



Indraprastha College for Women

University of Delhi

Work Plan for ODD SEMESTER – 2026

Course Name:	B.A. Prog/B.A. Hons.
Paper Title:	SEC - Communication in Professional Life
Unique Paper Code:	
Semester:	V
Faculty(s):	Ms. Swati Jain
Year:	2026-2027

Work Plan			
Unit No.	Learning Objective	Lecture No.	Topics to be Covered
1	Understand business communication	1	Business Communication: Introduction
1	Develop effective communication	2	Culture and Effective Communication
2	Develop listening skills	3	Listening Skills and Etiquettes
2	Practise active listening	4	Audio-Book Listening and Discussions
2	Develop note-taking skills	5	Note-Taking Skills
3	Develop presentation skills	6	Oral Presentation Skills
3	Develop discussion skills	7	Group Discussion
3	Develop professional speaking	8	Talks and Telephonic Skills
3	Develop persuasive communication	9	Persuasion and Negotiation
4	Develop interview skills	10	Interviews and Public Relations
4	Develop summarising skills	11	Summarising and Paraphrasing
4	Develop job-writing skills	12	CV, Resume and Applications
4	Develop professional documentation	13	Letters, Reports and Documents
4	Develop digital communication	14	Social Media and Digital Writing
4	Develop workplace writing	15	Memos, Notices and Minutes
4	Develop professional profile	16	Advertisement, Canva and LinkedIn

Unit	TOPICS
I	Theory of Communication
II	Listening Skills
III	Speaking Skills
	Writing Skills
S. No.	Name of Authors/Books/Publishers
1.	Kaushik, J. C., and K. K. Sinha, editors. <i>English for Students of Commerce</i> . Oxford UP, New Delhi.
2.	Sethi, Anjana, and Bhavana Adhikari. <i>Business Communication</i> . Tata McGraw-Hill.
3.	Dev, Anjana Neira, et al., editors. <i>Business English</i> . Department of English, University of Delhi, Pearson Longman.