

# DAV CENTENARY COLLEGE FARIDABAD

Summary of Lesson Plans of College Faculty

Name of Asst/Associate Professor : Dr. Surbhi

Class & Section: BBA V A,B,C

Subject: PRESENTATION SKILLS AND PERSONALITY DEVELOPMENT

Academic Session 2023-2024 Odd Sem

	Date	Topics to be covered
Week 1	21/07/2023	Meaning of Presentation,
	22/07/2023	Principles of Presentation
	23/07/2023	Sunday
	24/07/2023	Types of Presentation
	25/07/2023	Presentation that deeply involves the audience
	26/07/2023	presentation that create excitement
	27/07/2023	Persuasive Presentation
	28/07/2023	Presentation evoking emotional appeal
	29/07/2023	Presentation that sells a new idea
WEEK 2	30/07/2023	Sunday
	31/07/2023	Humorous presentation
	08-01-2023	Power Point presentation on types of presentation
	08-02-2023	Planned and unplanned presentation
	08-03-2023	Planned and unplanned presentation
	08-04-2023	Test on Types of Presentation
	08-05-2023	Planning a presentation – analyzing the audience
WEEK 3	08-06-2023	Sunday
	08-07-2023	Location of presentations
	08-08-2023	Objective of presentation
	08-09-2023	Researching the topic
	08-10-2023	Structuring the presentation
	08-11-2023	Structuring the presentation
	08-12-2023	Presentation notes
WEEK 4	13/8/2023	Sunday
	14/8/2023	Session plan
	15/8/2023	Independence day
	16/8/2023	Methods of presentation
	17/8/2023	fish bowl method
	18/8/2023	role play
	19/8/2023	Activity on Role Play
WEEK 5	20/8/2023	Sunday
	21/08/2023	Group discussion
	22/08/2023	Conference, Seminar
	23/08/2023	Test on U-1&2
	24/08/2023	Workshop, Clinics
	25/08/2023	Games, Questionnaire
	26/08/2023	Brainstorming, Simulations
	27/08/2023	Sunday

WEEK 6	28/08/2023	Oral Test on Methods of Presentation
	29/08/2023	Delivering presentation
	30/08/2023	<b>Rakhi</b>
	31/08/2023	Presenter effectiveness & how to increase it.
	09-01-2023	Difficult situations and nerves
WEEK 7	09-02-2023	Difficult situations and nerves
	09-03-2023	<b>Sunday</b>
	09-04-2023	Motivation and attention
	09-05-2023	Motivation and attention
	09-06-2023	<b>Jananashthmi</b>
	09-07-2023	Outcomes of presentation
	09-08-2023	Inspiring presentation
	09-09-2023	Presentation that builds trust
WEEK 8	09-10-2023	<b>Sunday</b>
	09-11-2023	Presentation that offers a solution
	09-12-2023	Value added presentation
	13/9/2023	Presentation that facilities decision making.
	14/9/2023	Concept of personality
	15/9/2023	Personality consciousness
	16/9/2023	Personality patterns
	17/9/2023	<b>Sunday</b>
WEEK 9	18/9/2023	Personality syndrome
	19/9/2023	Symbols of self
	20/9/2023	Clothing, names and nicknames speech, age ,success, reputation
	21/9/2023	Moulding the personality pattern
	22/9/2023	Moulding the personality pattern
	23/9/2023	<b>Saheedi Diwas (Haryana Heros Martyrdom Day)</b>
	24/9/2023	<b>Sunday</b>
	25/9/2023	Persistence and change
WEEK 10	26/9/2023	PPT test
	27/9/2023	PPT test
	28/9/2023	Personality determinants-physical, intellectual
	29/9/2023	Persistence and change
	30/09/2023	<b>Sunday</b>
	10-01-2023	Personality determinants-physical, intellectual
WEEK 11	10-02-2023	Personality determinants-physical, intellectual
	10-03-2023	Family determinants
	10-04-2023	Personality development – healthy personalities
	10-05-2023	Persistence and change
	06.10.2023	PPT test
	07.10.2023	PPT test
	08.10.2023	<b>Sunday</b>
	09.10.2023	Class Presentations on types of Personalities
WEEK 12	10.10.2023	Developing self-awareness
	11.10.2023	Managing Personal stress
	12.10.2023	Techniques to Manage Stress
	13.10.2023	Types of Stress

	<b>14.10.2023</b>	Solving problems analytically and creatively
	<b>15.10.2023</b>	<b>Sunday</b>
	<b>16.10.2023</b>	Solving problems analytically and creatively
	<b>17.10.2023</b>	Solving problems analytically and creatively
<b>WEEK 13</b>	<b>18.10.2023</b>	Grooming– meaning , appearance, dress sense
	<b>19.10.2023</b>	Written Test
	<b>20.10.2023</b>	Personal hygiene
	<b>21.10.2023</b>	Personal hygiene
	<b>22.10.2023</b>	<b>Sunday</b>
	<b>23.10.2023</b>	Etiquettes and body language
	<b>24.10.2023</b>	<b>Dusshera</b>
<b>WEEK 14</b>	<b>25.10.2023</b>	Discussion on long Questions
	<b>26.10.2023</b>	Discussion on Short Questions
	<b>27.10.2023</b>	Time management
	<b>28.10.2023</b>	Time management
	<b>29.10.2023</b>	<b>Sunday</b>
	<b>30.10.2023</b>	Public Speaking
	<b>31.10.2023</b>	Public Speaking
<b>WEEK 15</b>	<b>01.11.2023</b>	<b>Haryana Day</b>
	<b>02.11.2023</b>	Preparation of CV
	<b>03.11.2023</b>	Preparation of CV
	<b>04.11.2023</b>	Preparation of CV
	<b>05.11.2023</b>	<b>Sunday</b>
	<b>06.11.2023</b>	Group discussion group 1
	<b>07.11.2023</b>	Group Discussion group 2
<b>WEEK 16</b>	<b>08.11.2023</b>	Group Discussion group 3
	<b>09.11.2023</b>	Group Discussion group 4
	<b>10.11.2023</b>	<b>Diwali Break</b>
	<b>11.11.2023</b>	<b>Diwali Break</b>
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	<b>13.11.2023</b>	<b>Diwali Break</b>
	<b>14.11.2023</b>	<b>Diwali Break</b>
<b>WEEK 17</b>	<b>15.11.2023</b>	<b>Diwali Break</b>
	<b>16.11.2023</b>	<b>Diwali Break</b>
	<b>17.11.2023</b>	Doubt session
	<b>18.11.2023</b>	Doubt session
	<b>19.11.2023</b>	<b>Sunday</b>
	<b>20.11.2023</b>	REVISION
	<b>21.11.2023</b>	IMPORTANT QUESTIONS DISCUSSION
<b>WEEK 18</b>	<b>22.11.2023</b>	REVISION
	<b>23.11.2023</b>	REVISION
	<b>24.11.2023</b>	REVISION
	<b>25.11.2023</b>	<b>Examinations</b>