

UNIT PLAN
Class: BBA I (Semester II)
Paper: English
Session: 2021-2022
Personality development and professional skills.

Total Marks: 100

Objectives

To make the students familiar with the following:

- Meaning and characteristics of language in general.
- Scope of language in general.
- Meaning and scope of personal development & Interpersonal relationship.
- Personal development & Interpersonal relationship: The self concept, Self management techniques, significance of interpersonal relationship in personal life, tips to enhance interpersonal relationship, team building, ethical dilemmas, exposure to work environment and culture in job.

Learning outcomes

Students will be able to:

- Define the meaning and scope of language.
- Personal development & Interpersonal relationship: The self concept, Self management techniques, significance of interpersonal relationship in personal life, tips to enhance interpersonal relationship, team building, ethical dilemmas, exposure to work environment and culture in job.

Detail of Unit Plan:

Topics	Teaching points	Specific objectives	Methods, Approaches and techniques	Resources & Links
a) Meaning and Characteristics of Language in general b) Meaning and scope of Communication c) Personal development & Interpersonal relationship.	Language and literature: Meaning, features and scope. Meaning and scope of communication. Personal development & Interpersonal	a) To make the students familiar with language in general. b) To make the students understand the meaning and scope of Personal development & Interpersonal	Classroom teaching, reading and writing, group communication activities.	Personality development and professional skills Kalyani Publishers.

	<p>relationship: The self concept, Self management techniques, significance of interpersonal relationship in personal life, tips to enhance interpersonal relationship, team building, ethical dilemmas, exposure to work environment and culture in job.</p>	<p>relationship. c) To make the students understand the topics given under objectives.</p>		
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Question Bank:

1. Explain the meaning of the self concept, self management and team building.
2. What is significance of interpersonal relationship in personal life?
3. How can we enhance our interpersonal relationships?
4. What do you understand by work environment and culture in job?
5. Define ethical dilemma.

Objectives

To make the students familiar with the following:

- Improving personal memory and other skills (rapid reading, notes taking, complex problem solving, creativity)
- Sources and skills involved in managing stress.
- Career development: the career autobiography, developing career portfolio, the job search process, organizational career and upward mobility, the global leaders study, alternative career paths, resume writing.

Learning outcomes

Students will be able to:

- Improve their personal memory and other skills mentioned above.
- Understand the sources and skills involved in managing stress.
- Career Development: the career autobiography, developing career portfolio, the job search process, organizational career and upward mobility, the global leaders study, alternative career paths, resume writing.

Detail of Unit Plan:

Topics	Teaching points	Specific objectives	Methods, Approaches and techniques	Resources & Links
a) Personal development & Interpersonal relationship b) Types of communication. c) Career Development	Personal development & Interpersonal relationship: all the topics given under objectives. Types of communication. Career Development: All the topics given under objectives.	a) Various elements of Personal development & Interpersonal relationship. b) Various types of communication. c) Various elements of Career Development given under objectives.	Classroom teaching, reading, writing, class tests, group communication activities	Personality development and professional Kalyani Publishers.

Question Bank:

1. How can we improve our personal memory and other skills including rapid reading, notes taking, complex problem solving and creativity?
2. What do you understand by career autobiography and career portfolio?
3. Explain the job search process.
4. Define organizational career and upward mobility.
5. Explain the meaning of global leaders study.
6. What is the difference between resume writing and CV writing?
7. Explain the meaning and types of communication.

Objectives

To make the students familiar with the following:

- Verbal communication skills including planning, preparation, delivery, feedback and assessment of activities like public speaking, group discussion, presentation skill, audio-visual aids, and personal interview.
- Non verbal communication skills including body language, personal appearance, posture, gestures, facial expressions, eye contact, space distancing.
- Other skills including negotiation skills, leadership skills, time management skills, listening skills.
- Etiquettes in social and office atmosphere, telephone etiquettes, e-mail etiquettes.
- Class Tests

Learning outcomes

Students will be able to:

- Understand and use the given verbal communication skills.
- Understand and use the given non-verbal communication skills.
- Understand and use the other given skills.
- Understand and use the various types of etiquettes.

Detail of Unit Plan:

Topics	Teaching points	Specific objectives	Methods, Approaches and techniques	Resources & Links
a) verbal communication skills b) Non verbal communication skills c) Other skills d) Etiquettes	Communication: Verbal and non-verbal communication skills. Other skills: topics given above under objectives. Etiquettes: topics given above under objectives.	a) meaning and use of verbal and non-verbal communication skills. b) The use of other skills given above under objectives. c) Learning and using etiquettes.	Classroom teaching, reading, writing, class tests, group communication activities.	Personality development and professional Kalyani Publishers.

Question Bank

1. What do you understand by verbal communication? Explain various types of verbal communication?
2. What do you understand by non verbal communication? Explain various types of non verbal communication?
3. Explain the following terms:
Negotiation skills, Leadership skills, time management skills, listening skills.
4. What do you understand by etiquettes? How are they used in our social and professional lives, on telephone and emails?