

PERFORMA OF LESSON PLAN

NAME OF THE FACULTY: Dr. Yogesh Kundu

DISCIPLINE: Comp A, Comp B, Civil, ECE

SEMESTER: Fourth

SUBJECT: English & Communication Skills-II

LESSON PLAN DURATION : 16 WEEKS

WORK LOAD PER WEEK: Lectures= 2+2

WEEK	THEORY		PRACTICAL	
	LECTURE DAY	TOPIC (WITH ASSIGNMENT & TESTS)	PRACTICAL DAY	TOPIC
1	1	The Portrait of a Lady - Khushwant Singh		Reading Practice of the above lessons in the Lab Activity classes.
	2	Modern means of Communication (Video		
2	3	Effective Communication Skills: 7 C's of Communication		Comprehension exercises of unseen passages along with the given lessons.
	4	Correspondence: Enquiry letters, Placing orders, Complaint letters		
3	5	Report Writing		Vocabulary enrichment and grammar exercises based on the above selective readings.
	6	Memos		
4	7	Prepositions, Conjunctions		Situational Conversation: Requesting and responding to requests; Expressing sympathy and condolence.
	8	Presentation Skills: How to prepare and deliver a good presentation, Telephone Etiquettes		
1 st Sessional Test				
5	9	The Doctor's Word by R K Narayan		Warning; Asking and giving information.
	10	Speech by Dr Kiran Bedi at IIM Indore 2007 Leadership Concepts		
6	11	Non-verbal Communication – Significance		Getting and giving permission.
	12	Types and Techniques for Effective Communication		
7	13	Circulars, Press Release		Asking for and giving opinions.
	14	Inspection Notes and tips for Note-taking		
8	15	Punctuation, Idioms and Phrases		A small formal and informal speech.
	16	Importance of developing employable and soft skills		
9	17	Resume Writing: Definition, Kinds of Resume		Seminar
	18	Difference between Bio-data and Curriculum Vitae and Preparing a Resume for Job/ Internship		
2 nd Sessional				
10	19	The Bet - by Anton Chekhov		Debate.
	20	Barriers and Effectiveness in Listening Skills		

11	21	Barriers and Effectiveness in Speaking Skills		Interview Skills: Preparing for the Interview and guidelines for success in the Interview and significance of acceptable body-language during the Interview.
	22	Corrigendum writing		
12	23	Pairs of words (Words commonly misused and		Written and Oral Drills will be undertaken in the class to facilitate a holistic linguistic competency among learners.
	24	Translation of Administrative and Technical Terms in Hindi or Mother tongue		
13	25	Group discussions: Concept		Participation in a GD, Functional and Non-functional roles in GD, Case studies and Role plays.
	26	Group discussions Fundamental		
14	27	learning Group Dynamics.		Presentations, using audio-visual aids (including power-point).
	28	Case Studies and Role Plays		
15	29	Cover Letter		Telephonic interviews, face to face interviews.
	30	Doubt Session		
16	31	Revision		Presentations as Mode of Communication: Persuasive Presentations using multi-media aids.
	32	Revision		