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| Date | Topics to be Covered | Teaching Method |
| 25-07-24  To  11-08-24 | **Listening Skills:**   Comprehending   Retaining   Responding   Barriers to Listening   Overcoming Barriers to Listening | * Lecture based instruction * Inquiry based learning * Flipped Classroom * Interactive simulations * Problem based learning * Blended learning * Discussion * Learner centric approach by creating an environment of free thinking * Explanation * Critical appreciations * Paper presentations * Frequent Quiz and tests |
| 13-08-24  To  26-08-24 | **Teamwork:**  Teamwork involves building relationships and working  with other people using a number of important skills  and habits:  • Working Cooperatively  • Contributing to groups with ideas, suggestions, and  effort  • Communication (both giving and receiving)  • Sense of Responsibility  • Healthy respect for different opinions, customs, and  individual preferences  • Ability to participate in group decision-making | * Lecture based instruction * Inquiry based learning * Flipped Classroom * Interactive simulations * Problem based learning * Blended learning * Discussion * Learner centric approach by creating an environment of free thinking * Explanation * Critical appreciations * Paper presentations * Frequent Quiz and tests |
| 28-08-24  To  16-09-24 | **Emotional Intelligence:**  Characteristics of Emotional Intelligence:  • Self-Awareness  • Self-Regulation  • Motivation  • Empathy  • Social and Cultural Sensitivity | * Lecture based instruction * Inquiry based learning * Flipped Classroom * Interactive simulations * Problem based learning * Blended learning * Discussion * Learner centric approach by creating an environment of free thinking * Explanation * Critical appreciations * Paper presentations * Frequent Quiz and tests |

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| 18-09-24  To  30-09-24 | **Adaptability:**  • See the big picture  • Don‘t be afraid to improvise  • Question the status quo  • There‘s no ―I in Adaptability  • Change your Routine | * Lecture based instruction * Inquiry based learning * Flipped Classroom * Interactive simulations * Problem based learning * Blended learning * Discussion * Learner centric approach by creating an environment of free thinking * Explanation * Critical appreciations * Paper presentations * Frequent Quiz and tests |
| 3-10-24  To 14-10-24 | **Problem Solving:**  Four basic steps in solving a Problem:  • Defining the Problem  • Generating Alternatives  • Evaluating and Selecting Alternatives  • Implementing Solutions | * Lecture based instruction * Inquiry based learning * Flipped Classroom * Interactive simulations * Problem based learning * Blended learning * Discussion * Learner centric approach by creating an environment of free thinking * Explanation * Critical appreciations * Paper presentations * Frequent Quiz and tests |
| 16-10-24  To  28-10-24 | **Interview Skills:**   Preparation   Self-evaluation-SWOT   Punctuality   First Impressions: Professional Dressing, Body  Language and Non-verbal Cues   Listening and Speaking   Etiquette and Courtesy | * Lecture based instruction * Inquiry based learning * Flipped Classroom * Interactive simulations * Problem based learning * Blended learning * Discussion * Learner centric approach by creating an environment of free thinking * Explanation * Critical appreciations * Paper presentations * Frequent Quiz and tests |

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| 30-10-24  To  9-11-24 | a. Reading Visual Texts  1) Graphics/Cartoons: Reading and Analysis (with  Special Reference to India)  2) Understanding/Interpreting Indian Films  b. Group Discussions | * Lecture based instruction * Inquiry based learning * Flipped Classroom * Interactive simulations * Problem based learning * Blended learning * Discussion * Learner centric approach by creating an environment of free thinking * Explanation * Critical appreciations * Paper presentations * Frequent Quiz and tests |
| 15-11-24  Onwards | Revision for MMT | Class Test, Student Presentation,  Problem Solving |
| 15-12-24  To  31-12-24 | MTT | Class Test, Student Presentation,  Problem Solving |
| 4-02-25  To  17-02-25 | Revision: UNITS 1, 2, 3 | Class Test, Student Presentation, Problem Solving |
| 18-02-25  To  29-02-25 | Revision: UNITS 4, 5 | Class Test, Student Presentation,  Problem Solving |
| March  2025 | Tests, Exam Preparation, Presentation |  |