

Lesson Plan: FBM 121 Communication Skills

Lecture No.	Contents
1	Communication: Meaning, objectives and importance, communication process
2	Barriers in communication,
3	Essentials of effective communication
4	Verbal and non-verbal communication
5	Effective listening, formal and informal communication
6	Ethical issues in communication
7	Basic Writing Skills: Techniques for writing precisely
8	Sentence Structures
9	Creating coherence
10	Nature and Style of sensible Writing
11	Writing introduction and conclusion
12	Written Business communication: Business messages, informative and persuasive messages
13	Writing memos, office orders and office circulars
14	Reports and Proposals: types and formats