

Teaching Plan

(July 27, 2015 – Nov 30, 2015)

Course Teacher: Prof. Jyoti Kakkar

M.A. Human Resource Management : Semester III

Course : Organisational and Business Communication

Paper No: HRM-SIII-14

Week/Month	Unit 1: Fundamentals of Communication
Week I/July 27-30	Introducing the paper and concept of communication
Week 1/ August 3-7	Communication: Concepts, Process and Models Readings: P D Chaturvedi/ Mukesh Chaturvedi (2013): Business Communication: Skills, Concepts, and Applications, Third Edition, 2013.Pearson, New Delhi
Week 2/ Aug 10-14	Role, Functions and Importance of Communication in Business Organisations Readings: McShane, S L and others (2011): Organisational Behaviour: Emerging Knowledge and Practice for the Real World. Fifth Ed. TMH. Lesikar, R V and J D Petitt (1996): Business Communication: Theory and Application.
Week 3/ Aug 17-21	Communication: Process, principles, barriers and gateways Readings: P D Chaturvedi/ Mukesh Chaturvedi (2013): Business Communication:Skills, Concepts, and Applications, Third Edition, 2013.Pearson, New Delhi
Week 4/ Aug 24-28	Communication: Process, principles, barriers and gateways Readings: P D Chaturvedi/ Mukesh Chaturvedi (2013): Business Communication: Skills, Concepts, and Applications, Third Edition, 2013.Pearson, New Delhi
Week 5/ Aug 31	Theories of Interpersonal Communication Readings: P D Chaturvedi/ Mukesh Chaturvedi (2013): Business Communication: Skills, Concepts, and Applications, Third Edition, 2013.Pearson, New Delhi Seiler, W J. And Beall, M L (2005): Communication: Making Connections. Pearson.

Week 1/ Sep 1-4	Field Work
Week 2/Sep 7-11	Field Work
Week 3/Sep 14-18	Field Work
Week 4/Sep 21-25	Field Work
Week 5/Sep28-Oct 1	Field Work
Week 1/ Oct 5-9	Theories of Interpersonal Communication Readings: P D Chaturvedi/ Mukesh Chaturvedi (2013): Business Communication:Skills, Concepts, and Applications, Third Edition, 2013.Pearson, New Delhi Seiler, W J. And Beall, M L (2005): Communication: Making Connections. Pearson.
	Unit II: Types of Communication
Week 2/Oct 12-16	Classification of Communication Readings: P D Chaturvedi/ Mukesh Chaturvedi (2013): Business Communication: Skills, Concepts, and Applications, Third Edition, 2013.Pearson, New Delhi
Week 3/ Oct 19-23	Essentials of Verbal and Non-Verbal Communication Readings: P D Chaturvedi/ Mukesh Chaturvedi (2013): Business Communication:S kills, Concepts, and Applications, Third Edition, 2013.Pearson, New Delhi Seiler, W J. And Beall, M L (2005): Communication : Making Connections. Pearson.
Week 4/Oct 26-30	Essentials of Verbal and Non-Verbal Communication Readings: P D Chaturvedi/ Mukesh Chaturvedi (2013): Business Communication:Skills, Concepts, and Applications, Third Edition, 2013.Pearson, New Delhi Seiler, W J. And Beall, M L (2005): Communication : Making Connections. Pearson.
Week 1/Nov 2-6	Flow of Communication, Information and Information Overload Readings: McShane, S L and others (2011): Organisational Behaviour: Emerging Knowledge and Practice for the Real World. Fifth Ed. TMH.
Week 2/Nov 9-13	Patterns of Communication, Communication Networks and designs, feed-forward and feedback Readings: P D Chaturvedi/ Mukesh Chaturvedi (2013): Business Communication:Skills, Concepts, and Applications, Third Edition, 2013.Pearson, New Delhi Seiler, W J. And Beall, M L (2005): Communication : Making Connections. Pearson

	Unit III: Business Communication
Week 3/Nov 16-20	Essentials of Effective Business Communication Readings: Lesikar, R V and J D Petitt (1996): Business Communication: Theory and Application.
Week 4/ Nov 23-27	Written Business Communication Business Reports : types, structure, steps, and report presentation Readings: P D Chaturvedi/ Mukesh Chaturvedi (2013): Business Communication: Skills, Concepts, and Applications, Third Edition, 2013.Pearson, New Delhi
Week 5/Nov 30	Business Reports : types, structure, steps, and report presentation Action, Desire, Interest and Attention (AIDA): Concept and Strategy Readings: P D Chaturvedi/ Mukesh Chaturvedi (2013): Business Communication: Skills, Concepts, and Applications, Third Edition, 2013.Pearson, New Delhi

Semester End Examination: 75 marks

Internal Assessment: Assignments and Skill Based Training: 25 marks