

LESSON PLAN

NAME OF FACULTY : SUNIL KUMAR
DISCIPLINE : MECHANICAL ENGINEERING - G.P. MANDI ADAMPUR
SEMESTER : V
SUBJECT : EMPLOYABILITY SKILLS –I
LESSON PLAN DURATION: 15 WEEKS
WORK LOAD (LECTURE/PRACTICAL) PER WEEK : (2 Practical's)

WEEK	PRACTICAL	
	PRACTICAL DAY	TOPIC
1 st	1	1. Writing skills Official and business correspondence
2 nd	2	Job application - covering letter and resume (Cont.)
3 rd	3	Job application - covering letter and resume.
4 th	4	Report writing - key features and kinds.
5 th	5	2. Oral Communication Skills Giving advice
6 th	6	Making comparisons
7 th	7	Agreeing and disagreeing
8 th	8	Taking turns in conversation
9 th	9	Fixing and cancelling appointments (Cont.)
10 th	10	Fixing and cancelling appointments
11 th	11	3. Generic Skills Stress management
12 th	12	Time management
13 th	13	Negotiations and conflict resolution
14 th	14	Team work and leadership qualities
15 th	15	Viva voce and evaluation

