



**J.C. BOSE UNIVERSITY OF SCIENCE AND  
TECHNOLOGY, YMCA, FARIDABAD, HARYANA, (INDIA)**

A State Government University (Accredited 'A+' Grade by NAAC)

(Established by Haryana State Legislative Act No. 21 of 2009, Recognized by U.G.C. u/s 2 (f) and 12(B) of U.G.C. Act 1956)  
SECTOR-6, MATHURA ROAD, FARIDABAD-121006, HARYANA, (INDIA)

**Community College of Skill Development**

**Lesson Plan: Employability Skills**

**Program: B.Voc (BFSI)**

**Semester: III**

**Course Code: BSC-302ES**

**Credits: 3 (L-3, T-0, P-0)**

**Course Objectives:**

The main objective is to encourage the all-round development of students by focusing on behavioral skills and to make students aware of the importance, role, and content of behavioral skills through instruction, knowledge acquisition, demonstration, and practice.

**Course Outcomes:**

CO1: Understand the importance of behavioral and employability skills.

CO2: Effectively communicate through verbal and non-verbal communication.

CO3: Deal with various types of behaviour in effective manners.

CO4: Acquire knowledge on voices and sentence making.

**Equipment required in Classroom/ Laboratory/ Workshop**

- i. LCD/Projector
- ii. Whiteboard/ Black Marker

**Assessment Scheme**

<b>S.No.</b>	<b>Criteria</b>	<b>Marks</b>
1	End Term Examination	75
2	Internal Evaluation Scheme	25
2a	Class Tests	15
2a (i)	Class Test-I	7.5
2a (ii)	Class Test-II	7.5
2(b)	Teacher Assessment (Continuous Evaluation)	10
2b (i)	Attendance	5
2b (ii)	Assignment / Presentation	5

Lecture No.	Topic Covered	Subtopics / Activities	Pedagogy	Date of Implementation	Course Outcomes Covered	Faculty Sign
1	<b>Unit 1: Employability Skills</b>	Introduction to the course, course objectives, overview of employability skills	Interactive Lecture		CO1	
2	<b>Soft skills – Definition &amp; Significance</b>	Importance in workplace & personal growth	Lecture + Real-life examples		CO1	
3	<b>Process of Soft Skill Development</b>	Steps and strategies for skill building	Lecture + Case Study		CO1	
4	<b>Importance and Measurement of Soft Skills</b>	Self-assessment tools & feedback	Lecture + Activity		CO1	
5	<b>Teamwork Skills</b>	Elements of teamwork, team roles	Group Activity		CO1, CO3	
6	<b>Leadership Skills</b>	Types of leadership, qualities of good leaders	Lecture + Group Discussion		CO1, CO3	
7	<b>Leadership &amp; Teamwork Practice</b>	Leadership scenarios, role allocation	Role Play		CO1 –CO 3	
8	<b>Interview Skills</b>	Types of interviews, stages	Lecture		CO2	
9	<b>Interview Practice</b>	Mock interview sessions, peer feedback	Practical Activity		CO2, CO3	
10	<b>Unit 2: Personality Development &amp; Presentation Skills</b>	Introduction to personality types	Lecture		CO2, CO3	

11	Gestures & Posture	Importance in communication	Demonstration		CO2	
12	Facial Expression & Body Language	Non-verbal communication	Demonstration + Activity		CO2	
13	Personality Development Programs	Self-improvement techniques	Lecture + Reflection		CO3	
14	Personality Development Techniques	Goal setting, habit building	Activity		CO3	
15	Group Discussion – Concept & Importance	Rules, structure, evaluation criteria	Lecture + Video Examples	08/09/2025	CO2, CO3	<i>Prueen</i>
16	GD Practice 1	Group activity, faculty observation	Practice	09/09/2025	CO2, CO3	<i>Prueen</i>
17	GD Practice 2	Peer feedback and improvement	Practice	10/09/2025	CO2, CO3	<i>Prueen</i>
18	Presentation Skills	Types of presentations	Lecture	15/09/2025	CO2	<i>Prueen</i>
19	Making Effective Presentations	Content, structure, visuals	Lecture	16/09/2025	CO2	<i>Prueen</i>
20	Student Presentations 1	Short presentations	Practical	17/09/2025	CO2	<i>Prueen</i>
21	Student Presentations 2	Feedback and evaluation	Practical	01/10/2025	CO2, CO3	<i>Prueen</i>
22	Unit 3: Communicating with Stakeholders	Communication with customers	Lecture	06/10/2025	CO2, CO3	<i>Prueen</i>

23	Dealing with angry customers	Techniques & language	Role Play	08/10/2025	CO2, CO3	
24	Call Flow	Opening, transferring, closing	Demonstration	13/10/2025	CO2	
25	Communication with Industry Partners	Dealers, suppliers, agents	Lecture + Case Example	14/10/2025	CO2	
26	Feedback Skills	Giving & receiving constructive feedback	Activity	15/10/2025	CO3	
27	Feedback Practice	Simulations	Role Play	27/10/2025	CO3	
28	Review of Unit 3	Recap & doubt clearing	Interactive Session	28/10/2025	CO1 –CO 3	
29	Unit 4: Writing Skills	Introduction to Business Writing	Lecture	29/10/2025	CO4	
30	Business Letters	Structure, tone, format	Lecture + Examples	03/11/2025	CO4	
31	Application Letters & Covering Letters	Purpose & format	Writing Exercise	04/11/2025	CO4	
32	Formal Letters	Common formats	Practice	10/11/2025	CO4	

33	Report Writing: Academic Reports	Structure & language	Lecture	11/11/2025	CO4	
34	Report Writing: Business Reports	Elements, examples	Case Study	12/11/2025	CO4	
35	Technical Project Reports	Format, clarity	Practice	17/11/2025	CO4	
36	Job Application Writing	Do's and Don'ts	Lecture	18/11/2025	CO4	
37	Resume Writing	Format, content, achievements	Workshop	19/11/2025	CO4	

#### **Text Books/ Reference Books:**

1. Wren and Martin. High School English Grammar and Composition. New Delhi: RRP, 2007.
2. Murphy, Raymond. Essential English Grammar. New Delhi: Cambridge, 2017.
3. Malhotra, Prerna and Halder, Deb. Communication Skills: Theory and Practice.