



Indraprastha College for Women University of Delhi

Work Plan for ODD SEMESTER – 2026

Course Name:	SEC
Paper Title:	Communication in Everyday Life
Unique Paper Code:	2036000002
Semester:	5
Faculty(s):	Jyoti Singh
Year:	2026

Work Plan			
Unit No.	Learning Objective	Lecture No.	Topics to be Covered
I	Understand communication	1	Meaning, Features and Uses
I	Understand communication process	2	Communication Cycle and Feedback
I	Identify communication barriers	3	Barriers to Communication
I	Apply effective communication principles	4	7 C's of Communication
II	Develop listening skills	5	Listening Skills and Netiquettes
II	Improve listening comprehension	6	Audio-book Listening
II	Develop discussion skills	7	Listening-Based Discussions
II	Develop note-taking skills	8	Note-taking Techniques
II	Practise listening skills	9	Listening Activity and Practice
III	Develop presentation skills	10	Oral Presentation: Basics
III	Use presentation aids effectively	11	Audio-Visual Aids
III	Improve presentation delivery	12	Audience, Feedback and Delivery
III	Handle presentation questions	13	Handling Questions
III	Develop group discussion skills	14	Group Discussion: Culture and History
III	Discuss contemporary issues	15	Group Discussion: Current Affairs
III	Develop social awareness	16	Group Discussion: Society

III	Develop public speaking skills	17	Public Speech
III	Build confidence in speaking	18	Extempore Speaking
III	Develop interview skills	19	Personal and Conversational Interview
III	Develop professional communication	20	Public Interview
IV	Develop close reading skills	21	Close Reading
IV	Improve reading speed	22	Skimming
IV	Locate specific information	23	Scanning
V	Develop summarising skills	24	Summarising
V	Develop paraphrasing skills	25	Paraphrasing
V	Develop note-making skills	26	Note-making
V	Develop essay-writing skills	27	Expository and Descriptive Essays
V	Develop creative writing skills	28	Narrative Essay
V	Develop letter-writing skills	29	Formal and Informal Letters
V	Develop report-writing skills	30	Incident, Newspaper and Organisational Reports
V	Develop analytical skills	31	Textual Analysis and Interpretation
V	Develop interpersonal skills	32	Monologue and Dialogue
V	Consolidate communication skills	33	Revision and Integrated Practice

Syllabus		
Unit	Contents	Contact Hours
I	Theory of Communication: Meaning, Features, Uses, Cycle, Feedback, Advantages, Barriers, 7 C's	
II	Listening Skills: Netiquettes, Audio-book Listening, Discussions, Note-taking	
III	Speaking Skills: Oral Presentation, Group Discussion, Public Speaking, Interview	

IV	Reading Skills: Close Reading, Skimming, Scanning	
V	Writing Skills: Summarising, Paraphrasing, Note-making, Essays, Letter Writing, Reports, Analysis & Interpretation, Monologue and Dialogue	
Text Books/Suggested Readings:		
S. No.	Name of Authors/Books/Publishers	Year of Publication/ Reprint
1.	Shoma Chaudhary – “Understanding Interviews”	1.
2.	Dinesh Kumar – “Understanding Values”	2.
3.	Pramodini Varma & Mukti Sanyal (Eds.) – <i>Fluency in English II</i>	3.
4.		

	Paper Components		
Credits	Lecture (L)	Tutorial (T)	Practical (P)
2	0	0	2
Assessment Scheme			
S.No.	Component	Marking Scheme	Total Marks
1	Internal Assessment - Assignment/Quiz/Project/ Presentation - Class Test - Attendance	NA NA NA	NA
2.	Continuous Assessment (Tutorial) - Activity 1 - Activity 2 - Attendance	NA NA NA	NA
3.	Practical		

	• Continuous Assessment • End Term Written/Practical Exam • Viva	80	80
4.	End Semester Examination		NA