

Mark	Grade	Letter Grade	Mark	Grade	Letter Grade
80>	4.00	A+	55-59	2.75	B-
75-79	3.75	A	50-54	2.50	C+
70-74	3.50	A-	45-49	2.25	C
65-69	3.25	B+	40-44	2.00	D
60-64	3.00	B	0-39	0.00	F

**Daffodil Polytechnic Institute, Institute Code: 50238**

**Lesson Plan – Academic session: January 2024 to June 2024**

Subject Teacher : Md. Jakir Hossen, Instructor.

<b>Mark Distribution (for 100Marks)</b>	
<b>Theory Marks</b>	
Midterm	20
Class test	05
Assignment	05
Presentation	05
Attendance	05
Final	60
<b>Total</b>	<b>100</b>

Subject Name : Business Communication

Subject Code : 25831

Technology : 3rd Civil + DIET 3rd GD 3rd Tex + DIET 5th Arch + DIET-3rd Mechanical

Semester : 3<sup>rd</sup> + 5th Arch

Book Name : Business Communication. (Publisher: Houqe Prokashani)

Reference Book Name : Business Communication and Report Writing-Professor Murtaza Ali

### **Subject Aims:**

Business communication plays a vital role in modern time. Business communication the process of sharing information between employees within and outside a company. Business communication is essential for success and growth of every organization. By studying this course students will be able to acquire knowledge on communication, Communication model and feedback, Types of communication, Formal and informal communication, Report writing, Methods of communication, effective listening, Essentials of communication, Office management and developed skills on delivered effective presentation, interpersonal communication, listening, report writing and business letter.

**Subject Outcome:**

After completion of this course, students will be able to

- Effective business communication.
- Developing and delivering effective presentations.
- Effective interpersonal communications.
- Good time management.
- Effective problem solving.
- Acquiring Knowledge of Information and Communication Technology.
- Effective business report writing

Lecture	Chapter/ Exam / Industrial Visit	Learning Area	Learning Outcome	Class/Lab Supporting Equipment's
01 – 04	1. Business communication	1.1 Define business. 1.2 Define communication. 1.3 Define business communication. 1.4 Describe the scope of business communication. 1.5 Mention the Importance of communication in modern business. 1.6 State the objectives of business communication. 1.7 State the functions of business communication. 1.8 Discuss the principles of communication. 1.9 Mention the essential elements of communication process.	To know about the basic concepts Business communication.	<b>Basic Class Materials :</b> White board, Marker, duster. <b>PowerPoint Slide:</b> Projector. <b>YouTube video link:</b> <a href="https://www.youtube.com/watch?v=r3TRZyrkYmY">https://www.youtube.com/watch?v=r3TRZyrkYmY</a>

Lecture	Chapter/ Exam / Industrial Visit	Learning Area	Learning Outcome	Class/Lab Supporting Equipment's
05 - 07	2. Communication model and feedback.	2.1 Define communication model. 2.2 State the Importance of communication model. 2.3 State the basic functions of Communication model. 2.4 Mention the Limitation of communication model. 2.5 Define feedback. 2.6 State the basic principles of effective feedback. 2.7 State the essential feedback to complete communication process.	To know about the basic concepts Communication model and feedback.	<b>Basic Class Materials :</b> White board, Marker, duster. <b>PowerPoint Slide:</b> Projector. <b>YouTube video link:</b> <a href="https://www.youtube.com/watch?v=O-O-fV5qT-0">https://www.youtube.com/watch?v=O-O-fV5qT-0</a>
08	CT/QT	Chapter 1 & 2	To collect the feedback of student and take next step for betterment.	Exam Papers
08 - 13	3. Types of communication	3.1 Define channel of communication. 3.2 Mention the channel of communication. 3.3 State the different types of communication. 3.4 Distinguish between upward and downward communication. 3.5 State the merits and demerits of upward communication. 3.6 State the merits and demerits of downward communication. 3.7 Define two-way communication. 3.8 Explain-`Two-way communication is more important now	To know about the basic concept of Types of communication	<b>Basic Class Materials :</b> White board, Marker, duster. <b>PowerPoint Slide:</b> Projector. <b>YouTube video link:</b> <a href="https://www.youtube.com/watch?v=dhSiaj4PGWw">https://www.youtube.com/watch?v=dhSiaj4PGWw</a>

Lecture	Chapter/ Exam / Industrial Visit	Learning Area	Learning Outcome	Class/Lab Supporting Equipment's
		a day. 3.9 State the merits and demerits of two-way communication.		
14 - 15	4. Formal and informal communication.	4.1 Define the formal and informal communication. 4.2 Describe the advantages and disadvantages of formal communication. 4.3 Describe the advantages and disadvantages of informal communication. 4.4 Difference between formal and informal communication	To know about the basic concept of Formal and informal communication.	<b>Basic Class Materials :</b> White board, Marker, duster. <b>PowerPoint Slide:</b> Projector. <b>YouTube video link:</b> <a href="https://www.youtube.com/watch?v=73mncbAr5QE">https://www.youtube.com/watch?v=73mncbAr5QE</a>
16	CT/Quiz Test	Chapter 3 & 4	To collect the feedback of student and take next step for betterment	<b>Exam Papers</b>
16 - 18	5. Methods of communication.	5.1 Define communication methods. 5.2 Discuss the various methods of communication. 5.3 Discuss the merits and demerits of oral communication. 5.4 Discuss the merits and demerits of written communication. 5.5 Difference between oral and written communication.	To know about the concept of Understand the Methods of communication.	<b>Basic Class Materials :</b> White board, Marker, duster. <b>PowerPoint Slide:</b> Projector. <b>YouTube video link:</b> <a href="https://www.youtube.com/watch?v=ZISilRwcfK4">https://www.youtube.com/watch?v=ZISilRwcfK4</a>
19	Assignment class	On the Subject basis	To know about business management related task.	<b>Basic Class Materials :</b> White board, Marker, duster.

Lecture	Chapter/ Exam / Industrial Visit	Learning Area	Learning Outcome	Class/Lab Supporting Equipment's
19	Review class	Chapter 1 to 5	To memorize the entire chapter.	<b>Basic Class Materials :</b> White board, Marker, duster.
	Midterm exam	Chapter 1-5	To collect the feedback of student and take next step for betterment.	<b>Exam paper, Exam question</b>
20 - 21	6. Effective listening	6.1 Define listening. 6.2 State the different types of listening. 6.3 State the importance of listening. 6.4 Define effective listening. 6.5 Discuss the barriers to effective listening. 6.6 Discuss the way for overcoming barriers to effective listening.	To know about the concept of Understand the concept of Effective listening	<b>Basic Class Materials :</b> White board, Marker, duster. <b>PowerPoint Slide:</b> Projector <b>YouTube video link:</b> <a href="https://www.youtube.com/watch?v=PNZnbMklSA4">https://www.youtube.com/watch?v=PNZnbMklSA4</a>
22 -23	7. Essentials of communication.	7.1 Discuss the essential qualities of good communication. 7.2 Discuss the barriers of communication. 7.3 Discuss the way for overcoming barriers to good communication	To know about the concept of Understand the concept of Essentials of communication	<b>Basic Class Materials :</b> White board, Marker, duster. <b>PowerPoint Slide:</b> Projector <b>YouTube video link:</b> <a href="https://www.youtube.com/watch?v=pzMv2NjW-zM">https://www.youtube.com/watch?v=pzMv2NjW-zM</a>
23	CT/Quiz Test	<b>Chapter 6 &amp; Chapter 7</b>	To collect the feedback of student and take next step for betterment.	<b>Exam paper</b>
23 - 26	8. Report writing	8.1 Define report, business report and technical report. 8.2 State the essential features of a good report.	To know about the basic concept of Understand the Report writing	<b>Basic Class Materials :</b> White board, Marker, duster. <b>PowerPoint Slide:</b> Projector

Lecture	Chapter/ Exam / Industrial Visit	Learning Area	Learning Outcome	Class/Lab Supporting Equipment's
		8.3 Mention the factors to be considered while drafting a report. 8.4 State the components of technical report. 8.5 Distinguish between a technical report and general report. 8.6 Prepare a technical report		<b>YouTube video link:</b> <a href="https://www.youtube.com/watch?v=860LtRxP3rw">https://www.youtube.com/watch?v=860LtRxP3rw</a>
27 - 29	9. Office management	9.1 Define office and office work. 9.2 State the characteristics of office work. 9.3 Define filing and indexing. 9.4 Discusses the method of filing. 9.5 Discusses the method of indexing. 9.6 Distinguish between filing and indexing.	To know about the basic concept of Understand the concept of Office management	<b>Basic Class Materials :</b> White board, Marker, duster. <b>PowerPoint Slide:</b> Projector <b>YouTube video link:</b> <a href="https://www.youtube.com/watch?v=8iwOCXkImmI">https://www.youtube.com/watch?v=8iwOCXkImmI</a>
30	10. Business letter, official and semiofficial letters.	10.1 Define then business letter, official and semiofficial letters. 10.2 State the Importance of business letter. 10.3 Prepare Curriculum vitae (CV), Appointment letter, joining letter, leave letter, Complain Letter and tender notice.	To know about the basic concept of Understand the Business letter, official and semiofficial letters.	<b>Basic Class Materials :</b> White board, Marker, duster. <b>PowerPoint Slide:</b> Projector <b>YouTube video link:</b> <a href="https://www.youtube.com/watch?v=V0Lj5eRharg">https://www.youtube.com/watch?v=V0Lj5eRharg</a>
31	CT/Quiz Test	<b>Chapter 8 &amp; Chapter 10</b>	To collect the feedback of student and take next step for betterment.	<b>Exam Papers</b>
32	<b>Review Class</b>	<b>All Chapter:</b> (Regarding students problems)	To review full chapter	<b>Basic Class Materials :</b> White board, Marker, duster.