

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING
LESSON PLAN

Name of Faculty: Navdeep Kaur

Discipline: B.Tech (CSE)

Semester: 6th

Subject: Soft Skills & Interpersonal Communication (OE-CS-302A)

Lesson Plan Duration: 15 Weeks (Feb 2024 – June 2024)

Work Load Per Week: L-3, T-0, P-0

Week	Lecture No.	Topic (including assignment & Test)	Practical Day	Topic
1 st	1	Unit-1 Communication: Concept, characteristics	NA	NA
	2	Types of Communication: Extrapersonal Communication		
	3	Interpersonal Communication		
2 nd	4	Intrapersonal Communication	NA	NA
	5	Mass Communication		
	6	Creativity in communication		
3 rd	7	Role of communication	NA	NA
	8	Flow of Communications & its needs		
	9	Speaking skills, features		
4 th	10	Assignment-I/Class Test	NA	NA
	11	Unit-2 Barriers in the way of communication, noise, inter personal barriers, intrapersonal barriers, organizational barriers, Extra personal barriers		
	12	Case Study		
5 th	13	Process of communication, objectives of communication	NA	NA
	14	Activity: Group Discussion		
	15	Non-Verbal Communication		
6 th	16	Kinesics	NA	NA
	17	Para Language		
	18	Proxemics		
7 th	19	Facial Expressions	NA	NA
	20	Haptics		
	21	Reasons understanding Non-Verbal Communication is important		
8 th	22	Activity: Extempore	NA	NA
	23	Case Study		
	24	Activity: Newspaper Reading (Pronunciation)		

9 th	25	Assignment-II/Class Test	NA	NA
	26	Unit-3 Personality –characteristics, concept		
	27	Role of personality		
10 th	28	Basics of Personality	NA	NA
	29	Theories of personality		
	30	Soft Skills: Need & Training ,activity in soft skills		
11 th	31	Assignment-III/Class Test	NA	NA
	32	Organization Skill: Introduction and its need, basic principles for organization skills		
	33	Activity: Story Making		
12 th	34	Unit-4 Group Discussion ,form of group discussion	NA	NA
	35	Strategy for group discussion, discussing problem & solution		
	36	Oral Presentation, introduction, planning, occasion, purpose, modes of delivery		
13 th	37	Resume Making: purpose of resume, resume design and structure, contents	NA	NA
	38	Types of resume		
	39	Activity: Resume Making		
14 th	40	Job Interview: Introduction ,objectives	NA	NA
	41	Assignment-IV/Class Test		
	42	Types of interview		
15 th	43	stages of interview, face to face interview, campus interview	NA	NA
	44	Overview of important questions		
	45	Revision		

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