4/7/2017

Sign. : N. U. Dhote

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TERMWISE TEACHING PLAN

17-18-06/ D – TTP- Eng/NUD/01

Academic Year: 2017-18

Term: Sem. I

Department: English

Class: FYBCom B

Subject: Business Communication

Name of the Faculty: Nita Dhote

| Week | Topics to be covered | | | | |
|------|----------------------|--|--|--|--------------------------|
| | June | July | August | September | October |
| 1 | No Lectures | Concept of Communication | Methods of Communication; Remedial Grammar | Barriers to Communication; Short Informal Report | Semester End Examination |
| 2 | No Lectures | Concept of Communication; Commercial Terms Used in Business | Methods of Communication; Remedial Grammar, | Listening (Overcoming B); Projects and Assignments | Semester End Examination |
| 3 | No Lectures | Channels of Communication; Paragraph Writing –Sequencing | Barriers to Communication; Interpretation of Technical Data | Listening (Overcoming B); Projects and Assignments | Semester End Examination |
| 4 | No Lectures | Channels of Communication; Speaking Skills | _____ | Revision | Semester End Examination |

Remarks by H.O.D.: N. U. Dhote

Date: 4/7/2017

Sign.: N. U. Dhote

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TERMWISE TEACHING PLAN

17-18-06/ D – TTP- Eng/NUD/01

Academic Year: 2017-18

Term: Sem. I

Department: English

Class: FYBCom E

Subject: Business Communication

Name of the Faculty: Nita Dhote

| Week | Topics to be covered | | | | |
|------|----------------------|---------------------------|--|---------------------------|--------------------------|
| | June | July | August | September | October |
| 1 | No Lectures | Concept of Communication | Methods of Communication | Barriers to Communication | Semester End Examination |
| 2 | No Lectures | Concept of Communication | Methods of Communication; Remedial Grammar | Listening (Overcoming B) | Semester End Examination |
| 3 | No Lectures | Channels of Communication | Barriers to Communication | Listening (Overcoming B) | Semester End Examination |
| 4 | No Lectures | Channels of Communication | _____ | Revision | Semester End Examination |

Remarks by H.O.D.: N. U. Dhote

Sign.: N. U. Dhote

Date: 4/7/2017

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17-18-06/ D – TTP- Eng/NUD/01

Academic Year: 2017-18

Term: Sem. I

Department: English

Class: FYBCom F

Subject: Business Communication

Name of the Faculty: Nita Dhote

| Week | Topics to be covered | | | | |
|------|----------------------|---------------------------|---------------------------|---------------------------|--------------------------|
| | June | July | August | September | October |
| 1 | No Lectures | Concept of Communication | Methods of Communication | Barriers to Communication | Semester End Examination |
| 2 | No Lectures | Concept of Communication | Methods of Communication, | Listening (Overcoming B) | Semester End Examination |
| 3 | No Lectures | Channels of Communication | Barriers to Communication | Listening (Overcoming B) | Semester End Examination |
| 4 | No Lectures | Channels of Communication | _____ | Revision | Semester End Examination |

Remarks by H.O.D.: N. U. Dhote

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TERMWISE TEACHING PLAN

17-18-06/ D – TTP- Eng/NUD/01

Academic Year: 2017-18

Term: Sem. I

Department: English

Class: FYBA

Subject: Communication Skills in English

Name of the Faculty: Nita Dhote

| Week | Topics to be covered | | | | |
|------|----------------------|---|---|---|--------------------------|
| | June | July | August | September | October |
| 1 | No Lectures | Basic Language Skills: Grammar; Group Discussion | Basic Language Skills: Grammar- Question Tags | Literary Texts; Projects and Assignments | Semester End Examination |
| 2 | No Lectures | Basic Language Skills: Grammar-Articles; Group Discussion | Unseen Comprehension; Fundamentals of Grammar | Literary Texts; Projects and Assignments | Semester End Examination |
| 3 | No Lectures | Basic Language Skills: Grammar- Prepositions; Mock Interviews | Unseen Comprehension; Vocabulary and Language Games | Literary Texts; Projects and Assignments | Semester End Examination |
| 4 | No Lectures | Basic Language Skills: Grammar- Conjunctions; Mock Interviews | _____ | Revision | Semester End Examination |

Remarks by H.O.D.: N. U Dhote

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Date: 4/7/2017

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17-18-7 / D - TTP-ENG/ HDS / I

Academic Year: 2017-18

Term: Sem. I / ~~II~~ / ~~III~~ / ~~IV~~ / ~~V~~ / ~~VI~~

Department: **ENGLISH** Class: **F.Y.B.COM 'A'** Subject: **BUSINESS COMMUNICATION** Name of the Faculty: **NANDKISHOR DAMODAR SOMAR**

| Week | Topics to be covered | | | | |
|------|----------------------------|--|-------------------------------|---------------------------------|----------------------------|
| | June / November | July / December | August / January | September / February | October / March |
| 1 | | IMPACT OF TECH. ENABLED COMM. PERSONNEL CORRESP. | | ACCEPTANCE, RESI. LETTER | SEMESTER END EXAM. |
| 2 | | THEORY OF BUSI. LETTER WRITING | SOP, JOB APPLICATION | PROMOTION, TERMINATION LETTER | |
| 3 | | THEORY OF BUSI. LETTER WRITING | APPOINTMENT LETTER | RECOMMENDATION LETTER | |
| 4 | | | CLASS TEST. MID-TERM VACATION | | |
| 5 | | | | | |

Remarks by H.O.D.: N. U. Dhote

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Date: 4/07/2017

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TERMWISE TEACHING PLAN

17-18- G/D - TTP-ED/ NOS/ 1

Academic Year: 2017-18

Term: Sem. I / ~~II~~ / ~~III~~ / ~~IV~~ / ~~V~~ / ~~VI~~

Department: ENGLISH

Class: F.Y. B.COM 'B'

Subject: BUSINESS COMMUNICATION

Name of the Faculty: NANDKISHOR DAMODAR SONAR

| Week | Topics to be covered | | | | |
|------|----------------------------|---------------------------------------|----------------------------------|---------------------------------|----------------------------|
| | June / November | July / December | August / January | September / February | October / March |
| 1 | - | IMPACT OF TECH. ENABLED COMMUNICATION | PERSONNEL CORRESP. | ACCEPTANCE, RESIGN-LETTER | SEMESTER-END EXAM |
| 2 | - | THEORY OF BUSINESS LETTER WRITING | SOP, JOB APPLICATION WITH RESUME | PROMOTION, TERMINATION LETTER | - |
| 3 | - | THEORY OF BUSINESS LETTER WRITING | APPOINTMENT LETTER | RECOMMENDATION LETTER | - |
| 4 | - | - | CLASS TEST. MID-TERM VACATION. | - | - |
| 5 | - | - | - | - | - |

Remarks by H.O.D.:

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M. Datta

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4/7/2017

Date: 4/7/2017

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17-18-06/D - TTP-ENG/NDS /1


Academic Year: 2017-18

Term: Sem. I / ~~II~~ / ~~III~~ / ~~IV~~ / ~~V~~ / ~~VI~~

Department: ENGLISH Class: F.Y.B.COM 'C' Subject: BUSINESS COMMUNICATION Name of the Faculty: NANDKISHOR DAMODAR SONAR

| Week | Topics to be covered | | | | |
|------|----------------------------|------------------------------|-------------------------------|---------------------------------|----------------------------|
| | June / November | July / December | August / January | September / February | October / March |
| 1 | | THE CONCEPT OF COMMUNICATION | METHODS OF COMM. | COMMUNICATION BARRIERS | SEMESTER-END EXAM. |
| 2 | | CHANNELS OF COMM. | COMMUNICATION BARRIERS | LISTENING | - |
| 3 | | CHANNELS OF COMM. | COMMUNICATION BARRIERS | WAYS TO OVERCOME BARRIERS | - |
| 4 | | | CLASS TEST MID-TERM VACATION. | - | |
| 5 | | | | | |

Remarks by H.O.D.: N. U. Dhote



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Academic Year: 2017-18

Term: Sem. I ~~II~~ ~~III~~ ~~IV~~ ~~V~~ ~~VI~~

Department: **ENGLISH** Class: **F.Y.B COM 'D'** Subject: **BUSINESS COMMUNICATION** Name of the Faculty: **NANDKISHOR DAMODAR SONAR**

| Week | Topics to be covered | | | | |
|------|----------------------------|----------------------------|-------------------------------|---------------------------------|----------------------------|
| | June / November | July / December | August / January | September / February | October / March |
| 1 | - | THE CONCEPT OF COMM. | METHODS OF COMM. | COMM. BARRIERS (Contd) | SEMESTER-END EXAM. |
| 2 | - | CHANNELS OF COMM. | COMM. BARRIERS | LISTENING | - |
| 3 | - | CHANNELS OF COMM. | COMM. BARRIERS | WAYS TO OVERCOME BARRIERS | - |
| 4 | - | | CLASS TEST, MID-TERM VACATION | | |
| 5 | | | | | |

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M. Datta Sign: _____

Date: 4/7/2017

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17-1806 / D - TTP-~~ENG~~ / NDS / I

Academic Year: 2017-18

Term: Sem. I / ~~II~~ / ~~III~~ / ~~IV~~ / ~~V~~

Department: **ENGLISH**

Class: **F.Y. B. A**

Subject: **COMM. SKILLS IN ENG.**

Name of the Faculty: **NANDKISHOR DAMODAR SONAR**

| Week | Topics to be covered | | | | |
|------|----------------------|--|---|-----------------------------|-----------------|
| | June / November | July / December | August / January | September / February | October / March |
| 1 | — | BASIC LANGUAGE SKILLS GRAMMAR | BASIC LANGUAGE SKILLS GRAMMAR | LITERARY COMPRE: UNSEEN. | SEM. END EXAM. |
| 2 | — | TRANSFORMATION OF SENT. | SUB: VERB AGREEMENT | LITERARY TEXT | |
| 3 | — | TRANSFORMATION OF SENTENCES (SIMPLE, COMPOUND, COMPLEX) | ESSAY: EXPOSITORY ANALYTICAL, REFLECTIVE | LITERARY TEXT | |
| 4 | — | | CLASSTEST: MID-TERM VACATION. | | |
| 5 | | | | | |

Remarks by H.O.D.: N. U. Dhote

Date: 4/7/2017

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TERMWISE TEACHING PLAN

17-18-06/ D – TTP- Eng/EM/01

Academic Year: 2017-18

Term: Sem. I

Department: English Class: FYBCom C

Subject: Business Communication Name of the Faculty: Edwin Mathias

| Week | Topics to be covered | | | | |
|------|----------------------|--|---|--|--------------------------|
| | June | July | August | September | October |
| 1 | No Lectures | Impact of Technology Enabled Communication | SOP | Personnel Correspondence- Acceptance and Resignation Letters | Semester End Examination |
| 2 | No Lectures | Impact of Technology Enabled Communication | SOP; Personnel Correspondence- Job Application with Resume | Personnel Correspondence- Promotion and Termination Letters | Semester End Examination |
| 3 | No Lectures | Theory of Business Letter Writing | Personnel Correspondence- Job Application with Resume, Appointment Letter | Revision | Semester End Examination |
| 4 | No Lectures | Theory of Business Letter Writing | _____ | Revision | Semester End Examination |

Remarks by H.O.D.: N. W. Dhote

Date: 20/07/17

Issued by MR: Dr. Moushumi Datta

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TERMWISE TEACHING PLAN

17-18-06/ D – TTP- Eng/EM/01

Academic Year: 2017-18

Term: Sem. I

Department: English Class: FYBCom D

Subject: Business Communication Name of the Faculty: Edwin Mathias

| Week | Topics to be covered | | | | |
|------|----------------------|--|---|--|--------------------------|
| | June | July | August | September | October |
| 1 | No Lectures | Impact of Technology Enabled Communication | Personnel Correspondence- SOP | Personnel Correspondence- Acceptance and Resignation Letters | Semester End Examination |
| 2 | No Lectures | Impact of Technology Enabled Communication | SOP; Personnel Correspondence- Job Application with Resume | Personnel Correspondence- Promotion and Termination Letters | Semester End Examination |
| 3 | No Lectures | Theory of Business Letter Writing | Personnel Correspondence- Job Application with Resume, Appointment Letter | Revision | Semester End Examination |
| 4 | No Lectures | Theory of Business Letter Writing | _____ | Revision | Semester End Examination |

Remarks by H.O.D.:

N. U. Shete

Date: 07/07/17

Issued by MR: Dr. Moushumi Datta

Sign.:

M. Datta

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TERMWISE TEACHING PLAN

17-18-06/ D – TTP- Eng/EM/01

Academic Year: 2017-18

Term: Sem. I

Department: English Class: FYBCom E

Subject: Business Communication

Name of the Faculty: Edwin Mathias

| Week | Topics to be covered | | | | |
|------|----------------------|--|--|---|--------------------------|
| | June | July | August | September | October |
| 1 | No Lectures | Impact of Technology Enabled Communication; Commercial Terms Used in Business, Paragraph Writing | Personnel Correspondence- SOP; Remedial Grammar, Soft Skills | Personnel Correspondence- Acceptance and Resignation Letters; Short Informal Report | Semester End Examination |
| 2 | No Lectures | Impact of Technology Enabled Communication; Paragraph Writing | Personnel Correspondence- SOP, Remedial Grammar, Soft Skills | Personnel Correspondence- Promotion and Termination Letters; Projects and Assignments | Semester End Examination |
| 3 | No Lectures | Theory of Business Letter Writing; Speaking Skills | Personnel Correspondence- Appointment Letter; Remedial Grammar, Interpretation of Technical Data | Recommendation Letter; Projects and Assignments | Semester End Examination |
| 4 | No Lectures | Theory of Business Letter Writing; Speaking Skills | | Revision | Semester End Examination |

Remarks by H.O.D.: N. Ushote

Date: 04/07/17

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Sign.: Edwin Mathias


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17-18-06/ D – TTP- Eng/EM/01

Academic Year: 2017-18

Term: Sem. I

Department: English Class: FYBCom F

Subject: Business Communication

Name of the Faculty: Edwin Mathias

| Week | Topics to be covered | | | | |
|------|----------------------|--|--|---|--------------------------|
| | June | July | August | September | October |
| 1 | No Lectures | Impact of Technology Enabled Communication; Commercial Terms Used in Business, Paragraph Writing | Personnel Correspondence- SOP; Remedial Grammar, Soft Skills | Personnel Correspondence- Acceptance and Resignation Letters; Short Informal Report | Semester End Examination |
| 2 | No Lectures | Impact of Technology Enabled Communication; Paragraph Writing | Personnel Correspondence- SOP, Remedial Grammar, Soft Skills | Personnel Correspondence- Promotion and Termination Letters; Projects and Assignments | Semester End Examination |
| 3 | No Lectures | Theory of Business Letter Writing; Speaking Skills | Personnel Correspondence- Appointment Letter; Remedial Grammar, Interpretation of Technical Data | Recommendation Letter; Projects and Assignments | Semester End Examination |
| 4 | No Lectures | Theory of Business Letter Writing; Speaking Skills | _____ | Revision | Semester End Examination |

Remarks by H.O.D.: N. W. Dhote

Date: 04/07/17

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Sign.: *Edwin Mathias*

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TERMWISE TEACHING PLAN

17-18-06/ D – TTP- Eng/EM/01

Academic Year: 2017-18

Term: Sem. I

Department: English Class: FYBA

Subject: Communication Skills in English Name of the Faculty: Edwin Mathias

| Week | Topics to be covered | | | | |
|------|----------------------|---|--|--|--------------------------|
| | June | July | August | September | October |
| 1 | No Lectures | Basic Language Skills: Grammar- Tenses, Group Discussion | Job Application; Fundamentals of Grammar, Vocabulary and Language Games | Social Correspondence: Enquiries; Projects and Assignments | Semester End Examination |
| 2 | No Lectures | Basic Language Skills: Grammar- Direct and Indirect Speech, Group Discussion | SOP; Fundamentals of Grammar, Vocabulary and Language Games | Social Correspondence: Complaints and Replies; Projects and Assignments | Semester End Examination |
| 3 | No Lectures | Basic Language Skills: Grammar- Voice, Mock Interviews | Stress Marking and Word Pairing; Fundamentals of Grammar, Vocabulary and Language Games | Social Correspondence: Representations, Social Appeal; Projects and Assignments | Semester End Examination |
| 4 | No Lectures | Basic Language Skills: Grammar- Revision, Mock Interviews | _____ | Revision | Semester End Examination |

Remarks by H.O.D.:

N. U. Dhote

Date: 04/07/17

M. Datta

Sign. :

Edwin Mathias

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Autonomous TERMWISE TEACHING PLAN

17-18-11/ D – TTP- Eng/NUD/01

Academic Year: 2017-18

Term: Sem. II

Department: English

Class: FYBCom A

Subject: Business Communication

Name of the Faculty: Nita Dhote

| Week | Topics to be covered | | | | |
|------|---|---|---|---------------------------------------|--------------------------|
| | November | December | January | February | March |
| 1 | _____ | Trade Letters: Orders, Mock Interviews | Trade Letters: Credit and Status Enquiries, Leaflets and Fliers | Public Relations, Oral Performance | Semester End Examination |
| 2 | Trade Letters: Enquiries, Book Review Theory | Trade Letters: Replies, Group Discussion | Trade Letters: Credit and Status Enquiries, Book Review | Public Relations, Oral Performance | Semester End Examination |
| 3 | Trade Letters: Enquiries, Book Review Theory | Trade Letters: Collection, Summarisation | Marine and Fire Insurance Letters, Book Review | Revision, Oral Performance | Semester End Examination |
| 4 | Trade Letters: Replies, Book Review Theory | _____ | Marine and Fire Insurance Letters, Book Review | Revision, Oral Performance | Semester End Examination |

Remarks by H.O.D.: _____

Date: 9/11/2017

Issued by MR: Dr. Moushumi Datta

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TERMWISE TEACHING PLAN

17-18-11/ D – TTP- Eng/NUD/01

Academic Year: 2017-18

Term: Sem. II

Department: English

Class: FYBCom B

Subject: Business Communication

Name of the Faculty: Nita Dhote

| Week | Topics to be covered | | | | |
|------|---|---|---|---------------------------------------|--------------------------|
| | November | December | January | February | March |
| 1 | _____ | Trade Letters: Orders, Mock Interviews | Trade Letters: Credit and Status Enquiries, Leaflets and Fliers | Public Relations, Oral Performance | Semester End Examination |
| 2 | Trade Letters: Enquiries, Book Review Theory | Trade Letters: Replies, Group Discussion | Trade Letters: Credit and Status Enquiries, Book Review | Public Relations, Oral Performance | Semester End Examination |
| 3 | Trade Letters: Enquiries, Book Review Theory | Trade Letters: Collection, Summarisation | Marine and Fire Insurance Letters, Book Review | Revision, Oral Performance | Semester End Examination |
| 4 | Trade Letters: Replies, Book Review Theory | _____ | Marine and Fire Insurance Letters, Book Review | Revision, Oral Performance | Semester End Examination |

Remarks by H.O.D.: _____

Date: 9/11/2017

Issued by MR: Dr. MoushumiDatta

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TERMWISE TEACHING PLAN

17-18-11/ D – TTP- Eng/NUD/01

Academic Year: 2017-18

Term: Sem. II

Department: English

Class: FYBCom E

Subject: Business Communication

Name of the Faculty: Nita Dhote

| Week | Topics to be covered | | | | |
|------|---------------------------|----------------------------|--|------------------|--------------------------|
| | November | December | January | February | March |
| 1 | _____ | Trade Letters: Orders, | Trade Letters: Credit and Status Enquiries | Public Relations | Semester End Examination |
| 2 | Trade Letters: Enquiries, | Trade Letters: Replies, | Trade Letters: Credit and Status Enquiries | Public Relations | Semester End Examination |
| 3 | Trade Letters: Enquiries, | Trade Letters: Collection, | Marine and Fire Insurance Letters | Revision | Semester End Examination |
| 4 | Trade Letters: Replies | _____ | Marine and Fire Insurance Letters | Revision | Semester End Examination |

Remarks by H.O.D.: _____

Date: 9/11/2017

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Academic Year: 2017-18

Term: Sem. II

Department: English

Class :FYBCom F

Subject: Business Communication

Name of the Faculty: Nita Dhote

| Week | Topics to be covered | | | | |
|------|---------------------------|----------------------------|--|------------------|--------------------------|
| | November | December | January | February | March |
| 1 | _____ | Trade Letters: Orders, | Trade Letters: Credit and Status Enquiries | Public Relations | Semester End Examination |
| 2 | Trade Letters: Enquiries, | Trade Letters: Replies, | Trade Letters: Credit and Status Enquiries | Public Relations | Semester End Examination |
| 3 | Trade Letters: Enquiries, | Trade Letters: Collection, | Marine and Fire Insurance Letters | Revision | Semester End Examination |
| 4 | Trade Letters: Replies | _____ | Marine and Fire Insurance Letters | Revision | Semester End Examination |

Remarks by H.O.D.: _____

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Academic Year: 2017-18

Term: Sem. II

Department: English

Class: FYBA

Subject: Communication Skills in English


Name of the Faculty: Nita Dhote

| Week | Topics to be covered | | | | |
|------|--|---|--|-----------------------------------|--------------------------|
| | November | December | January | February | March |
| 1 | _____ | Collocation, Group Discussion Theory | Report Writing: Eyewitness Report, Language Lab/ Oral Performance | Interpretation of Unseen Poems | Semester End Examination |
| 2 | Homophones and Homonyms, Book Review | Changing the Class of Words, Group Discussions | Report Writing: Activity Report, Language Lab/ Oral Performance | Interpretation of Unseen Poems | Semester End Examination |
| 3 | Homophones and Homonyms, Book Review | Changing the Class of Words, Mock Interviews | Report Writing: Newspaper Report, Language Lab/ Oral Performance | Interpretation of Unseen Poems | Semester End Examination |
| 4 | Homophones and Homonyms, Paragraph Writing | _____ | Report Writing: Newspaper Report, Language Lab/ Oral Performance | Interpretation of Unseen Poems | Semester End Examination |

Remarks by H.O.D.: _____

Date: 9/11/2017

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Sign. : N. U. Dhote



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TERMWISE TEACHING PLAN

17-18-II / D - TTP - / ENG / NDS/1

Academic Year: 2017-18

Term: Sem. ~~I~~ / II / ~~III~~ / ~~IV~~ / ~~V~~ / ~~VI~~

Department: ENGLISH

Class: F.Y. B.COM 'A'

Subject: BUSINESS COMMUNICATION Name of the Faculty: NANDKISHOR D SONAR

| Week | Topics to be covered | | | | |
|------|--|--|------------------------------|---------------------------------|----------------------------|
| | June / November | July / December | August / January | September / February | October / March |
| 1 | - | Conferences Notice, Agenda, Minutes | Interviews Report Writing | Public Relations | Exam-Related Work |
| 2 | Group Communication: Group Discussion, Meetings Theory | Conferences Notice Agenda, Minutes | Interviews Report Writing | Public Relations | Exam-Related Work |
| 3 | Group Discussion Meetings | Conferences, Notice Agenda, Minutes | Interviews Report Writing | Public Relations | Exam-Related Work |
| 4 | Group Communication Meetings, | - | - | Public Relations Revision. | Exam-Related Work |
| 5 | | | | | |

Remarks by H.O.D.: N. U. Shete

Date: 9/11/2017

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Academic Year: 2017-18

Term: Sem. I / II / III / IV / V / VI

Department: ENGLISH Class: F.Y.B.COM 'B' Subject: BUSINESS COMM. Name of the Faculty: NANDKISHOR DAMODAR SONAR

| Week | Topics to be covered | | | | |
|------|--|--|---------------------------------------|------------------------------------|-------------------|
| | June / November | July / December | August / January | September / February | October / March |
| 1 | | Conferences, Notice Agenda, Minutes | Conferences, Notice Agenda | Report Writing Public Relations | Exam-Related Work |
| 2 | Group Communication: Group Discussion Theory, Meetings | Conferences Notice Agenda, minutes | Notice Agenda, minutes, Interviews | Public Relations | Exam-Related Work |
| 3 | Group Communication: Group Discussion Theory Meetings | Conferences Notice agenda, minutes | Report Writing | Public Relations | Exam-Related Work |
| 4 | Group Communication: Group Discussion Theory Meetings | - | - | Public Relations + Revision | |
| 5 | | | | | |

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Date: ~~09/11/2018~~ 09/11/2017

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Academic Year: 2017-18

Term: Sem. I / II / III / IV / V / VI

Department: ENGLISH


Class: FY.COM 'C'

Subject: BUSINESS COMMUNICATION

Name of the Faculty: NANDKISHOR D SONAR

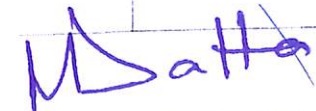
| Week | Topics to be covered | | | | |
|------|--|---|---|---|-----------------------|
| | June / November | July / December | August / January | September / February | October / March |
| 1 | — | Orders and Replies Collection Letters Rehearsals for Mock-Interview & G.D. | Credit and status Eng. Marine and Fire Insurance Leaflets and Fliers Book-Review & oral Perform. | Complaints, claims, Adjustments, Leaflets Fliers, Summarisation | Exam-Related work |
| 2 | Trade Letters: Enquiries and Replies, Book-Review Theory | Orders and Replies Collection Letters Rehearsals for Mock-Interview and G.D. + Summarisation | Credit and status Eng. Marine and Fire Insurance Leaflets + Fliers Book-Review & oral Perform. | Complaints, claims, Leaflets + Fliers Summarisation. | Exam-Related work |
| 3 | Enquiries and Replies, Book-Review Theory | Orders and Replies Collection Letters Rehearsals for Mock-Interview and G.D. + Summarisation | Credit and status Eng. Marine and Insurance fi. Leaflets + Fliers + Book Review + Oral Performance | Complaints, claims, Leaflets + Fliers Book-Review & oral Perform. | Exam-Related work |
| 4 | Enquiries and Replies Book-Review Theory | — | — | Revisison | Exam-Related work. |
| 5 | — | — | — | — | — |

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Academic Year: 2017-18

Term: Sem. I / II / III / IV / V / VI

Department: ENGLISH Class: F.Y. B.COM 'D' Subject: BUSINESS COMMUNICATION Name of the Faculty: NANDKISHOR DAMODAR SONAR

| Week | Topics to be covered | | | | |
|------|---|---|---|---|-------------------|
| | June / November | July / December | August / January | September / February | October / March |
| 1 | | Orders and Replies (Intro.) Collection Letters Rehearsals for Mock-Int+GD | Orders and Replies Collection Letters Credit and status Enq. Rehearsal For Mock-Interview + C.D. | Complaints Claims Adjustments Leaflets + Summarisation | Exam-Related work |
| 2 | Trade Letters: Enquiries and Replies Book Review Theory | Orders and Replies Collection Letters Rehearsals for M.I. GD | Orders and Replies Collection Letters + Credit and status Enquiry. Leaflets + Fliers | Complaints claims Adjustments Leaflets + Summarisation + oral Performance + BR | Exam-Related work |
| 3 | Trade Letters: Enquiries and Replies Book-Review Theory | Orders and Replies Collection Letters Rehearsals for Mock-Int | Orders and Replies Collection Letters Credit and status Enq. Maxine and Fire Insur + Leaflets + | Complaints claims Adjustments Leaflets Leaflets + Book Review + oral Performance | Exam-Related work |
| 4 | Trade Letters: Enquiries and Replies Book-Review Theory | | | | |
| 5 | | | | | M. Datta |

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17-18- II / D - TTP- ENG / NDJ / 1

Academic Year: 2017-18

Term: Sem. ~~I / II / III / IV / V / VI~~ ✓ II

Department: ENGLISH Class: FYBA

Subject: COMMUNICATION SKILL IN ENGLISH

Name of the Faculty: NANDKISHOR DAMSDAR SONAR

| Week | Topics to be covered | | | |
|------|---|---|--------------------------------|---|
| | June / November | July / December | August / January | September / February |
| 1 | | Vocabulary Building Basic Language skills Prefaces & subtitles | Features Writing | Interpretation of Unseen Poem. G.D and M.I. Exam-Related Work |
| 2 | Vocabulary Building Basic Language skills Book Review - Paragraph Writing | Vocabulary Building G.D. Rehearsals for G.D G.D. Interview | Interpretation of Unseen poems | Interpretation of Unseen Poems. Rehearsal for G.D and M.I. + Oral Presentation Work |
| 3 | Vocabulary Building Basic Language skills Book-Review + Paragraph Writing | Vocabulary Building Basic Language skills G.D + Rehearsals for G.D & M.I. | Features Writing | Interpretation of Unseen Poem Figures of Speech, Vocabulary Aspect. Exam-Related Work |
| 4 | Vocabulary Writing Basic Language skills Book-Review + Paragraph Writing | | | Interpretation of Unseen poem. Revision |
| 5 | | | | |

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17-18-11/ D – TTP- Eng/EM/01

Academic Year: 2017-18


Term: Sem. II

Department: English Class: FYBComC

Subject: Business Communication

Name of the Faculty: Edwin Mathias

| Week | Topics to be covered | | | | |
|------|--|----------------|----------------|------------------|--------------------------|
| | November | December | January | February | March |
| 1 | _____ | Conferences | Interviews | Public Relations | Semester End Examination |
| 2 | Group Communication: Group Discussion | Notice, Agenda | Interviews | Public Relations | Semester End Examination |
| 3 | Group Communication: Group Discussion | Minutes | Report Writing | Revision | Semester End Examination |
| 4 | Group Communication: Meetings | _____ | Report Writing | Revision | Semester End Examination |

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17-18-11/ D – TTP- Eng/EM/01

Academic Year: 2017-18

Term: Sem. II

Department: English Class: FYBComD

Subject: Business Communication Name of the Faculty: Edwin Mathias

| Week | Topics to be covered | | | | |
|------|--|----------------|----------------|------------------|--------------------------|
| | November | December | January | February | March |
| 1 | _____ | Conferences | Interviews | Public Relations | Semester End Examination |
| 2 | Group Communication: Group Discussion | Notice, Agenda | Interviews | Public Relations | Semester End Examination |
| 3 | Group Communication: Group Discussion | Minutes | Report Writing | Revision | Semester End Examination |
| 4 | Group Communication: Meetings | _____ | Report Writing | Revision | Semester End Examination |

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Academic Year: 2017-18

Term: Sem. II

Department: English Class: FYBComE

Subject: Business Communication

Name of the Faculty: Edwin Mathias

| Week | Topics to be covered | | | | |
|------|--|---|--|--|--------------------------|
| | November | December | January | February | March |
| 1 | _____ | Conferences Mock Interviews, Group Discussion | Interviews, Leaflets and Fliers | Public Relations, Book Reviews, Oral Performance | Semester End Examination |
| 2 | Group Communication: Group Discussion Book Review Theory | Notice, Agenda, Mock Interviews, Group Discussion | Interviews, Book Reviews, Oral Performance | Public Relations, Book Reviews, Oral Performance | Semester End Examination |
| 3 | Group Communication: Group Discussion Book Review Theory | Minutes, Summarisation | Report Writing, Book Reviews, Oral Performance | Revision, Book Reviews, Oral Performance | Semester End Examination |
| 4 | Group Communication: Meetings Book Review Theory | _____ | Report Writing, Book Reviews, Oral Performance | Revision, Book Reviews, Oral Performance | Semester End Examination |

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Academic Year: 2017-18

Term: Sem. II

Department: English Class: FYBComF

Subject: Business Communication

Name of the Faculty: Edwin Mathias

| Week | Topics to be covered | | | | |
|------|--|---|--|--|--------------------------|
| | November | December | January | February | March |
| 1 | _____ | Conferences Mock Interviews, Group Discussion | Interviews, Leaflets and Fliers | Public Relations, Book Reviews, Oral Performance | Semester End Examination |
| 2 | Group Communication: Group Discussion Book Review Theory | Notice, Agenda, Mock Interviews, Group Discussion | Interviews, Book Reviews, Oral Performance | Public Relations, Book Reviews, Oral Performance | Semester End Examination |
| 3 | Group Communication: Group Discussion Book Review Theory | Minutes, Summarisation | Report Writing, Book Reviews, Oral Performance | Revision, Book Reviews, Oral Performance | Semester End Examination |
| 4 | Group Communication: Meetings Book Review Theory | _____ | Report Writing, Book Reviews, Oral Performance | Revision, Book Reviews, Oral Performance | Semester End Examination |

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Academic Year: 2017-18

Term: Sem. II

Department: English Class: FYBA

Subject: Communication Skills in English Name of the Faculty: Edwin Mathias

| Week | Topics to be covered | | | | |
|------|--|---|--|--|--------------------------|
| | November | December | January | February | March |
| 1 | _____ | Literary Poems and their Analysis, Group Discussion Theory | Summarisation, Language Lab/ Oral Performance | Technical Writing, Language Lab/ Oral Performance | Semester End Examination |
| 2 | Editing and Proofreading, Book Review | Literary Poems and their Analysis, Group Discussion Rehearsals | Summarisation, Language Lab/ Oral Performance | Technical Writing, Language Lab/ Oral Performance | Semester End Examination |
| 3 | Editing and Proofreading, Book Review | Literary Poems and their Analysis, Mock Interviews | Technical Writing, Language Lab/ Oral Performance | Email, Language Lab/ Oral Performance | Semester End Examination |
| 4 | Editing and Proofreading, Paragraph Writing | _____ | Technical Writing, Language Lab/ Oral Performance | Email, Language Lab/ Oral Performance | Semester End Examination |

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Date: 9/1/17

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