

Lesson Plan – September to December (English)

B23-AEC-1)

Assistant Professor: Mohit Arya Class:

B.COM 1ST Year (Semester-I) Session:

2025–26

Topics: Communication (Unit-I), Interpersonal Communication (Unit-II),

Listening Skill

(Unit-III), and Parts of Speech (Unit-IV)

Month: September – Unit I: Communication

Week 1 (1–7 Sept)

- Introduction to Communication – Meaning&Definition
- Process and Elements of Communication
- Types of Communication – Verbal&Non-Verbal
- Barriers to Communication
- Overcoming Communication Barriers
- Class Activity – Communication Scenarios
- 07 Sept (Sunday): —

Week 2 (8–14 Sept)

- Interpersonal vs Mass Communication
- Formal&Informal Communication
- Role of Body Language
- Communication Models (Linear, Interactive, Transactional)
- Group Discussion Practice
- Test – Communication Concepts
- 14 Sept (Sunday): —

Week 3 (15–21 Sept)

- Written vs Oral Communication
- Effective Communication Strategies
- Role of Feedback
- Role Play Activity
- Review&Recap of Unit-I
- Unit-I Test

Week 4 (22–30 Sept)

- Assignment and Revision of Unit-I

Month: October – Unit II: Interpersonal Communication

Week 1 (1–7 Oct)

- Introduction to Interpersonal Communication
- Gandhi Jayanti (Holiday)
- Principles of Interpersonal Communication
- Verbal and Non-Verbal Cues
- 05 Oct (Sunday): —

Week 2 (8–14 Oct)

- Role of Perception and Empathy
- Listening in Interpersonal Communication
- Interpersonal Skills for Relationships
- Non-Teaching Day
- 12 Oct (Sunday): —

Week 3 (15–21 Oct)

- Barriers to Interpersonal Communication
- Improving Interpersonal Effectiveness
- Diwali Holidays (17–26 Oct)

Week 4 (27–31 Oct)

- Interpersonal Communication in Workplace
- Case Study Discussion
- Role Play Practice
- Unit-II Revision
- Unit-II Test

Month: November – Unit III: Listening Skill

Week 1 (1–7 Nov)

- Introduction – Listening vs Hearing
- Importance of Listening in Communication
- Types of Listening
- Barriers to Effective Listening
- Strategies for Effective Listening

- Listening Practice (Audio Clips)

Week 2 (8–14 Nov)

- Intensive&Extensive Listening
- Note-Taking during Listening
- Listening Comprehension Exercises
- Dictation&Response Test
- Oral Evaluation – Listening
- Feedback&Correction

Week 3 (15–21 Nov)

- Practice – Everyday Listening Situations

- Group Listening Activity
- Assignment Submission
- Unit-III Revision

Month: December – Unit IV: Parts of Speech + Overall Revision

Week 1 (1–7 Dec)

- Introduction to Parts of Speech
- Noun – Definition&Types
- Pronoun – Kinds&Usage
- Adjective – Degrees&Examples
- Verb – Forms&Functions
- Adverb – Types&Examples

Week 2 (8–14 Dec)

- Preposition – Rules&Examples
- Conjunction&Interjection
- Exercises – Parts of Speech
- Worksheet Practice
- Grammar Test – Unit IV
- Assignment on Parts of Speech

Week 3 (15–21 Dec)

- Revision – Units I to IV
- Oral Practice – Grammar&Listening
- Class Test – Combined Units
- Discussion of Difficult Topics
- Feedback&Final Review

Week 4 (22–31 Dec)

- Final Doubt Clearing Sessions
- Christmas Day (Holiday)
- Preparation Leave / End of Semester

Teaching Methods

Lecture, Reading Practice, Audio-Visual Learning, Group Discussion, Role Play, Exercises

Teaching Aids

Whiteboard, Textbook, Audio Clips, PPT Slides, Worksheets

Learning Outcomes

Students will:

- Understand concepts of communication and interpersonal skills
- Develop listening comprehension and accuracy

- Gain knowledge of grammatical structure through parts of speech
- Apply communication skills in real-life contexts

Assessment / Evaluation

Class Tests, Assignments, Listening Exercises, Oral Feedback,
Semester-End Review

Signature:
(Assistant Professor – Mohit Arya)