

PANIPAT INSTITUTE OF ENGINEERING & TECHNOLOGY

Department of Electronics & Communication Engineering

LESSON PLAN

Subject Name: - Soft Skills & Interpersonal Communication

Subject Code: - HM-903A

Year: - 3rd

Semester:-5th

Lecture No	Unit No	Topic	References
1	1	Communication: Introduction	Technical Communication by Meenakshi Raman and Sangeeta Sharma
2	1	Verbal	Technical Communication by Meenakshi Raman and Sangeeta Sharma
3	1	Non-Verbal	Technical Communication by Meenakshi Raman and Sangeeta Sharma
4	1	kinesics	Technical Communication by Meenakshi Raman and Sangeeta Sharma
5	1	Proxemics	Technical Communication by Meenakshi Raman and Sangeeta Sharma
6	1	Chronemics	Technical Communication by Meenakshi Raman and Sangeeta Sharma
7	1	Types of communication	Technical Communication by Meenakshi Raman and Sangeeta Sharma
8	1	Extra personal communication	Technical Communication by Meenakshi Raman and Sangeeta Sharma
9	1	Intrapersonal communication	Technical Communication by Meenakshi Raman and Sangeeta Sharma

10	1	mass communication, Creativity in communication, Role of communication	Technical Communication by Meenakshi Raman and Sangeeta Sharma
11	1	Creativity in communication, Role of communication	Technical Communication by Meenakshi Raman and Sangeeta Sharma
12	1	Flow of Communication and its need	Technical Communication by Meenakshi Raman and Sangeeta Sharma
13	1	Persuasive communication	Technical Communication by Meenakshi Raman and Sangeeta Sharma
14	1	Negotiation	Technical Communication by Meenakshi Raman and Sangeeta Sharma
15	1	Time management in Persuasive communication	Technical Communication by Meenakshi Raman and Sangeeta Sharma
16	1	Importance of Persuasive Communication	Technical Communication by Meenakshi Raman and Sangeeta Sharma
17	2	Barriers in the way of communication, noise	Technical Communication by Meenakshi Raman and Sangeeta Sharma
18	2	Intrapersonal barriers, interpersonal barriers	Technical Communication by Meenakshi Raman and Sangeeta Sharma
19	2	Organizational barriers, Extra personal barriers	Technical Communication by Meenakshi Raman and Sangeeta Sharma
20	2	Communication skills: Accent, Intonation, Phonetics	Technical Communication by Meenakshi Raman and Sangeeta Sharma
21	2	Speaking skills, Confidence, clarity, Fluency, Quality, pronunciation	Technical Communication by Meenakshi Raman and Sangeeta Sharma
22	2	Basics of communication: importance of communication	Technical Communication by Meenakshi Raman and Sangeeta Sharma

23	2	process of communication, objectives and characteristics of communication	Technical Communication by Meenakshi Raman and Sangeeta Sharma
24	3	Personality Development; what is personality?	Personality Development and soft skills by Barun K. Mitra
25	3	Role of personality, Heredity, Environment, situation,	Personality Development and soft skills by Barun K. Mitra
26	3	Basics of personality	Personality Development and soft skills by Barun K. Mitra
27	3	Soft skills; Needs and training, Activity in soft skills	Personality Development and soft skills by Barun K. Mitra
28	3	Organizational skill; introduction and its need ,basics principles for Organization skills,	Personality Development and soft skills by Barun K. Mitra
29	3	Stress management; Introduction, Stress at home and office	Personality Development and soft skills by Barun K. Mitra
30	3	Stress prevention, analyze the model of stress.	Personality Development and soft skills by Barun K. Mitra
31	4	Group discussion, form of Group discussion	Personality Development and soft skills by Barun K. Mitra
32	4	strategy for Group discussion, discussing problems and solution	Personality Development and soft skills by Barun K. Mitra
33	4	Discussing problems and solution	Personality Development and soft skills by Barun K. Mitra
34	4	Oral presentation, introduction, planning, Occasion	Personality Development and soft skills by Barun K. Mitra
35	4	Purpose, Modes of delivery,	Personality Development and soft skills by Barun K. Mitra
36	4	Resume making; Purpose of Resume	Personality Development and soft skills by Barun K. Mitra
37	4	Resume design and structure, contents in Resume, types of resume,	Technical Communication by Meenakshi Raman and Sangeeta Sharma
38	4	Job interview, introduction, objective of Interview	Technical Communication by Meenakshi Raman and Sangeeta Sharma
39	4	Types of interview, stages of interview	Technical Communication by Meenakshi Raman and Sangeeta Sharma

40	4	Face to face interview and campus interview	Technical Communication by Meenakshi Raman and Sangeeta Sharma
----	---	---	--

Text Books:

1. Technical Communication Principles and Practice by Meenakshi Raman and Sangeeta Sharma by Oxford Publication

Reference Books:

1. Personality Development and soft skills by Barun K. Mitra, Oxford Publication
2. Communication Skills For Engineers by C. Muralikrishna and Sunita Mishra, Pearson Pub.