JHARKHAND Rai University
UGC RECOGNISED UNIVERSITY
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Lesson Plan & Tracking

Program:Diploma	Session : 2021 - 2024	Year : 2022	Sem: III
Course: Communication & Soft Skills			
Name of the Faculty: Dr. ANITA KUMAR SINGH	Commencement Date: 29/8/2022		Date of Closure: 30/12/2022

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 Communication Skills										
2		1	Role of Communication in Today's World										
3	2	1	Objective of Communication										
4		1	Process of Communication										
5	3	1	Elements of Communication Essentials of Communication										
6		1	Barriers/ Factors Inhibiting Communication										
7	4	1	Flow of Communication										
8		1	Verbal Mode of Communication										
9	5	2	Non Verbal Mode of Communication										
10		2	Kinesics/Body Language, proxemics , chronemics, para lingual										
11	6	2	Style in Technical Communication										
12		2	Communication Skills; Reading, Writing, Speaking, Listening & Talking										
13	7	3	Introduction of Graphics										
14		3	Planning of Graphics										
15	8	3	Placing of Graphics										

16	8	3	Construction of Graphics										
17	9	3	Types of Graphics -textual, visual, tables, bar Charts, pie charts										
18		3	Types of Graphics- line charts, organizational charts, flow charts, maps & Pictographs)										
19	10	4	Introduction of Telephonic CE27:E30onversation Skills										
20		4	Stages in Telephonic Conversation										
21	11	4	Listening & Speaking Skills										
22		4	Telephonic Skills										
23	12	4	Problems in Telephonic Conversation										
24		4	Intensive Listening										