



Aggarwal College Ballabgarh

LESSON PLAN

18 WEEKS (JULY-NOVEMBER 2024)

NAME OF FACULTY: Ms. Kashish Chawla

CLASS: B.A		SEMESTER: 1 st	SECTION: C
SUBJECT: Basics of Communication and Soft Skills		Course Code: 24ENG401SE01	
WEEK	DATE	TOPICS TO BE COVERED	
1	22-7-2024		
	23-7-2024		
	24-7-2024		
	25-7-2024		
	26-7-2024		
	27-7-2024		
	28-7-2024	SUNDAY	
2	29-7-2024		
	30-7-2024		
	31-7-2024	HOLIDAY-SARDAR UDHAM SINGH SHAHEEDI DIVAS	
	1-8-2024		
	2-8-2024	Introduction to this Subject, Definition of 'Communication'	
	3-8-2024		
	4-8-2024	SUNDAY	
	5-8-2024	Start topic 'Types of Communication' , Why do we communicate?	
	6-8-2024	Start Topic 'Process of Communication'	
	7-8-2024		

3	8-8-2024	
	9-8-2024	Start Topic 'Barriers of Communication'
	10-8-2024	
	11-8-2024	SUNDAY
4	12-8-2024	Questions to be discussed, Doubts Regarding Unit-I,
	13-8-2024	Test to be taken, Results to be discussed
	14-8-2024	
	15-8-2024	HOLIDAY-INDEPENDENCE DAY
	16-8-2024	Start the topic 'Comprehension Skills'
	17-8-2024	
	18-8-2024	SUNDAY
5	19-08-2024	HOLIDAY-RAKSHABANDHAN
	20-08-2024	Questions to be given on the topic 'Comprehension Skills'
	21-8-2024	
	22-8-2024	
	23-8-2024	Start the Topic 'Precis Writing', 'Report Writing' and 'Essay Writing'
	24-8-2024	
	25-8-2024	SUNDAY
6	26-8-2024	HOLIDAY-JANAMASHTMI
	27-8-2024	Questions to be discussed on the Topic 'Precis Writing', 'Report Writing' and 'Essay Writing'
	28-8-2024	
	29-8-2024	
	30-8-2024	Practice Questions to be discussed on the Topic 'Precis Writing', 'Report Writing' and 'Essay Writing'
	31-08-2024	
	1-9-2024	SUNDAY

7	2-9-2024	Start Topic 'Bio-Data' / 'Resume' / 'CV'
	3-9-2024	Practice Questions on 'Bio-Data' / 'Resume' / 'CV'
	4-9-2024	
	5-9-2024	
	6-9-2024	More Practice Questions on 'Bio-Data' / 'Resume' / 'CV'
	7-9-2024	
	8-9-2024	SUNDAY
8	9-9-2024	Start Topic 'Interview' , Questions to be discussed
	10-9-2024	Start Topic 'Presentation skills' , Questions to be discussed
	11-9-2024	
	12-9-2024	
	13-9-2024	Start Topic 'Group Discussion', Questions to be discussed
	14-9-2024	
	15-9-2024	SUNDAY
9	16-9-2024	How to give 'Interview', 'Presentation' and 'Group Discussion'
	17-9-2024	Test-I to be taken
	18-9-2024	
	19-9-2024	
	20-9-2024	Assignment-I to be Given
	21-9-2024	
	22-9-2024	SUNDAY
10	23-9-2024	HOLIDAY-HARYANA SHAHEEDI DIWAS
	24-9-2024	Start Topic 'Subject-Verb Agreement', Rules of 'Subject-Verb Agreement'
	25-9-2024	
	26-9-2024	

	27-9-2024	Revision of the topic 'Subject-Verb Agreement', Test to be taken and Result to be discussed
	28-9-2024	
	29-9-2024	SUNDAY
11	30-10-2024	Start Topic 'Simple Sentence' and 'Compound Sentence', Questions on 'Simple Sentence' and 'Compound Sentence' to be discussed
	1-10-2024	Start the topic 'Complex Sentence' Questions on 'Complex Sentence' to be discussed
	2-10-2024	HOLIDAY-GANDHI JAYANTI
	3-10-2024	HOLIDAY-MAHARAJA AGARSEIN JAYANTI
	4-10-2024	Start the Topic 'Complex-Compound Sentence', Questions to be discussed on 'Complex-Compound Sentence'
	5-10-2024	
	6-10-2024	SUNDAY
12	7-10-2024	Test on all Types of Sentences, Start the Topic 'Phrasal Verbs', Questions to be discussed on the Topic 'Phrasal Verbs'
	8-10-2024	Start the topic 'Idioms and Phrases', Questions to be Discussed on 'Idioms and Phrases'
	9-10-2024	
	10-10-2024	
	11-10-2024	Start Topic 'One-Word Substitution', Questions to be discussed on 'One-Word Substitution'
	12-10-2024	HOLIDAY-DUSSEHRA
	13-10-2024	SUNDAY
13	14-10-2024	Start the Topic 'Homophones', 'Homonyms' and 'Homographs', Questions to be discussed on the same topics

	15-10-2024	Test and Doubt related to the topics
	16-10-2024	
	17-10-2024	HOLIDAY-VALMIKI JAYANTI
	18-10-2024	Start Topic 'Soft Skills', Discuss questions related to the topic
	19-10-2024	
	20-10-2024	SUNDAY
14	21-10-2024	Start Topic 'Time Management' and 'Stress Management', Discuss questions related to the topic
	22-10-2024	Start Topic 'Leadership Skills', Discuss questions related to the topic
	23-10-2024	
	24-10-2024	
	25-10-2024	Start Topic 'Problem Solving', Discuss questions related to the topic, Assignment-II to be Given
	26-10-2024	
15	27-10-2024	SUNDAY
	28-10-2024	DIWALI BREAK
	29-10-2024	DIWALI BREAK
	30-11-2024	DIWALI BREAK
	31-10-2024	DIWALI BREAK
	1-11-2024	DIWALI BREAK
	2-11-2024	DIWALI BREAK
16	3-11-2024	SUNDAY
	4-11-2024	Start Topic 'Personality Development and Emotional Quotient', Discuss questions related to the topic
	5-11-2024	Test to be taken on topics
	6-11-2024	

	7-11-2024	
	8-11-2024	Doubt Class
	9-11-2024	
	10-11-2024	SUNDAY
17	11-11-2024	Assignment-II to be Taken
	12-11-2024	Assignment-II to be Taken
	13-11-2024	
	14-11-2024	
	15-11-2024	HOLIDAY-GURUNANAK DEV JAYANTI
	16-11-2024	
	17-11-2024	SUNDAY
18	18-11-2024	Revision to be Done
	19-11-2024	Revision to be Done
	20-11-2024	
	21-11-2024	
	22-11-2024	Revision to be Done
	23-11-2024	
	24-11-2024	SUNDAY

