



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:	3
Faculty:	Bithika Gorai
Year:	2026

Work Plan			
Unit No.	Learning Objective	Lecture No.	Topics to be Covered
I	Understand communication as an everyday human activity and identify its basic elements.	1	Meaning, nature and process of human communication; everyday communication; sender, message, channel, receiver, feedback and context.
I	Explain major communication models and apply them to ordinary interactions.	2	Linear, interactional and transactional models; communication as a dynamic process; everyday communication cases.
I	Recognise how perception, self-concept and culture influence communication.	3	Perception, self and identity, assumptions, stereotypes and cultural context; perception-checking activity.
I	Develop effective listening and feedback skills.	4	Active and empathic listening, barriers to listening and constructive feedback; paired listening exercise.
I	Use verbal and non-verbal cues appropriately in interpersonal situations.	5	Language, tone, facial expressions, gestures, posture, eye contact, space and touch; observation activity.
I	Practise empathy, assertiveness and respectful interpersonal communication.	6	Empathy, politeness, assertiveness, passive/aggressive/assertive styles; role play.
II	Communicate effectively in families, friendships and peer relationships.	7	Relational communication, self-disclosure, support, trust and boundaries; scenario-based activity.
II	Understand and manage communication conflict constructively.	8	Sources of interpersonal conflict; conflict styles; negotiation, compromise and problem-solving; role play.

II	Apply communication skills in group settings.	9	Group communication, roles, norms, leadership, participation and decision-making; group task.
II	Develop speaking skills for everyday and academic situations.	10	Conversation, discussion, explanation and short speaking tasks; impromptu speaking activity.
II	Develop practical writing skills for everyday communication.	11	Personal/formal messages, applications, notices, invitations and short functional writing; workshop.
II	Use email and digital communication appropriately.	12	Everyday email, messaging, digital etiquette, tone, privacy and responsible online communication.
III	Understand communication in public and institutional spaces.	13	Communication in classrooms, offices, public services and community settings; analysing encounters.
III	Develop presentation and group discussion skills.	14	Planning and delivering a short presentation; group discussion; audience awareness and feedback.
III	Practise communication in challenging everyday situations.	15	Refusal, disagreement, complaint, request, apology and persuasion; situational role plays.
III	Evaluate communication in media and digital environments.	16	Social media, misinformation, visual communication, digital identity and responsible participation; media analysis.
III	Integrate theory with practical everyday communication.	17	Communication simulation: interpersonal interaction, group task and written response; peer assessment.
III	Reflect on personal communication habits and develop an improvement plan.	18	Communication diary/portfolio, self-assessment, peer feedback and personal improvement plan.

Unit	Contents/Syllabus
I	Foundations of human communication: communication process and models; interpersonal communication; perception, self-concept and culture; verbal and non-verbal communication; listening and feedback.
II	Communication in everyday relationships and groups: family and friendship communication; empathy, assertiveness and conflict; group communication; speaking and functional writing; email and digital etiquette.
III	Practices in several formal style writing. Syllabus provided
S. No.	Name of Authors/Books/Publishers

1.	Solomon, Denise & Jennifer Theiss. Interpersonal Communication: Putting Theory into Practice.
2.	Schramm, Wilbur. Reflections on Human Communication.
3.	DeVito, Joseph A. The Interpersonal Communication Book.
4.	Adler, Ronald B., Lawrence B. Rosenfeld & Russell F. Proctor II. Interplay: The Process of Interpersonal Communication.

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