

Government Polytechnic, Mandi Adampur		
Name of Faculty: Sh. Vikram Dogra		
Discipline: Electronics		
Semester: 5		
Subject: EMPLOYABILITY SKILLS – I		
Lesson Plan Duration: 18 Weeks		
Week	Practical	
	Practical Day	Topic
Week 1	day 1	Unit 1: Writing skills. Official and business correspondence
Week 2	day 2	Official and business correspondence, Job application covering letter and resume
Week 3	day 3	Job application - covering letter and resume, Report writing - key features and kinds
Week 4	day 4	Revision and problem discussion, Home Assignment
Week 5	day 5	Checking of Home Assignments, Group Discussion
Week 6	day 6	Test no. 1
Week 7	day 7	Unit 2: Oral Communication Skills Giving advice, Making comparisons
Week 8	day 8	Making comparisons, Agreeing
Week 9	day 9	disagreeing, Taking turns in conversation
Week 10	day 10	Revision and problem discussion
Week 11	day 11	Fixing and cancelling appointments
Week 12	day 12	Revision and problem discussion, Home Assignment
Week 13	day 13	Checking of Home Assignments, Group discussion
Week 14	day 14	Test no. 2
Week 15	day 15	Unit 3: Generic Skills, Stress management
Week 16	day 16	Time management

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Week 17	day 17	Negotiations and conflict resolution, Team work and leadership qualities
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Week 18		
	day 18	Test no. 3