



**Indraprastha College for Women
University of Delhi**

Work Plan for ODD SEMESTER –2026

Course Name:	BA Honours and Programme (SEC)
Paper Title:	Communication in Everyday Life
Unique Paper Code:	
Semester:	I
Faculty(s):	Dr Jayashree Borah
Year:	2026

Work Plan			
Unit No.	Learning Objective	Practical No.	Topics to be Covered
	To lay down a foundation for basic communication that is a part of a student's everyday life To inculcate the fundamentals of communication with the aim to enhance listening, speaking and writing skills To hone practical skills that can be used in day-to-day affairs To prepare the students for their upcoming professional fields	1, 2, 3, 4	Unit 1: Theory of Business Communication
	To inculcate the fundamentals of professional and business communication	5, 6, 7, 8	Unit 1: Theory of Business Communication CA Activity
		9, 10, 11, 12	CA Activity
		13, 14, 15, 16	CA Activity
	To develop good listening skills for note-taking, group discussions, etc	17, 18, 19, 20	Unit 2: Listening Skills CA Activity
		21, 22, 23, 24	Unit 2: Listening Skills CA Activity
		25, 26, 27, 28	CA Activity

	To improve oral communication skills; to speak confidently in the professional space and in everyday situations; make effective presentations; improve persuasion and negotiation skills	29, 30, 31, 32	Unit 3: Speaking Skills CA Activity
		33, 34, 35, 36	Unit 3: Speaking Skills CA Activity
	To help students in reading effectively and interpret different kinds of texts, understand different kinds of reading like close reading, skimming and scanning	37, 38, 39, 40	Unit 4: Reading Skills CA Activity
	To enhance employability of students by teaching them to write good resumes; to write formal letters and reports; to write effective summaries, documents, office orders, minutes of meetings, reviews, social media posts	41, 42, 43, 44	Unit 5: Writing Skills CA Activity
		45, 46, 47, 48	Unit 4: Writing Skills CA Activity
		49, 50, 51, 52	CA Activity

Unit	Contents/Syllabus
I	Theory of Business Communication
II	Listening Skills
III	Speaking Skills

IV	Reading Skills
V	Writing Skills
S. No.	Name of Authors/Books/Publishers
1.	<i>Interface: A Textbook for AECC English Communication (Worldview)</i>
2.	Online Material

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 - ClassTest - Attendance		0
2.	Continuous Assessment (Tutorial) - Activity 1 - Activity 2 - Attendance		0
3.	Practical - Continuous Assessment - End Term Written/Practical Exam - Viva		80
4.	End Semester Examination		NA

