

# SARASWATI MAHILA MAHAVIDYALAYA, PALWAL

## LESSON PLAN

Class : BCA (2<sup>nd</sup> Yr)

Semester : 3<sup>rd</sup> Sem

Paper : Communication Skills

Session : 2020-21

Lectures	Topic
(Unit-1) L-1	Introduction of the syllabus and text books.
L-2	Introduction to Basic communication- Meaning, Definition, characteristics.
L-3	Process of communication
L-4	"
L-5	Barriers to effective communication
L-6	"
(Unit-2) L-7	Verbal Communication - Intro,
L-8	characteristics, Principles, forms of V.C
L-9	Non-Verbal Communication - meaning
L-10	nature, importance, forms of N.V.C
L-11	Listening process - meaning,
L-12	Definition, Process, Types and Barriers
L-13	Guidelines for Effective Listening
L-14	Group Discussion - meaning,
L-15	Types, Problems, Do's & Don't's
L-16	Guidelines for effective Group Discussion
L-17	Forms of Oral Presentation
L-18	"

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Lectures	Topic
L-19	self - presentation
L-20	"
L-21	Dyadic communication - Forms
L-22	"
L-23	5 C's of communication + guidelines
L-24	"
L-25	Developing Dialogues - meaning,
L-26	How to develop dialogue.
L-27	Soft skills - characteristics, Developing
L-28	soft skills
L-29 (V-3)	Basic Vocabulary - How to improve
L-30	Vocabulary, ways to improve vocabulary
L-31	"
L-32	Prefix
L-33	suffix
L-34	synonyms
L-35	antonyms
L-36	One word Substitution
L-37	spellings
L-38	Developing fluency : Grammar
L-39	Conjunction
L-40	"
L-41	Auxillaries
L-42	Prepositions

Lectures	Topic
L-43	Prepositions
L-44	Articles - Indefinite and Definite Articles
L-45	"
L-46	tenses
L-47	"
L-48	Language Games - ways to improve
L-49	vocabulary.
L-50	"
L-51 (U-4)	Proper Use of Language: The Communication
L-52	skills
L-53	"
L-54	The Effective speech - selection of the topic,
L-55	Organizing, characteristics of Good speech
L-56	The interview process - Def. of interview
L-57	objecti
L-58	Preparing for the presentation skills
L-59	skills
L-60	"
L-61	Model and theories of Communication
L-62	"
L-63	"