

# Lesson Plan

**Name Of Faculty** :

**Discipline** : OMCA

**Semester** : 1st

**Subject** : B.C

**Lesson Plan Duration** : 15 week( July 2018 to Nov 2018)

Week	Theory		Practical	
	Lecture Day	Topic ( Including Assignment / Test )	Practical Day	Topic
Ist	1	Introduction Introduction to corresspondance	1 <sup>st</sup>	
	2	Meaning and importance		
IInd	3	Process	2 <sup>nd</sup>	
	4	Uses		
IIIrd	5	Detail of a good business letter	3 <sup>rd</sup>	
	6	Detail of parts of a letter		
IVth	7	Detail of enquiry letters	4 <sup>th</sup>	
	8	Detail of meaning and importance of business inquiries		
Vth	9	Detail of quotations	5 <sup>th</sup>	
	10	1 <sup>st</sup> Sessional		
VIth	11	Detail of catalogues	6 <sup>th</sup>	
	12	Detail of replies to inquiries		
VIIth	13	Detail of special terms used in business letters	7 <sup>th</sup>	

	14	Detail of order letters		
VIIIth	15	Detail of placing of an order	8 <sup>th</sup>	
	16	Detail of follow up letters		
IXth	17	Detail of acceptance an refusal of an order	9 <sup>th</sup>	
	18	Detail of cancellation of an order		
Xth	19	Detail of complaints, claims and adjustments	10 <sup>th</sup>	
	20	2 <sup>nd</sup> sessional		
XIth	21	Detail of complaints of late delivery	11 <sup>th</sup>	
	22	Detail of partial delivery, delivery of defective goods of inferior quality, etc.		
XIIth	23	Detail of adjustment in reference to the different complaints	12 <sup>th</sup>	
	24	Detail of remittance and collection letters		
XIIIth	25	Detail of remittance covering he final settlement of account	13 <sup>th</sup>	
	26	Detail of partial remittance		
XIVth	27	Detail of total series of collection letters	14 <sup>th</sup>	
	28	Detail of letters of introduction		
XVth	29	Detail of letter of credit	15 <sup>th</sup>	
	30	3 <sup>rd</sup> sessional		