

LESSON PLAN FOR 1st SEMESTER (M.A. PREVIOUS)

JULY

(COMMUNICATION SKILLS-I)

Paper - VI

1312

- 23 Introduction to Communication
- 24 Human Communication, its Uniqueness, nature
- 25 Models of Communication, Types of Communication
- 26 Language, Non-Verbal Communication
- 27 Logic and Reasoning
- 28 Critical Thinking
- 29 **SUNDAY**
- 30 **SUNDAY**
- 31 **HOLIDAY**

AUGUST

- 1 Concept of facilitating
- 2 Seven c/s of Communication
- 3 Interview / CV / Biodata
- 4 Comprehension and Remedial work
- 5 **SUNDAY**
- 6 **SUNDAY**
- 7 **SUNDAY**
- 8 Test
- 9 Introduction to 1st unit
- 10 Self, interpersonal, dyadic Communication
- 11 Small group, public communication
- 12 **SUNDAY**
- 13 **SUNDAY**
- 14 **SUNDAY**
- 15 **INDEPENDENCE DAY CELEBRATION**
- 16 Mass communication, Reliability of Communication
- 17 Input and Evaluation process
- 18 Listening (Process, Comprehension, Evaluation)
- 19 **SUNDAY**
- 20 **SUNDAY**

21
22 **Id-UL-JULAH**

23 Reading

24 Writing

25 Emails xox and xoxlx

26 **SUNDAY**

27

28

29 Test

30 Introduction to 11th Unit

31 Speech (conversion, interview, group discussion)

SEPTEMBER

1 Writing

(spontaneous, guided, creative)

2 **SUNDAY**

3 **HOLIDAY OF JANMASHYANI**

4

5 Organizing ideas (noting, Summary)

6 flow charts, concept maps

7 Correspondence (personal)

8 Business "

9 **SUNDAY**

10

11

12 Test

13 Remedial work

14 Introduction to Unit-IV

15 Academic writing

16 **SUNDAY**

17

18

19 Goals and objectives, Ethics in writing

20 Seminars work

21. **MUHARRAM HOLIDAY**
22. Self study week
23. **SUNDAY**

24. _____

25. _____

26. Discussion on Topics for self study and seminars

27. Structure of documents

28. Language and Grammar

29. Illustrations and aids

30. **SUNDAY**

OCTOBER

1. _____

2. **GHANDHI JAYANTI**

3. Test

4. Discussion on problematic topics
5. writing proposals and instructions

6. Making presentations

7. **SUNDAY**

8. _____

9. _____

10. **HOLIDAY**

11. formatting documents

12. Drafts and revisions

13. Editing

14. **SUNDAY**

15. _____

16. _____

17. Writing journal article

18. **HOLIDAY**

19. Grammatical accuracy

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20 Common grammatical errors

21 **SUNDAY**

22

23

24 **HOLIDAY**

25 Practice work

26 4

27 Test

28 **SUNDAY**

29

30

31 Revision

NOVEMBER

1 **HARYANA SNAS**

2 Revision

3 Unit Test

4 **SUNDAY**

5

6 **DIWALI'S HOLIDAYS**

Sudesh