JHARKHAND Rai University
UGC RECOGNISED UNIVERSITY
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Lesson Plan & Tracking

Program: BCA	**Session : 2020- 2023**	**Year : Second**	**Sem: V**
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 an
				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 - Offline 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										