

LESSON PLAN		
Name of Faculty	Deepa Kapoor	
Department	ELECTRICAL ENGG.	
Semester	6th	
Subject	PRACTICES IN COMMUNICATION SKILLS	
Lesson Plan for the Duration	FEB - JUNE 2023	
Week	PRACTICAL	
1st (14Feb-21Feb)	Exercises on phonetics	Exercises on phonetics Identifications of English phonemes
2nd (22Feb-28Feb)	Exercises on phonetics	Stress and Intonation Speaking exercises with emphasis on voice modulation (reading and
3rd(1March-7March)	Group Discussion	Group Discussion
4th(9March-16March)	3 Exercises on	Exercises on - Self-assessment using tools like SWOT analysis Listening skills.
5th(17March-23March)	Internet communication and Correspondence	Resume writing
6th(24March-31March)	Internet communication and Correspondence	Covering letter
7th(1April-10April)	4. Internet communication and Correspondence	Agenda and Minutes of meeting
8th(11April-19April)	4. Internet communication and Correspondence	Business Correspondence
9th(20April-27April)	5. Exercises on	Exercises on Body language and Dress sense
10th(28April-4May)	Exercises on	Etiquettes and mannerism in difficult situations like business meetings.
11th(6May-11May)	Exercises on	Table manners, Telephone etiquette.
12th(12May-19May)	Exercises on	Manners related to opposite gender Cross-cultural Communication
13th(20May-26May)	Exercises on	Manners related to opposite gender Cross-cultural Communication
14th(27May-2June)	6 Mock interviews	Mock interviews (telephonic/personal)
15th(3June-9June)	7 Role plays for effective Communication	Role plays for effective Communication

Signature of Sub Teacher

Signature of HOD