

Overall Business Skills Schedule						
Topic	Semester-VI			Semester VII		
	Module 1 (Class Room) Hrs	Module 1 (Self Learning) Hrs	Module 1 (Exercise) Hrs	Module 2 (Class Room) Hrs	Module 2 (Self Learning) Hrs	Module 2 (Exercise) Hrs
Greetings & Introduction	8	8	8	0	0	0
Speaking Skills	8	8	8	0	0	0
Listening Skills	8	8	8	0	0	0
Telephone Skills	8	8	8	0	0	0
Basic writing Skills	8	8	8	0	0	0
Email Etiquettes	0	0	0	8	8	8
Indian English	0	0	0	8	8	8
Grammar Tips & Exercises	0	0	0	8	8	8
Presentation Skills	0	0	0	8	8	8
Interviews /Group Discussion	0	0	0	8	8	8
<b>No.of Days</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>Total Days: 10</b>		<b>Total Exercises: 10</b>		<b>Total Self Learning Assignments: 10</b>		