**Lesson Plan Form**

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| ***Title:*** Etiquette, Personal Behavior and Professionalism  | ***Course Code:*** AOL 101 / GED 321 |
| ***Target Population:*** Students of English and CSE | ***Duration:*** 1.5 Hours |
| ***Aims/Rationale:*** * To understand society and its role in developing behavioral and humanitarian quality at individual level.
* To create synergy among personal, social and global professionalism in relation to etiquette and behavior.
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| ***Learning Outcomes:*** At the end of the session, participants will be able to: * Cover learning basics about behavioral sciences in relation to humanitarian quality which finally contribute in exploring successes.
* Learn and practice different tips about etiquette, behavior and professionalism.
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| **Content** | **Method or Technique** | **Resource or Aid** | **Time** |
| **Introduction:**Welcome address, Relationship building, Content outlines, Bridging of the topic.  | Lecture, Q/A | MMP | 10 min |
| **Development:*** Introduction
* Conversation Etiquette
* Handshake Etiquette
* Dressing Etiquette
* Introduction and Greeting Etiquette
* Electronic Communication Etiquette
* Dining Etiquette
* General Etiquette
 | Lecture, Q/A, Group Discussion Short Film, Performance | MMP | 60 min |
| **Conclusion:**Summary, Feedback, Reference, Forward Planning | Lecture, Q/A | MMP | 10 min |
| **Equipment & aids:**MMP (Multimedia Projector) |