JHARKHAND Rai University
UGC RECOGNISED UNIVERSITY
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# Lesson Plan & Tracking

| Program: MBA | Session : 2022 - 2024 | Year : 2022 | Sem: 1 |
|---|---|---|---|
| Course: Life Skills 1 | | | |
| Name of the Faculty: RASHMI | 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) |
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| | | | | ICT Tool/Platform/ LMS | Resources | Activity | | | | | | | |
| 1 | 1 | 1 | **Basic Grammar:** Tense Present,Past & Future | | | | | | | | | | |
| 2 | | 1 | Direct and Indirect Narration, English Modals | | | | | | | | | | |
| 3 | 2 | 1 | Degree of Comparison, Phrases and Idioms | | | | | | | | | | |
| 4 | | 1 | Commonly Confused Words- Homophones, Homonyms,Homographs, Vocabulary Building | | | | | | | | | | |
| 5 | 3 | 2 | **Writing Skills:**General Principles of Writing | | | | | | | | | | |
| 6 | | 2 | Paragraph Writing, Business Writing | | | | | | | | | | |
| 7 | 4 | 2 | Structure and Format of Business Letter | | | | | | | | | | |
| 8 | | 2 | Types of Business Letter - Letter of Enquiry, Letter of Placing Order | | | | | | | | | | |
| 9 | 5 | 2 | Letter of giving Instructions, Letter for Legal Transactions | | | | | | | | | | |

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| 10 | | 2 | Letter of Complaint, Sales Letter | | | | | | | | | | |
| 11 | 6 | 3 | **Professional Letter**: Employment Communication | | | | | | | | | | |
| 12 | | 3 | Resume | | | | | | | | | | |
| 13 | 7 | 3 | Job Application | | | | | | | | | | |
| 14 | | 3 | Difference between Curriculum Vitae, Resume and Biodata | | | | | | | | | | |
| 15 | 8 | 3 | Notice, Memo | | | | | | | | | | |
| 16 | | 3 | Circular & Minutes Writing | | | | | | | | | | |
| 17 | 9 | 4 | **Social and Professional Etiquettes-:** Introduction | | | | | | | | | | |
| 18 | | 4 | Etiquettes | | | | | | | | | | |
| 19 | 10 | 4 | Corporate Etiquettes | | | | | | | | | | |
| 20 | | 4 | Social Etiquettes | | | | | | | | | | |
| 21 | 11 | 4 | Need for Etiquette(Impression,Image,Earn Respect,Appreciation etc) | | | | | | | | | | |
| 22 | | 4 | Aspects os social and cultural/corporate etiquette in promoting teamwork | | | | | | | | | | |
| 23 | 12 | | Discussion of Model Paper | | | | | | | | | | |
| 24 | | | Revision | | | | | | | | | | |