

Sir K.P.College of Commerce, Surat

Lesson Plan 2023-24

Written and Spoken Communication Skills

Text-1.English and Soft Skills Vol-2 ,S P Dhanavel (Orient BlackSwan)Text-2. Spoken English

Kamlesh Sadanand and Susheela Punitha

T.Y.B.Com. Sem- V

Department of English						
Dr.Binita Vijay Gheewala		Unit	Content	Nos. of lectures	Method of Teaching	Week/Month
Sr.No.						
1	Text-1. Unit-1 Self -esteem Skills	What is Self esteem?, Importance of Mother Tongue, Story- Legal Alien	3	Lecture-Discussion, Power Point Presentation	June	
2	Text-2. Module-6	1. Asking for and Giving Opinions 2. Agreeing and Disagreeing with Opinion 3. Seeking and Giving Advice and Making Suggestions 4. Persuading and Dissuading	4	Examples, Create Conversations	July	
3	Text-1. Unit-2 Empathy Skills	Meaning of Empathy and Sympathy, Workplace Skills, various test through companies hire job seeker,	3	Lecture-Discussion, Power Point Presentation	July	
4	Text.2 Module 7	1. Expressing Likes and Dislikes 2. Expressing Hopes, Wishes, Regrets and Concern 3. Expressing Sympathy and Offering	4	Examples, Create Conversations	August	
5	Text-1 Unit-3 Customer Relations Skills	who is Customer?, Expectation of customer from any service, Story - The Letter by Gaurishankar	2	Lecture, Discussion, Power Point Presentation	September	



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Dr. Binita Vijay Gheewala		Department of English			
Sr.No.	Unit	Content	Nos. of lectures	Method of Teaching	Week/Month
1	Text-1. Unit-6 Positivity Skills	What is Positivity?, Importance of positivity in life, Story- The Dispenser of	3	Lecture-Discussion, Power Point Presentation	Nov.-Dece.
2	Text-2. Module-10	Expressing Certainty and Uncertainty, Possibility and Impossibility, Probability and Improbability,	4	Examples, Create Conversations	December
3	Text-1. Unit-7 Reliability Skills	Meaning of Reliability, Workplace Skills, Story-A	3	Lecture-Discussion, Power Point	December January
4	Text-1 Unit-8 Professional Skills	who is Customer?, Expectation of customer from any service, Story -	2	Lecture, Discussion, Power Point Presentation	January
5	Presentation-Power Point Presentation	Discussion presentation e.g. speech at the function, Vote of Thanks, MOC	3	Power Point Presentation	January
B.Com. Sem. IV					
6	Unit-7 Interview Skills	Story- The Lighthouse Keeper of Aspinwall by Henryk Sienkiewicz and its importance, Adaptability at workplace	2	Lecture-Discussion, Power Point Presentation	November
7	Unit- 8 Adaptability Skills	Story- Senor Payroll by W E	2	Lecture-Discussion, Power Point Presentation	December



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6	Text-1. Unit -4 Honesty	Honesty, Integrity, Story Lemon-Yellow and Fig by Manohar Malgonkar	2		September
7	Group Discussion	Discussion	2		September
		-definition of group discussion			
		- preparation for group discussion			
		-how to initiate			
		discussion-agreement, disagreement			
8	Text-1. Unit-5 Cross-cultural Communication Skills	cultural communication, Story Changing India by Sudha Murthy	2		October

S.Y. B. Com Sem. III

Soft Skills , S P Dhanavel (Orient BlackSwan) Text-2. Spoken English Part One Kamlesh Sadanand and

1	Unit-4 Assertive Skills	Definition and meaning of Assertive Skills, Assertive	2		June
2	Unit- 5 Learning Skills	What is learning, Learning skills at workplace ,Story	2		July
3	Module-3	Getting People's Attention and Interrupting, Giving Instruction and Seeking Clarification, Making Requests and Responding to Them, Asking for Directions and Giving Directions,	4		August
4	Review Writing	Movie Review and Book Review	4		September



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		communication and its importance, Story A Real Good Smile by Bill Naughton	2	Lecture-Discussion, Power Point Presentation	December January
8	Unit-9 Non Verbal Communication	Talking about Current Activities, Asking for the Time and Date	4	Lecture-Discussion, Power Point Presentation Create	January
9	Module-5	interview- documentation, Body language, on the interview day, while giving interview	3	Lecture-Discussion, Power Point Presentation	February
	10 Functional Writing- Interview Skills				



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