

Govt. Polytechnic Education Society Meham (Rohtak)

Civil Engineering Department

Lesson Plan

Name of the Faculty		Miss Neha Midha(O/I Civil Engg.)
Discipline		Civil Engineering
Semester		5th
Subject		Employability Skills-I
Lesson Plan Duration		From July 2018 to Nov2018
Work Load (Theory/Practical) per week		Practical 02 (Duration:2hrs)
Week	Day	Practical
1	1	Introduction to Writing skills
2	1	Official and Business correspondence
3	1	Job Application - Covering letter and Resume
4	1	Personal Resume writing
5	1	Report writing - key features and kinds
6	1	Introduction to Oral Communication Skills
7	1	Giving advice
8	1	Making comparisons
9	1	Agreeing and disagreeing
10	1	Taking turns in conversation
11	1	Fixing and cancelling appointments
12	1	Introduction to Generic Skills
13	1	Stress management, Time management
14	1	Negotiations and conflict resolution
15	1	Team work and leadership qualities