

## Govt. Polytechnic, Manesar (Gurgaon)

### LESSON PLAN

**Name of the Faculty** :- Ms. Manju

**Discipline** :- Electronics & Communication Engg.

**Semester** :- 6<sup>th</sup>

**Subject** :- Employability Skills-II

**Lesson Plan Duration** :- 15weeks (from January, 2019 to April, 2019)

Work Load (Lecture / Practical) per week (in hours): Lecture-00, Practical-02 Hrs

Week	Theory		Practical	
	Lecture Day	Topic (Including assignment / test)	Practical day	Topic
1 <sup>st</sup>			1 <sup>st</sup>	Introduction of Subject and its need
			2 <sup>nd</sup>	Mock Interview
2 <sup>nd</sup>			3 <sup>rd</sup>	Mock Interview: Discussion of general questions asked in the interviews.
			4 <sup>th</sup>	Mock interview Practice
3 <sup>rd</sup>			5 <sup>th</sup>	Mock interview Practice
			6 <sup>th</sup>	Assignment
4 <sup>th</sup>			7 <sup>th</sup>	Preparing for meeting: Writing the agenda of the meeting, list of key persons, orders of the meeting.
			8 <sup>th</sup>	Preparing for meeting: Views of all the members and discussion.
5 <sup>th</sup>			9 <sup>th</sup>	Preparing for meeting: Minutes of the meeting.
			10 <sup>th</sup>	Review what learnt so far
6 <sup>th</sup>			11 <sup>th</sup>	Group discussion (Assign Topic for GD)
			12 <sup>th</sup>	Group Discussion Practice
7 <sup>th</sup>			13 <sup>th</sup>	Group Discussion Practice
			14 <sup>th</sup>	Group Discussion Practice
8 <sup>th</sup>			15 <sup>th</sup>	Review what learnt so far
			16 <sup>th</sup>	Assignment
9 <sup>th</sup>			17 <sup>th</sup>	Seminar presentation
			18 <sup>th</sup>	Making a presentation:-

10 <sup>th</sup>			19 <sup>th</sup>	(a) Elements of good presentation
			20 <sup>th</sup>	(b) Structure and tools of presentation
11 <sup>th</sup>			21 <sup>st</sup>	(c) Paper reading
			22 <sup>nd</sup>	(d) Power point presentation
12 <sup>th</sup>			23 <sup>rd</sup>	Assignment
			24 <sup>th</sup>	Seminar
13 <sup>th</sup>			25 <sup>th</sup>	Seminar
			26 <sup>th</sup>	Seminar
14 <sup>th</sup>			27 <sup>th</sup>	Revision
			28 <sup>th</sup>	Revision
15 <sup>th</sup>			29 <sup>th</sup>	Viva
			30 <sup>th</sup>	Viva