



**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









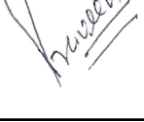

- i. LCD/Projector
- ii. Whiteboard/ Black Marker






Assessment Scheme

S.No.	Criteria	Marks
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	Unit 1: Employability Skills	Introduction to the course, course objectives, overview of employability skills	Interactive Lecture		CO1	
2	Soft skills – Definition & Significance	Importance in workplace & personal growth	Lecture + Real-life examples		CO1	
3	Process of Soft Skill Development	Steps and strategies for skill building	Lecture + Case Study		CO1	
4	Importance and Measurement of Soft Skills	Self-assessment tools & feedback	Lecture + Activity		CO1	
5	Teamwork Skills	Elements of teamwork, team roles	Group Activity		CO1 , CO3	
6	Leadership Skills	Types of leadership, qualities of good leaders	Lecture + Group Discussion		CO1 , CO3	
7	Leadership & Teamwork Practice	Leadership scenarios, role allocation	Role Play		CO1 –CO 3	
8	Interview Skills	Types of interviews, stages	Lecture		CO2	
9	Interview Practice	Mock interview sessions, peer feedback	Practical Activity		CO2 , CO3	
10	Unit 2: Personality Development & Presentation Skills	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	
16	GD Practice 1	Group activity, faculty observation	Practice	09/09/2025	CO2 , CO3	
17	GD Practice 2	Peer feedback and improvement	Practice	10/09/2025	CO2 , CO3	
18	Presentation Skills	Types of presentations	Lecture	15/09/2025	CO2	
19	Making Effective Presentations	Content, structure, visuals	Lecture	16/09/2025	CO2	
20	Student Presentations 1	Short presentations	Practical	17/09/2025	CO2	
21	Student Presentations 2	Feedback and evaluation	Practical	01/10/2025	CO2 , CO3	
22	Unit 3: Communicating with Stakeholders	Communication with customers	Lecture	06/10/2025	CO2 , CO3	

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 - CO3	
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	11/11/2 025	CO4	
34	Report Writing: Business Reports	Elements, examples	Case Study	12/11/2 025	CO4	
35	Technical Project Reports	Format, clarity	Practice	17/11/2 025	CO4	
36	Job Application Writing	Do's and Don'ts	Lecture	18/11/2 025	CO4	
37	Resume Writing	Format, content, achievements	Workshop	19/11/2 025	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.