

Old Aagam  
1570

Name of the Faculty	Sushil Kumar (Theory)
Discipline	Office Management and Computer Application
Semester	2nd
Subject	BUSINESS CORRESPONDENCE
Lesson Plan Duration	15 Weeks (from January, 2018 to April, 2018)
Work Load(Lecture/Practical) per week (in Hours)	Lecture-06, Practical---0

Technical Institute  
Receipt No. 1864/13  
Dated 15-12-22

Week	Theory	
	Lecture Day	Topic (including assignment/Test)
1st	1st	Introduction of a new product
	2nd	Introduction of a new product
	3rd	promotion of a product
	4th	promotion of a product
2nd	1st	Publicity of Business
	2nd	special offer and discount
	3rd	Change of address
	4th	opening new branch
3rd	1st	Introduction of a new product
	2nd	Introduction of a new product
	3rd	Retirement of partner
	4th	Introduction of Official correspondence
4th	1st	Noting in files
	2nd	Official Letters
	3rd	Demi Official Letters
	4th	Memorandum
5th	1st	Assignment/Revision
	2nd	Test
	3rd	Notification
	4th	Endorsement
6th	1st	inter departmental communication
	2nd	Office Circulars
	3rd	Different Abbreviations used in official correspondence
	4th	Enquiry regarding opening and closing of account
7th	1st	Enquiry regarding opening and closing of account
	2nd	Asking the bank to Stop payment
	3rd	overdraft facilities
	4th	Loss of Cheque book
8th	1st	Transfers and standing instructions
	2nd	dishonour of cheque and reasons thereof
	3rd	Bank forms and bank terms
	4th	Assignment/Revision
9th	1st	Test
	2nd	Drafting of Notices
	3rd	Agenda of Meetings
	4th	Agenda of Meetings
10th	1st	Minutes of Routine meetings
	2nd	Minutes of Routine meetings
	3rd	Letter of Credit
	4th	Letter of Introduction

11th	1st	Letter of status enquiry
	2nd	Letter of status enquiry
	3rd	Trade references
	4th	Trade references
12th	1st	Request for Hotel Reservation
	2nd	Request an Interview/Appointment
	3rd	requesting a reservation by rail/road/sea
	4th	Introduction of insurance
13th	1st	Introduction of insurance
	2nd	Assignment/Revision
	3rd	Assignment/Revision
	4th	Test
14th	1st	letter of enquiry about premium
	2nd	Reply from Insurance company
	3rd	Claims
	4th	insurance correspondence(Claim Settlement)
15th	1st	Introduction of Import
	2nd	formalities required for import business
	3rd	Introduction of Export
	4th	formalities required for export business