



Indraprastha College for Women University of Delhi

Work Plan for ODD SEMESTER – 2026

Course Name:	BA (H)/ BAP
Paper Title:	Communication in Professional life (SEC)
Unique Paper Code:	2036000003
Semester:	III
Faculty:	Ms. Chetna Mishra
Year:	2026-2027

Work Plan			
Unit No.	Learning Objective	Lecture No.	Topics to be Covered
Unit 1	To Prepare the students for the upcoming Professional fields	1	Theory of Business Communication
		2	Theory of Business Communication
		3	What is Business Communication?
		4	Language of Business Communication
		5	Cultural components- Cross-Cultural Communication, Cultural Shock, Stereotyping, Ethnocentrism
		6,7	Miscommunication and Effective Communication
Unit 2	To inculcate the fundamentals of professional and business communication	8,9,10	Summarising & Paraphrasing Job-Oriented Skills- CV, Resume & Bio- Data, Job Application Letter Documentation Advertisements & Invitation
		11	Letter Writing- Applications, Business Letters
		12	Report- Analytical Report, Project Report
		13,14	Presentation Skills- Oral Presentation, Ppt. Preparation, Ppt. Presentation Group Discussion
		15,16	Talks- Domain-specific, Ted-Talks, Business Meets,

			Motivational Talks Telephonic Skills
		17,18	Persuasion Skills Meeting & Negotiation
		19	Interview- Promotion Interview, Job Interview, Business Interview Functions and activities of PR
	Listening Skills	20	Netiquettes, Audio-book Listening & Discussions
		21	Note-taking
	Writing Skills	22,23	Digital Communication in Social Space- Social Media Posts (Twitter, Facebook), Blog Writing, Review Writing
		24,25	Advertisement/Invitation/Poster Designing- Canva/MS Word/Coral
		26	Memo, Office Order, Minutes Making Online Academic/Work Profile- LinkedIn

Unit	Contents/Syllabus
I	Theory of Business Communication- • Introduction • What is Business Communication? • Language of Business Communication • Cultural Components – Cross-Cultural Communication, Cultural Shock, Stereotyping, Ethnocentrism • Miscommunication & Effective Communication
II	Writing Skills • Summarising & Paraphrasing • Job-Oriented Skills- CV, Resume & Bio- Data, Job Application Letter • Documentation • Advertisements & Invitation • Letter Writing: Applications, Business Letters • Report: Analytical Report, Project Report

III	Speaking Skills • Presentation Skills- Oral Presentation, Ppt. Preparation, Ppt. Presentation • Group Discussion • Talks- Domain-specific, Ted-Talks, Business Meets, Motivational Talks • Telephonic Skills • Persuasion Skills • Meeting & Negotiation • Interview- Promotion Interview, Job Interview, Business Interview • Functions and activities of PR
IV	Writing Skills • Digital Communication in Social Space- Social Media Posts (Twitter, Facebook), Blog Writing, Review Writing • Advertisement/Invitation/Poster Designing- Canva/MS Word/Coral • Memo, Office Order, Minutes • Making Online Academic/Work Profile- LinkedIn
S. No.	Name of Authors/Books/Publishers
1.	Kaushik, J.C. and K.K. Sinha eds., English for Students of Commerce, Oxford University Press, New Delhi.
2.	Sethi, Anjana & Bhavana Adhikari, Business Communication, Tata McGraw Hill
3.	Anjana Neira Dev, et.al, eds. Business English, Department of English, University of Delhi, 2011, Pearson Publications, New Delhi.

Paper Components			
Credits	Lecture (L)	Tutorial (T)	Practical (P)
02	0	0	02
Assessment Scheme			
S.No.	Component	Marking Scheme	Total Marks
1	Internal Assessment	NA	
	• Assignment		
	• Class Test		

	Attendance		
2.	Continuous Assessment (Tutorial)	NA	
	Activity 1		
	Activity 2		
	Attendance		
3.	Practical	20+20+ 20+20	80
	Continuous Assessment		
	End Term Written/Practical Exam		
	Viva		
4.	End Semester Examination		NA