

Lesson Plan

① 19

Name of the Assistant/ Associate Professor..... MANIKA
 Class and Section:..... M-Com (P) Ist sem
 Subject:..... Communication Skill

Week	Date	Topics
1	16-July-18	-
	17- July -18	-
	18- July -18	-
	19- July -18	-
	20- July -18	-
	21- July -18	-
	22- July -18	Sunday
2	23- July -18	-
	24- July -18	-
	25- July -18	-
	26- July -18	-
	27- July -18	-
	28- July -18	-
	29- July -18	Sunday
3	30- July -18	-
	31- July -18	<u>holiday</u>
	1-Aug-18	
	2- Aug -18	<u>Human Communication - An Introduction</u>
	3- Aug -18	<u>Do</u>
	4- Aug -18	<u>Do</u>
	5- Aug -18	Sunday
4	6- Aug -18	<u>Uniqueness of Human Communication</u>
	7- Aug -18	<u>Do</u>
	8- Aug -18	<u>Do</u>
	9- Aug -18	<u>Types of Human Communication</u>
	10- Aug -18	<u>Do</u>
	11- Aug -18	<u>Do</u>
	12- Aug -18	Sunday
5	13- Aug -18	
	14- Aug -18	
	15- Aug -18	<u>holiday</u>

Lesson Plan

Name of the Assistant/ Associate Professor..... MONTIKA

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Class and Section:..... M-Com (Previous)

Subject:..... Communication Skill

Week	Date	Topics
1	16- Aug -18	Language in Communication
	17- Aug -18	Non Verbal Communication
	18- Aug -18	Do
	19- Aug -18	Sunday
2	20- Aug -18	-
	21- Aug -18	-
	22- Aug -18	Holiday
	23- Aug -18	Logic and Reasoning in Communication
	24- Aug -18	Do
	25- Aug -18	Lateral thinking
	26- Aug -18	Sunday
3	27- Aug -18	
	28- Aug -18	-
	29- Aug -18	-
	30- Aug -18	The Concept of facilitating
	31- Aug -18	factors, barrier in Communication
	1-Sep-18	Filters in Communication
	2- Sep -18	Sunday
4	3- Sep -18	Holiday
	4- Sep -18	-
	5- Sep -18	-
	6- Sep -18	The level C's of effective Communi-
	7- Sep -18	cation: Do
	8- Sep -18	Preparing for Interview - CV/Bio data
	9- Sep -18	Sunday
5	10- Sep -18	
	11- Sep -18	
	12- Sep -18	

Lesson Plan

Name of the Assistant/ Associate Professor..... MONIKA (91)

Class and Section:..... M.com (Purs)

Subject:..... Communication Skill

Week	Date	Topics
1	13- Sep -18	Vocabulary related to Business
	14- Sep -18	Do
	15- Sep -18	Self Communication
	16- Sep -18	Sunday
2	17- Sep -18	-
	18- Sep -18	-
	19- Sep -18	-
	20- Sep -18	Interpersonal Communication
	21- Sep -18	dy di'c. Communication - An Introduction
	22- Sep -18	Small Group / Public Communication
	23- Sep -18	Sunday
3	24- Sep -18	-
	25- Sep -18	-
	26- Sep -18	-
	27- Sep -18	Mass Communication, Reliability of Communication
	28- Sep -18	Input and Evaluation process
	29- Sep -18	Listening (process, Comprehension, Evaluation)
	30- Sep -18	Sunday
4	1-Oct-18	-
	2- Oct -18	Holiday
	3- Oct -18	-
	4- Oct -18	Reading (process, Comprehension, Evaluation)
	5- Oct -18	Writing (Process, Comprehension, Evaluation)
	6- Oct -18	Email Do's and Don'ts.
	7- Oct -18	Sunday
5	8- Oct -18	-
	9- Oct -18	-
	10- Oct -18	Holiday
	11- Oct -18	Output and Interaction processes
	12- Oct -18	Speech (Conversation, Interview, Group Discussion)
	13- Oct -18	Writing Skill

Lesson Plan

Name of the Assistant/ Associate Professor: MONTIKA
 Class and Section: M. Com (Previous)
 Subject: Communication Skill

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Week	Date	Topics
1	14-Oct-18	Sunday
	15-Oct-18	Organizing Idea
	16-Oct-18	
	17-Oct-18	
	18-Oct-18	Holiday
	19-Oct-18	Organising Idea
	20-Oct-18	Correspondence and Managerial Skill
	21-Oct-18	Sunday
	2	22-Oct-18
23-Oct-18		
24-Oct-18		Holiday
25-Oct-18		Business Communication at work Place.
26-Oct-18		Academic Writing.
27-Oct-18		DO
28-Oct-18		Sunday
3		29-Oct-18
	30-Oct-18	Revision of Drafts and Articles
	31-Oct-18	Revision of Common error and how to avoid
	1-Nov-18	Holiday
	2-Nov-18	Revision
	3-Nov-18	Written test
	4-Nov-18	Sunday
	5-Nov-18	Written test

Monika