

## LESSON PLAN

Name of Faculty	:	Pooja Rani
Discipline	:	DMLT
Semester	:	1 <sup>st</sup>
Subject	:	Employability skills
Lesson Plan Duration	:	October 2022 to January 2023
Work load (Lecture) per week (in hours)	:	02

<b>DMLT</b>		
<b>Week</b>	<b>Lecture day</b>	<b>Theory</b>
1 <sup>st</sup>	1	What and Why Employability Skills?
2 <sup>nd</sup>	2	Official and Business Correspondence.
3 <sup>rd</sup>	3	Job Application – Covering Letter and Resume.
4 <sup>th</sup>	4	Report Writing – Key Features and Kinds.
<b>Part-B (Oral Communications Skills)</b>		
5 <sup>th</sup>	5	Giving Advice.
6 <sup>th</sup>	6	Making Comparisons.
7 <sup>th</sup>	7	Agreeing and Conversation.
8 <sup>th</sup>	8	Taking Turns in Conversation .
9 <sup>th</sup>	9	Fixing and Cancelling Appointments.
<b>Part-C (Generic Skills)</b>		
10 <sup>th</sup>	10	Stress Management.
11 <sup>th</sup>	11	Time Management.
12 <sup>th</sup>	12	Negotiations and Conflict Resolution.
13 <sup>th</sup>	13	Team Work and Leadership Qualities.
14 <sup>th</sup>	14	Revision .
15 <sup>th</sup>	15	Revision.