**Lesson Plan**

Odd Semester (July to Nov 2025) B.Com.(First Semester)

Course: AEC(English Language and communication skill)

Days: Monday & Tuesday

**(Dr. Minakshi Devi)**

**Assistant Professor of English, S.U.S.G.C.M.M. Indri,Karnal**

**Week 1 (22 – 27 July)**

* Introduction to Communication – Meaning, Importance, Theory
* .Process & Elements of Communication

**Week 2 (28 July – 3 Aug)**

* Types of Communication – Verbal, Non-verbal, Written, Visual
* Formal vs Informal, Directions of Communication

**Week 3 (4 – 10 Aug)**

* Verbal Communication – Spoken (features, clarity, tone)
* Verbal Communication – Written (letters, memos, reports)

**Week 4 (11 – 17 Aug)**

* Common Errors in Verbal Communication
* Conversation Practice & Short Writing Tasks

**Week 5 (18 – 24 Aug)**

* Non-Verbal Communication – Body Language, Gestures, Posture
* Non-Verbal Communication – Eye Contact, Facial Expressions

**Week 6 (25 – 31 Aug)**

* Non-Verbal Communication – Proxemics & Paralanguage
* Role Play & Observation Activity

**Week 7 (1 – 7 Sep)**

* Workplace Communication – Features & Importance
* Interpersonal Communication – Barriers & Solutions

**Week 8 (8 – 14 Sep)**

* Teamwork & Leadership Communication
* Case Studies / Group Discussion

**Week 9 (15 – 21 Sep)**

* Self-introduction – Structure & Etiquette
* Peer Introduction – Formal & Informal

**Week 10 (22 – 28 Sep)**

* Self-introduction for Interviews
* Mock Interviews & Peer Feedback

**Week 11 (29 Sep – 5 Oct)**

* Importance of Listening in Communication
* Types of Listening – Active, Passive, Critical, Empathetic

**Week 12 (6 – 12 Oct)**

* Barriers to Listening – Physical, Psychological, Semantic
* Listening Activities – Audio/Story Based

**Week 13 (13 – 19 Oct)**

* Note Taking – Importance & Methods (Cornell, Mapping, Outlining)
* Practice – Note Taking from a Lecture

***Diwali Vacations (19 – 26 Oct)***

**Week 14 (27 Oct – 2 Nov)**

* Parts of Speech – Overview, Noun, Pronoun
* Verb, Adjective

**Week 15 (3 – 9 Nov)**

* Adverb, Preposition
* Conjunction, Interjection

**Week 16 (10 – 16 Nov)**

* Revision – Units 1–6

**Week 17 (17 – 23 Nov)**

* Revision – Units 7–8
* Class Test / Quiz

**Week 18 (24 Nov)**

Student Presentations & Feedback (only Monday) (Dr. Minakshi Devi)

Assistant Professor of English