

## MCA I Year I Semester Subject Code: 24MCA1001 Business Communication

Contact Hour	Unit No.	Topic Name	Teaching Methodology	Remarks
1	1	Objectives of Communication	Blackboard	
2	1	Process of Communication	Blackboard	
3	1	Types of Communication	Blackboard	
4	1	Communication Noise	Blackboard	
5	1	Listening Skills – Types of Listening	Blackboard	
6	1	Essentials of Good Listening & Tips	Blackboard	
7	2	Formal and Informal Communication	Blackboard	
8	2	Interpersonal vs Intrapersonal Communication	Blackboard	
9–10	2	Role of Emotion in Interpersonal Communication	Blackboard	
11–12	2	Barriers to Interpersonal Communication	Blackboard	
13	2	Exchange Theory	Blackboard	
14	2	Gateways for Effective Interpersonal Communication	Blackboard	
15	3	Kinesics	Blackboard	
16	3	Proxemics	Blackboard	
17	3	Paralanguage	Blackboard	
18	3	Haptics	Blackboard	
19	3	Handshakes & Appropriate Body Language	Blackboard	
20	3	Mannerisms for Interviews	Blackboard	
21	3	Business Etiquettes across Cultures	Blackboard	
22–23	4	Mechanics of Writing & Report Writing	Blackboard	
24	4	Business Correspondence & Letter Format	Blackboard	
25	4	Meetings and Managing Meetings	Blackboard	
26–27	4	Resume Writing – Formats and Skills	Blackboard	
28–29	5	Presentation Skills – Prerequisites & Format	Blackboard	
30	5	Assertiveness – Strategies	Blackboard	
31	5	Communication Skills for Group Discussions	Blackboard	
32–33	5	Interview Techniques	Blackboard	