JHARKHAND Rai University
UGC RECOGNISED UNIVERSITY
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Lesson Plan & Tracking

Program: B.Pharma	**Session : 2022 - 2026**	**Year : 2022**	**Sem: 1**
Course: Communication Skills (Theory)			
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)
				ICT Tool/Platform/ LMS	Resources	Activity							
1	1	1	Introduction of the syllabus of the subject 'Communication Skills', its objective and importance										
2		1	• Communication Skills: Introduction, Definition, The Importance of Communication										
3	2	1	The Communication Process – Source, Message, Encoding, Channel, Decoding, Receiver, Feedback, Context										
4		1	• Barriers to communication: Physiological Barriers, Physical Barriers, Cultural Barriers, Language Barriers, Gender Barriers, Interpersonal Barriers, Psychological Barriers, Emotional Barriers										
5	3	1	• Perspectives in Communication: Introduction, Visual Perception, Language										
6		1	Other factors affecting our Perspective - Past Experiences, Prejudices, Feelings, Environment										
7	4	2	• Elements of Communication: Introduction, Face to Face Communication - Tone of Voice, Body Language (Non-verbal communication)										
8		2	Verbal Communication, Physical Communication										

9	5	2	• Communication Styles: Introduction, The Communication Styles Matrix with example for each -Direct Communication Style, Spirited Communication Style, Systematic Communication Style, Considerate Communication Style.										
10		3	• Basic Listening Skills: Introduction, Self-Awareness										
11	6	3	Active Listening, Becoming an Active Listener, Listening in Difficult Situations										
12		3	• Effective Written Communication: Introduction, When and When Not to Use Written Communication										
13	7	3	Complexity of the Topic, Amount of Discussion' Required										
14		3	Shades of Meaning, Formal Communication										
15	8	3	• Writing Effectively: Subject Lines										
16		3	Put the Main Point First, Know Your Audience										
17	9	3	Organization of the Message										
18		4	· Interview Skills**:** Purpose of an Interview, Do's and Dont's of an Interview										
19	10	4	· Giving Presentations**:** Dealing with Fears, Planning your Presentation										
20		4	Structuring Your Presentation, Delivering Your Presentation, Techniques of Delivery										
21	11	5	Group Discussion: Introduction, Communication skills in group discussion										
22		5	Do's and Dont's of group discussion										
23	12		Revision										
24			Model Paper Discussion										