



## **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 (WD)**

**Semester: III**

**Course Code: BSC-302ES**

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

#### **Course Objectives:**

This course aims to provide students with a comprehensive understanding of behavior skills, including soft skills development, body language proficiency, teamwork, leadership, effective communication, and writing skills for professional and personal growth in various contexts.

#### **Course Outcomes:**

After the successful completion of the course, students will be able to:

CO1: Analyze the importance and significance of soft skills in professional settings and evaluate personal development progress through measurable criteria.

CO2: Demonstrate proficiency in body language, effective presentation techniques, and group discussion strategies for impactful communication and collaboration.

CO3: Apply teamwork, leadership, conflict management, and decision-making skills to foster productive relationships and resolve interpersonal conflicts efficiently.

CO4: Create well-structured and professional written communication, including letters, reports, and resumes, demonstrating effective writing skills for diverse contexts.

#### **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	Unit I – Behaviour Skills	Course introduction, syllabus overview, objectives, importance of employability skills	Interactive Lecture		CO1	
2	Definition and Significance of Soft Skills	Role of soft skills in workplace	Lecture + Examples		CO1	
3	Process of Soft Skill Development	Steps and strategies	Lecture		CO1	
4	Importance and Measurement of Soft Skills	Assessment tools, feedback methods	Activity		CO1	
5	Group Activity on Soft Skills	Self-evaluation and peer discussion	Group Activity		CO1	
6	Unit II – Body Language & Presentation Skills	Gesture, Posture, Facial Expressions	Demonstration		CO2	
7	Non-verbal communication	REP Technique introduction	Lecture + Demonstration		CO2	

8	Group Discussion Strategies	PREP Technique, rules and structure	Lecture + Video	09/09/2025	CO2, CO3	
9	Group Discussion Practice 1	Topic-based GD, observation	Practice	10/09/2025	CO2, CO3	
10	Group Discussion Practice 2	Peer feedback and reflection	Practice	11/09/2025	CO2, CO3	
11	Presentation Skills	Types of presentations	Lecture	16/09/2025	CO2	
12	Making PowerPoint Presentations	Content structuring and delivery	Lecture + Demo	17/09/2025	CO2	
13	Body Language in Presentations	Impact and improvement	Demonstration	18/09/2025	CO2	
14	Student Presentation Practice 1	Short PPTs on assigned topics	Practical	01/10/2025	CO2	
15	Student Presentation Practice 2	Feedback session	Practice	08/10/2025	CO2, CO3	<i>Prueen</i>
16	Unit III – Teamwork and PDP	Introduction to teamwork and leadership	Lecture	09/10/2025	CO3	<i>Prueen</i>
17	Teamwork Skills	Team roles, responsibilities	Group Activity	14/10/2025	CO3	<i>Prueen</i>
18	Leadership Skills	Leadership styles, qualities	Lecture + Examples	15/10/2025	CO3	<i>Prueen</i>

19	Personality Development	Techniques and programs	Lecture	16/10/2025	CO3	<i>Prueen</i>
20	Conflict Management	Strategies and communication	Case Studies	23/10/2025	CO3	<i>Prueen</i>
21	Decision-Making Skills	Individual and group decision-making	Activity	28/10/2025	CO3	<i>Prueen</i>
22	Problem-Solving Skills	Approaches and examples	Interactive Session	29/10/2025	CO3	<i>Prueen</i>
23	Team-Building Activity 1	Task-based	Practical	30/10/2025	CO3	<i>Prueen</i>
24	Team-Building Activity 2	Reflection and feedback	Activity	04/11/2025	CO3	<i>Prueen</i>
25	Unit IV – Writing Skills	Introduction to Business Writing	Lecture	06/11/2025	CO4	<i>Prueen</i>
26	Letter Writing, Covering Letters	Business & application letters, Format and purpose	Lecture + Examples, Writing Exercise	11/11/2025	CO4	<i>Prueen</i>
28	Formal Mails, Report Writing: Academic Reports	Professional email etiquette, structure & clarity	Activity, Lecture	12/11/2025	CO4	<i>Prueen</i>

30	<b>Report Writing: Business Reports</b>	Elements and examples	Case Study	13/11/2025	CO4	
31	<b>Technical Project Reports</b>	Content, structure	Practice	18/11/2025	CO4	
32	<b>Job Applications</b>	Best practices	Lecture	19/11/2025	CO4	
33	<b>Resume Writing</b>	Format, sections, customization	Workshop	20/11/2025	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.