JHARKHAND Rai University
UGC RECOGNISED UNIVERSITY
ACCREDITED BY NAAC

Lesson Plan & Tracking

Programe : BBA	Session :2022-2025	Year : 2022	Sem:I

Course: Communication Skills

Name of the Faculty: Riteka Chandra	Commencement Date:19 SEP 2022	Date of Closure:30 DEC 2022

Lecture No.	Week	Unit	Topics to be Covered	Blended Mode			Date	Duration	Tracking of Lectures	Related Course Outcome	Signature of Faculty	Signature of HoD	Remarks (if any)
				ICT Tool/Platform/ LMS	Resources	Activity							
1	1	1	Techniques of effective listening,Listening and Comprehension										
2		1	Probing Questions,Barriers to Listening										
3		2	Pronounciation,Enunciation,Vocabulary										
4	2	2	Fluency, Common Errors										
5		3	Techniques of effective reading,Gathering ideas and information from a given text										
6		3	Identify the main claim of the text,Identify the purpose of the text,Identify the context of the text										
7		3	Identify the concepts mentioned,Evaluating the ideas and information,Identify the arguments employed in the text,Identify the theories employed or assumed in the text										

8	3	3	Interpret the Text,To understand what a text says, To understand what a text does,To understand what a text means										
9		4	Clearly state the claims,Avoid ambiguity, vagueness, unwanted generalisatons and oversimplification of issues										
10	4	4	Provide backgroud information, effectively argue the claim, provide evidence for the claims										
11		4	Use examples to explain concepts, Follow convention, Be properly sequenced, Use proper signposting techniques, Be well structured										
12		4	Well-knit logical sequence, Narrative sequence, category groupings										
13	5	4	Different modes of writing-i)E-mails, ii)Proposal writing for higher studies, iii)Recording the proceedings of meetings, iv)Any other mode of writing relevant for learners										
14		5	Role of Digital Literacy in Professoional Life, Trends and Opportunities in using Digital Technology in work place, Internet Basics										
15		5	Introduction to MS Office Tools-i)Paint, ii)Office,iii)Excel,iv)Powerpoint										
16		6	Introduction to Social Media Websites, Advantages of Social Media, Ethics and etiquettes of Social Media,										

17	6	6	How to use Google Search better, Effective ways of using Social Media, Introduction to Digital Marketing										
18		7	Meaning of non-verbal communication, Introductio to modes of non-verbal communicaton										
19	7	7	Breaking the misbeliefs, Open and Closed Body Language, Eye Contact and Facial Expression										
20		7	Hand Gestures, Do's and Don'ts,Learning from experts,										
21		7	Activities-Based Learning										
22	8		Model Paper Discussion										
23			Model Paper Discussion										
24			Revision										