

Teaching Lesson Plan

SEC-1 SOFT SKILLS- I

Lecture hours: 45

Objectives: To enhance the soft skills of the students which would bring about an all-round personality development of the student. It aims to develop the communication skills, resume making abilities in students. It also aims to develop the confidence of facing interviews and Group Discussions, which would improve their performance in competitive exams.

SN	Subject and Objectives	Lectures Hrs	Methodology	Evaluation Mode
Unit-I	Basics of communication	15Hrs		
	1. Definition of communication; Process of Communication; Barriers of Communication; Non-Verbal Communication. 2. Effective Communication - Johari Window; The Art of Listening; Kinesthetic Production of Speech; 3. Organization of Speech; Modes of delivery; Conversation Techniques; Dialogue; Good manners and Etiquettes	15	— Lecture — Group Discussion — Self-study Numerical Exercises on key topics	— Quiz on basic concepts — Class Test — Assignments
Unit-II	Resume Writing	15Hrs		
	1. Resume Writing - What is Resume? 2. Types of Resumes – Chronological; Functional; Mixed Resume; 3. Steps in preparation of Resume.	15	— Lecture — Group Discussion Peer Teaching	— Quiz on basic concepts — Class Test — Group presentation
Unit-III	Interview Skills	15Hrs		
	1. Interview Skills - Common Interview Questions; 2. Attitude; Body Language; 3. The Mock Interviews; Phone Interviews; Behavioural Interviews.	15	— Lecture — Group Discussion Case Studies	— Quiz — Class Test Assignment

Reference Books:

1. Egan, Gerard. (1994). The Skilled Helper (5thEd). Pacific Grove, Brooks/Cole.
2. Khera, Shiv (2003). You Can Win. Macmillan Books, Revised Edition.
3. Murphy, Raymond. (1998). Essential English Grammar. 2nd ed., Cambridge Univ. Press.
4. Prasad, L. M. (2000). Organizational Behaviour, S. Chand Publications

Prepared by: Department