Teaching Lesson Plan

SEC-2
SOFT SKILLS- II

Lecture hours: 45

Objectives: To enhance the soft skills of the students by way of developing the verbal, non-verbal and mathematical abilities in students which would improve their performance in competitive exams.

SN	Subject and Objectives	Lectures Hrs	Methodology	Evaluation Mode
Unit-I	**Mental Ability**	**15Hrs**		
	1. Series Completion; Analogy; Classification; Coding-Decoding 2. Blood Relations; Logical Venn Diagrams; 3. Mathematical Operations. 4. Arithmetical Reasoning. 5. Assertion and Reason. 6. Inserting the Missing Character.	15	— Lecture — Self-study — Numerical Exercises on key topics Problem Solving	— Quiz on basic concepts — Class Test Problem solving exercise
Unit-II	**Logical Deduction**	**15Hrs**		
	1. Logic 2. Statement – Arguments; Assumptions; Courses of Action; Conclusions. 3. Deriving Conclusions from Passages. 4. Theme Detection. 5. Cause and Effect Reasoning.	15	— Lecture — Group Discussion — Numerical Exercises on key topics Peer Teaching	— Quiz on basic concepts — Class Test — Group presentation
Unit-III	**Data Interpretation**	**15Hrs**		
	1. Sources; Acquisition; Classification of Data. 2. Quantitative and Qualitative Data. 3. Graphical Representation - Bar-chart; Histograms; Pie-chart; Table-chart; Line-chart 4. Mapping of Data. 5. Data Interpretation.	15	— Lecture — Group Discussion — Numerical Exercises on key topics Case Studies	— Quiz — Class Test Assignment

Reference Books:

1. Aggarwal, R.S. (2010) Quantitative Aptitude, S. Chand & Sons.
2. Aggarwal, R.S. (2010). A Modern Approach to Verbal and Non-Verbal Reasoning. S. Chand
3. Covey, Stephen.2004. Habits of Highly effective people, Free Press.
4. Murphy, Raymond. (1998). Essential English Grammar. 2nd ed., Cambridge Univ. Press.

Prepared by: Department