



**Indraprastha College for Women
University of Delhi**

Work Plan for ODD SEMESTER – 2026

Course Name:	B.A./B. Com (Hons)/B.A.(Hons)
Paper Title:	Communication in Everyday Life
Unique Paper Code:	2036000002
Semester:	III
Faculty:	Dr. Ningombam Sanjay Singh
Year:	II

Work Plan			
Unit No.	Learning Objective	Lecture No. (Practical)	Topics to be Covered
1.	- To lay down a basic 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.	6 th August (4 Classes)	Introduction:Theory of Communication Meaning, Features, Uses, Cycle, Practices and Practical
1		13 th August (4 Classes)	Theory of Communication - Feedback, Advantages - Barriers 7 C's of Communication Practices and Practical
2.		20 th August (4 Classes)	Listening Skills - Netiquettes - Practical and Practices
2		27 th August (4 Classes)	Listening Skills Audio-book Listening & Discussions Practical and Practices
2		3 rd September (4 Classes)	Listening Skills Note-taking Practical and Practices
3		10 th September (4 Classes)	Speaking Skills

			• Oral Presentation- Audio-Visual aids, Audience & Feedback, Delivery of Presentation, Handling Questions Practical and Practice
3		17 th September (4 Classes)	Speaking Skills • Group Discussion- Culture & History, Current Affairs, Society-related Practical and Practices
3		24 th September (4 Classes)	Speaking Skills • Interview- Personal, Conversational • Public Speaking- Public Speech, Extempore • Practical and Practices
4		1 st October (4 Classes)	Reading Skills • Close Reading Practical and Practice
4		8 th October (4 Classes)	Reading Skills • Skimming • Scanning Practical and Practice
5		15 th October (4 Classes)	Writing Skills • Summarising • Paraphrasing • Note-making Practical and Practice
5		29 th October (4 Classes)	Writing Skills • Essays- Expository Essay, Descriptive Essay, Narrative Essay • Letter Writing- Formal Letter, Informal Letter • Practical and Practice
		18 th -25 th October	Autumn Vacation
5		5 th November (4 Classes)	Writing Skills • Reports- Incidence, Newspaper, Organisational Report • Analysis & Interpretation- Textual • Practical and Practice
5		12 th November (4 Classes)	Writing Skills • Intra & Inter-personal Skills - Monologue, Dialogue Practical and Practice
		19 th November (4 Classes)	Remedial Classes
		20 th November	Dispersal of Classes

Unit	Contents/Syllabus
I	UNIT 1 (8 hours) Theory of Communication • Meaning, Features, Uses, Cycle, Feedback, Advantages • Barriers • 7 C's of Communication
II	UNIT 2 (14 hours) Listening Skills • Netiquettes • Audio-book Listening & Discussions • Note-taking
III	UNIT 3 (14 hours) Speaking Skills • Oral Presentation- Audio-Visual aids, Audience & Feedback, Delivery of Presentation, Handling Questions • Group Discussion- Culture & History, Current Affairs, Society-related • Public Speaking- Public Speech, Extempore • Interview- Personal, Conversational, Public
IV	UNIT 4 (8 hours) Reading Skills • Close Reading • Skimming • Scanning
V	UNIT 5 (16 hours) Writing Skills • Summarising • Paraphrasing • Note-making • Essays- Expository Essay, Descriptive Essay, Narrative Essay • Letter Writing- Formal Letter, Informal Letter • Reports- Incidence, Newspaper, Organisational Report • Analysis & Interpretation- Textual • Intra & Inter-personal Skills - Monologue, Dialogue
S. No.	Name of Authors/Books/Publishers
1.	Chaudhary, Shoma. "Understanding Interviews, Billy Elliot is my Story, Only Less Happy". Tehelka: The People's Paper, 18 February 2006.
2.	Kumar, Dinesh. "Understanding Values, Our Muddled Generation". The Hindu, 26 March 2006.

3.	Learning to Write I, “Free Writing”. In Fluency in English II, ed. Varma, Pramodini and Mukti Sanyal, pp. 1-5, Oxford, New Delhi, 2015.
4.	Learning to Write II, “Editing”. In Fluency in English II, ed. Varma, Pramodini and Mukti Sanyal, pp. 25-27, Oxford, New Delhi, 2015
5.	Learning to Write III, “What makes Good Writing Good”. In Fluency in English II, ed. Varma, Pramodini and Mukti Sanyal, pp. 48-51, Oxford, New Delhi, 2015.

Paper Components			
Credits	Lecture (L)	Tutorial (T)	Practical (P)
2	N.A.	N.A.	2
Assessment Scheme			
S.No.	Component	Marking Scheme	Total Marks
1	Internal Assessment - Assignment - Class Test - Attendance	N.A.	N.A.
		N.A.	
		N.A.	
2.	Continuous Assessment (Practical) - Activity 1 - Activity 2 - Activity 3 - Activity 4 - Attendance	80	80
		20	
		20	
		20	
3.	Practical - Continuous Assessment - End Term Written/Practical Exam - Viva	N.A.	N.A.
		N.A.	
		N.A.	
		N.A.	
4.	End Semester Examination		N.A.