

Specimen of Lesson Plan					
		Name of the Faculty		: Dr. Meera Siwach	
		Discipline		: OMCA	
		Semester		: 2nd Sem	
		Subject		: Office Correspondence	
		Lesson Plan Duration : 16 weeks (From 15 Feb - June. 14, 2024)			
Weeks	Theory			Practical	
	Lecture day	Topics		Lecture day	Topics
		(Including assignment test)			
1st	1	Introduction of the Office Correspondence			
	2	Meaning and Importance of Office Correspondence			
	3	Process of Office Correspondence			
	4	Uses of Office Correspondence			
	5	Revision and discussion			
2nd	6	Class Test			
	7	Meaning of Communication			
	8	Uses, merits of Communication			
	9	limitations of Communication			
	10	Selection of means of communication			
3rd	11	Communication Through Internet			
	12	Discussion and revision			
	13	Class test			Practice of Office Records
	14	Meaning and Introduction to Office Records			
	15	Filling and Indexing			Practice of Filling and Indexing
4th	16	Retention and Weding out of Papers			
	17	Planning and Scheduling Office Work			Practice of Office Work
	18	Discussion and Revision			
	19	Class Test			
	20	Office Routine, flow of work, and Office manual			Practice of Paper Records
5th	21	Office Routine, flow of work, and Office manual			
	22	Stationary and forms in Office Records			Practice of Office Records
	23	Discussion and revision			
	24	Class test of Unit II			
	25	Introduction of the Business Correspondence			Practice of Business Corres.
6th	26	Essential parts of Business Letter			
	27	Formats/ Styles of Business Letter			Practice of Letter formats/styles
	28	Enquiry Letter			
	29	Discussion and Revision			Practice of Enquiry Letters
	30	Class Test			
7th	31	Quotation Letter			
	32	Complaint Letter			Specimen of Quotation, Complaint Letters
	33	Adjustment Letter			Specimen of Quotation, Complaint Letters, Adjustment
	34	Formats of complaint/Adjustment Letter			
	35	Essential of good business letter			
8th	36	Discussion of covered topics			
	37	Reviion of topic			Practice of Banking Corres.
	38	Class test			
	39	Banking Correspondence			
	40	Account Opening Letters			Letter practice of Account Opening
9th	41	Credit Letters			
	42	Reviion of topic			
	43	Class test			Practice of Letters
	44	Guarantee Documents			Practice of Letters
	45	Standing Instructions for Payment			
10th	46	Request for Bank Over draft			
	47	Revision and discussion			
	48	Class test			
	49	Introduction to Govt. Correspondence			Practice of Govt. Corres,
	50	General Govt. Letters			Practice of Govt. Letters
11th	51	Demi Official Letters			
	52	Revision and discussion			
	53	Class test			Pracice of Official Letters
	54	Office Memorandum			

	55	Circulars		Practice of Memorandum
12th	56	Notifications		
	57	Office Orders, Press Release		Practice of Office Orders, Press Release
	58	Discussion on Topic		Practice of Notifications
	59	Revision and discussion		
	60	Class test		
13th	61	Revision Unit 1		
	62	Discussion on Unit 1		Practice of Official Letters
	63	Class Test Unit 1		
	64	Revision Unit II		Practice of Official Letters
	65	Discussion on Unit II		
14th	66	Class Test Unit II		
	67	Revision Unit III		Practice of Quotation Letter
	68	Discussion on Unit III		
	69	Class Test Unit III		Practice of Circulars
	70	Revision Unit IV		
15th	71	Discussion on Unit IV		
	72	Class Test Unit IV		Practice of Business Letters
	73	Revision Unit V		
	74	Discussion on Unit V		Practice of Enquiry Letters
	75	Class Test Unit V		
16th	76	Discussion and revisioin of covered syllabus		
	77	Discussion and revisioin of covered syllabus		Practice of Compleate Letters
	78	Qarries of covered topics		Practice of Compleate Letters
	79	Revision		
	80	Class Test of Compleate Syllabus		



