JHARKHAND Rai University
UGC RECOGNISED UNIVERSITY
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## Format of Lesson Plan & Tracking

| Program: 'BCA | Session :2022-2025 | Year : 2022 | Sem:I |
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| 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) |
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| | | | | 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 | 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 | Interpret the Text,To understand what a text says, To understand what a text does,To understand what a text means | | | | | | | | | | |

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| 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 | 6 | Introduction to Social Media Websites, Advantages of Social Media, Ethics and etiquettes of Social Media, | | | | | | | | | | |
| 17 | | 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, | | | | | | | | | | |

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| 21 | | 7 | Activities-Based Learning | | | | | | | | | | |
| 22 | 8 | | Model Paper Discussion | | | | | | | | | | |
| 23 | | | Model Paper Discussion | | | | | | | | | | |
| 24 | | | Revision | | | | | | | | | | |