

Discipline: Architectural Assistantship Semester:5th Subject: Employability Skills-I Practicals per week:2

Week	Theory		Practical	
	Practical day	Topic(including assignments /test)		Topic
		Unit-1 Writing Skills	Lecture Day	
1st	1st	Introduction to Employability Skills		
	2nd	Introduction to Writing Skills		
2nd	3rd	Assignment Given		
	4th	Assignment Checked		
3rd	5th	Introduction To Official Correspondence		
	6th	Assignment Given		
4th	7th	Assignment Checked		
	8th	Introduction To Business Correspondence		
5th	9th	Assignment Given		
	10th	Assignment Checked		
6th	11th	Introduction To Job Application		
	12th	Covering Letter		
7th	13th	SESSIONAL WEEK		
	14th			
8th	15th	Introduction to Resume		
		Unit-2 Oral Communication Skills		
	16th	Giving Advice, Making Comparisons		
9th	17th	Agreeing & Disagreeing		
	18th	Taking turns in conversation		
10th	19th	Assignment Given		
	20th	Assignment Checked		
11th	21st	SESSIONAL WEEK		
	22nd			
12th	23rd	Fixing & Cancelling Appointments		
		Unit-3 Generic Skills		
	24th	Stress Management		
13th	25th	Time Management		
	26th	Negotiations&Conflict Resolution		
14th	27th	Team Work & Leadership Qualities		
	28 th	Assignment Given		
15th	29th	SESSIONAL WEEK		
	30th			
16th	31st	Assignment Checked		