

INDIRA GANDHI (P.G.) MAHILA MAHAVIDYALAYA, KAITHAL

Affiliated to Kurukshetra University, Kurukshetra

Department of journalism and Mass Communication

Lesson Plan (Session 2025-2026)

Class:, B. A

Name of the Course: Public Speaking And The Art Of Anchoring (MDC -1)

Dates: 22 July 2025 - 24 Nov 2025

Semester: 1st

Course Code :B23-JMC-105

SYLLABUS

Maximum Marks: 75

End Term Exam Marks:35

Practical =20

Time: 3 hours

Internal Assessment (T): 15

Internal Assessment (P)=5

Note: The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
Unit: I	<ul style="list-style-type: none">Public Speaking ,SpeechOvercoming Fear of Public Speaking3P's of Public Speaking (Preparation, Practice, Performance)	12
Unit: II	<ul style="list-style-type: none">Art of Informative & Persuasive speakingTypes of Public Speaking; Physical, Online, Political, Organizational, Educational, Motivational.Ted Talks,Public Speaking in Media.	12
Unit: III	<ul style="list-style-type: none">Voice Over for TV in commercials/ Corporate videos/radio commercials/ TV DocumentariesStudio and Camera facing techniquesOvercoming fright,Warm-up techniques.On camera movements,holding props,Scripts,cue cards etc.Tele prompter and its function	12
Unit: IV	<ul style="list-style-type: none">Anchor: qualitiesRole,skills and responsibilities.Professional ethics-dress senseAnchoring with and without prompter .Studio and outdoor anchoring.	12
V*	Practical Prepare a radio talk and radio interview Anchor atleast One event and One programme Writing script and recording of a TV news bulletin Prepare a promo Conduct an interview for Television	

Text Books:

1. Kumar, KevalJ, Mass Communication in India .Jaico, Mumbai.
2. News Papers and Magazines based on current affairs.
3. Aggarwal,Virbala, Patrakarita evam Jan sanchar Margdarshika, Concept Publishing Company, New Delhi

Course Outcome

After completing this course, the learner will be able to:

1. Understand the basics of public speaking and anchoring.
2. Develop confidence and clarity while speaking in front of an audience.
3. Use proper voice modulation, pronunciation, and body language.
4. Prepare and deliver simple speeches and anchoring scripts.

Lesson Plan

SR No	Date	Course Content	
		Theory	Practical
1	22 July -25July 2025	Public Speaking, Speech, Practical work	Introduction And Basics
2	28 July - 2 August	Overcoming Fear of Public Speaking, Practical work	Script Writing For Radio ,Radio Language And Timing
3	4 August -8 August	3P's of Public Speaking (Preparation, Practice, Performance)	Prepare a Radio Talk ,Prepare A Radio Interview
4	11 August - 14 August	Art of Informative & Persuasive speaking, Practical work	Anchoring Skills
5	18 August - 23August	Types of Public Speaking; Physical, Online, Political, Organizational, Educational, Motivational.	Anchoring Practical ,Anchoring At least one Programme
6	25 August -30 August	Ted Talks, Public Speaking in Media. Practical work	Television News Writing
7	1 Sept. - 6 Sept.	Voice Over for TV in commercials/ Corporate videos/ radio commercials/ TV Documentaries	Script Format For TV News
8	8 Sept. - 13 Sept.	Studio and Camera facing techniques	Camera Facing Basics
9	15 Sept. - 20 Sept.	Overcoming fright, Warm-up techniques.	TV News Practical
10	22 Sept. - 27 Sept.	On camera movements, holding props, Scripts, cue cards etc. Teleprompter and its function	Recording Of TV News Bulletin
11	29 Sept.- 4 Oct.	Anchor: qualities. Role, Practical Work	Promo Making
12	6 Oct.- 11 Oct.	skills and responsibilities	Script Writing For Promo
13	13 Oct.- 18 Oct.	Professional ethics- dress sense,	Revision
14	27 Oct. - 1 Nov.	Studio and outdoor anchoring,Practical Work	Recording /Presentation
15	3 Nov. - 8Nov	Anchoring with and without prompter	TV Interview Types
16	10 Nov-15 Nov	Revision And Practical work	Conduct An Interview For Television
17	17 Nov -22 Nov	Test	Recording And Review
18	24 Nov.	Revision	Revision

Signature of Teacher

Head of Department

INDIRA GANDHI (P.G.) MAHILA MAHAVIDYALAYA, KAITHAL

Affiliated to Kurukshetra University, Kurukshetra

Department Of journalism and Mass Communication

Lesson Plan (Session 2025-2026)

Class:, B.A

Name of the Course: Photography (MDC-3)

Dates: 22july 2025 -24 Nov 2025

Semester: 3rd

Course Code: B23-JMC-305

SYLLABUS

Maximum Marks: 75

End Term Exam Marks: 35+(P)20=55

Time: 3 hours

Internal Assessment (T)15+(P)5=20

Note: The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
Unit: I	<ul style="list-style-type: none">• Introduction and Development of Photography Photojournalism - Role and importance Qualities of a good photograph• Tools of Photography, types of cameras• Traditional and digital camera, Part of Camera, Camera control	12
Unit: II	<ul style="list-style-type: none">• Emergence of Digital technology• Digital Photography, Mobile photography Selecting Images,• Size, and quality• Indoor and Outdoor Photography	12
Unit: III	<ul style="list-style-type: none">• Lighting principles Role of lighting• Different types of lighting and its uses Role of subject, quality of photograph• Developing different sizes of photograph	12
Unit: IV	<ul style="list-style-type: none">• Photograph Editing Techniques Cropping, Enlarging & reducing Clubbing/Grouping• Color composition• Filter ,length, focus, Shots• Photo feature, New trends in photography	12
Unit: V	Practical The students have to prepare a Digital portfolio along with print containing at least 20 photographs clicked by them. They have to develop a photo-feature on a theme selected in consultation with the concerned faculty.	

Text Books:

1. Digital Photography (Hindi), Vishnu Priya Singh, Publisher-Computech Publication Limited
2. Digital Photography (Hindi) Hardcover (2018), Riyaj Hasan, Book Enclave, Jaipur

Course Outcome

After completing this course, the learner will be able to:

1. Understand the basic concept and importance of photography.
2. Identify the main parts of a camera and their functions.
3. Learn the basic camera settings such as ISO, aperture, and shutter speed
4. Understand the basic principles of composition in photography

Lesson Plan

SR No	Date	Course Content	
		Theory	Practical
1	22 July -25July 2025	Introduction and Development of Photography	Introduction to Digital Photography
2	28 July - 2 August	Photojournalism - Role and importance	Camera Basics and Types
3	4 August -8 August	Qualities of a good photograph, Practical work	Exposure Triangle
4	11 August - 14 August	Tools of Photography, types of camera's, Practical work	Composition Techniques in Photography
5	18 August - 23August	Traditional and digital camera, Part of Camera, Camera control	Light in Photography
6	25 August -30 August	Emergence of Digital technology	Types of Photography
7	1 Sept. - 6 Sept.	Digital Photography, Mobile photography	Practical: Outdoor Photography Practice
8	8 Sept. - 13 Sept.	Selecting Images, Size, and quality, Practical work	Practical: Indoor and Low-light Photography
9	15 Sept. - 20 Sept.	Indoor and Outdoor Photography	Image Selection and Basic Editing
10	22 Sept. - 27 Sept.	Lighting principles Role of lighting, Practical work	Theme Selection for Photo-Feature
11	29 Sept.- 4 Oct.	Different types of lighting and its uses Role of subject	Planning a Photo-Feature
12	6 Oct.- 11 Oct.	Quality of photograph Developing different sizes of photograph	Practical: Shooting for Photo-Feature
13	13 Oct.- 18 Oct.	Photograph Editing Techniques Cropping, Enlarging & reducing Clubbing/Grouping	Editing and Sequencing Photographs
14	27 Oct. - 1 Nov.	Color composition Filter, length, focus, Shots	Writing Captions and Photo Description
15	3 Nov. - 8Nov	Photo feature, New trends in photography	Preparing a Digital Photography Portfolio
16	10 Nov-15 Nov	Revision And Practical work	Print Portfolio Preparation
17	17 Nov -22 Nov	Test	Finalization of Photo-Feature and Portfolio
18	24 Nov.	Revision	Revision

Signature of Teacher

Head of Department