JHARKHAND Rai University
UGC RECOGNISED UNIVERSITY
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Lesson Plan & Tracking

Program: MBA	Session : 2021- 2023	Year : 2022	Sem: III
Course: Seminar In Executive Communication			
Name of the Faculty: RITEKA CHANDRA	Commencement Date: 29 Aug 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		Introduction of the syllabus of the subject 'Seminar in Executive Communication', its objective and importance										
2			Debate - An Introduction, Process										
3	2		Debate - Format,Topics to be discussed of Debate										
4			Debate - Online Activity										
5	3		Extempore - An Introduction, Objective										
6			Extempore - Process										
7	4		Difference between Impromptu Presentation and Extempore										
8			Activity on Extempore										
9	5		Activity on Impromptu Presentation										
10			Tips for Effective Presentation										

11	6		Group Discussion - An Introduction, Concept										
12			Group Discussion - Objective, Importance										
13	7		Group Discussion - Types, Rules										
14			Topics of Group Discussion,Group Discussion-Activity										
15	8		Panel Discussion - An Introduction, Objective										
16			Panel Discussion - Process										
17	9		Presentation - Paper & Oral Reports										
18			Oral Presentation Skills										
19	10		Seven C's for Effective Communication										
20			Oral Presentation - Activity										
21	11		Survey Report - An Introduction, Concept, Process										
22			Project Report - An Introduction, Concept, Process										
23	12		Case Study - An Introduction, Concept, Process, Types										
24			Revision										