

VTI ROHTAK

Lesson Plan

Name of the faculty: Kanta Goyal

Discipline: LIS

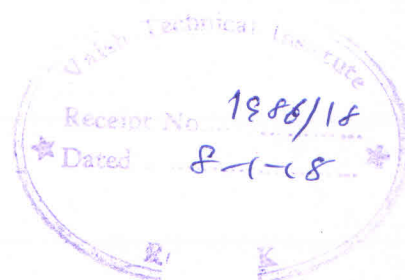
Semester: 4th

Subject : Soft Skill

Lesson Plan Duration: 15 weeks (From January, 2018 to April, 2018)

****Work Load (Lecture per week (in hours)): 5 per week**

Total Lectures:75



Week	Topic	
1 st Week	1 st Day	Art of Listening What is Listening?
	2 nd Day	Benefits of Listening
	3 rd Day	Factors that hamper listening
	4 th Day	Poor Listening Habits
	5 th Day	Advantages of Listening
2 nd Week	6 th Day	Listening Tips
	7 th Day	Revision
	8 th Day	Oral Class Test
	9 th Day	Art of Reading
	10 th Day	Reading is a cognitive process
3 rd Week	11 th Day	Good readers
	12 th Day	Benefits
	13 th Day	types of reading

	Day	
	14 th Day	Tips for effective reading
	15 th Day	stages of reading
4 th week	16 th Day	Rates of reading
	17 th Day	Determining a student's reading rate
	18 th Day	Adjusting reading rate
	19 th Day	Activities for increasing reading rate
	20 th Day	test
	21 th Day	Problems with reading
5 th Week	22 nd Day	Revision
	23 th Day	Becoming an effective reader
	24 th Day	Art of speaking
	25 th Day	What makes communication important?
	26 th Day	Defining communication
6 th week	27 th Day	Special features of communication
	28 th day	Communication Process
	29 th Day	Channels of communication
	30 th Day	test
	31 th Day	English speaking Practical
7 th week	32 th Day	Formal communication network
	33 th Day	Informal communication network
	34 th Day	Grapevine communication

	35 th Day	Revision
8 th week	36 th Day	Test
	37 th Day	Art of writing
	38 th Day	Importance of writing
	39 th Day	Creative writing tips
	40 th day	Drawbacks of written communication
9 th week	41 th Day	Revision
	42 nd Day	Practice on Letter writing
	43 th Day	Practice on Report writing
	44 th Day	Test
	45 th Day	Art of writing email
10 th week	46 th Day	The mail magic
	47 th day	Use appropriate salutations
	48 th Day	Make the subject matter significant
	49 th Day	Keep a dictionary close by
	50 th Day	Use commas, use smileys-when in Doubt
11 th week	51 st Day	Preface
	52 th Day	Include previous message
	53 th day	Shorten file attachments
	54 th day	Reread before pressing the send button

	55 th Day	Practice
12 th week	56 th Day	Be polite and reciprocate good deeds
	57 th Day	Anticipate, Emphathize, understand
	58 th Day	What netiquette?
	59 th Day	Revision
	60 th Day	Practice
13 th week	61 th Day	Test
	62 th day	Expert Lecture
	63 th Day	Revision
	64 th Day	Revision
	65 th Day	Revision
14 th week	66 th Day	Revision
	67 th Day	Revision
	68 th Day	Revision
	69 th Day	Revision
	70 th Day	Revision
15 th week	71 th Day	Revision
	72 th Day	Revision
	73 th Day	Revision
	74 th Day	Revision
	75 th Day	Revision