

## Teaching Plan

Paper Name: Ability Enhancement Compulsory Course

Five Groups, Four simultaneous lectures per week per group (Monday to Thursday)

### Teachers

Novy Kapadia (NK)

Geetinder Kaur(GK)

Kuljeet Singh (KS)

Sujay Thakur (ST)

Mehul Bhushan (MB)

Shubham Pandey (SP)

Course Objective: To introduce students to the theory, fundamentals and tools of communication and to develop in them vital communication skills which should be integral to personal, social and professional interaction.

Week	Dates	Text/Topic/Theme	Discussion	Teacher's name
1	25/07/2016- 01/08/2016	Introduction to Essentials of Communication	Theory of Communication, the concept of Sender, Receiver and Medium and the process of Effective Communication.	NK GK KS ST MB SP
2	02/08/2016- 11/08/2016	Types and Modes of Communication	Classification of communication into various categories such as Verbal and Non-verbal, Formal and Informal and Internal and External. Explaining the concept of Grapevine and other communication networks .	NK GK KS ST MB SP
3	16/08/2016- 24/08/2016	Communication Barriers	Is Effective Communication possible? If not, what are the barriers that hinder it. How can one overcome these barriers and become an effective communicator. Different Strategies to deal with Barriers. 7 Cs of Communication.	NK GK KS ST MB SP

4	29/08/2016-05/09/2016	Speaking skills/ Oral Communication	A discussion about oral communication and how it comes naturally to human beings. Detailed study of different forms of oral communication such as monologues, dialogues, public speeches, interviews etc.	NK GK KS ST MB SP
5	06/09/2016-15/09/2016	Group Discussions and Interview Sessions	Explaining the importance of Group Discussion and how it is a crucial tool for selection of a desired candidate. An emphasis on why GD is different from a personal interview where one's personality is assessed through questions. A session on how to face an interview explained through class activity like mock interview sessions.	NK GK KS ST MB SP
6	19/09/2016-29/09/2016	Public Speaking and Presentation	Emphasizing the importance of public speaking and presentation as forms of Mass Communication. Discussion of some famous historical speeches like Nehru's speech. Extempore speaking activity for students. Importance of presentation in Academic as well as professional life and things to be kept in mind while making a presentation.	NK GK KS ST MB SP
7	03/10/2016-10/10/2016	Reading and Writing skills	A discussion of reading techniques such as Scanning, Skimming, Intensive and Extensive reading. Significance of writing as a tool of documenting literature, maintaining records and storing information and a discussion on note-making, summarizing and paraphrasing.	NK GK KS ST MB SP
<b>MID-SEM BREAK</b>				
8	17/10/2016-27/10/2016	Letter Writing and Job Related Correspondence	Discussing the structure of Formal, Semi-formal and Informal letters. Writing Memorandum and E-mails. Writing all Types of Job related letters- Resume, Curriculum Vitae, profile and Bio-data.	NK GK KS ST MB SP

9	31/10/2016- 10/11/2016	Translations	Importance of Translation. And how it has played a significant role in making several important works of literature accessible to people all over the world speaking different languages. Translation: Then and Now.	NK GK KS ST MB SP
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