

Lesson Plan

English and Communication Skills-II

Faculty Name- Smt. Sarita

Discipline- Applied Science

Semester- 4th

Lesson Plan Duration – 15 Weeks

Teaching Load – 02 Theory (Per Week)

Week	Theory		Practical	
	Lecture Day	Theory	Practical Day	Topic
1st	1	The Portrait of Lady	1	Reading Practice of the above lessons in Lab Activity classes.
	2	Prepositions		
2nd	1	The Doctor’s Word	1	Reading Practice of the above lessons in Lab Activity classes.
	2	Conjunctions Presentation Skills		
3rd	1	Speech by Dr Kiran Bedi at IIM Indore 2007 Leadership Concepts	1	Reading Practice of the above lessons in Lab Activity classes.
	2	Correspondence: Enquiry Letters, Placing Orders, Complaint Letters Telephone Etiquettes		
4th	1	Report Writing Memo Writing	1	Vocabulary enrichment and grammar exercises
	2	Modern means of Commu. Effective Communication Skills:7C’s OF Commu.		
1 st Sessional Test				
5th	1	The Bet	1	Situational Conversation: Requesting and responding to requests; Expressing sympathy and condolence.
	2	The Bet		
6th	1	Circulars Press Release	1	Warning; Asking and giving information
	2	Inspection Notes and tips for Note-taking		
7th	1	Punctuation	1	Getting and giving permission
	2	Idioms and Phrases		

8th	1	Importance of developing employable and soft skills	1	Asking for and giving opinions.
	2	Resume Writing		
2 nd Sessional Test				
9th	1	Barriers and Effectiveness in Listening Skills	1	A small formal and informal speech.
	2	Barriers and Effectiveness in Speaking Skills		
10th	1	Corrigendum Writing	1	Seminar
	2	Cover Letter Drawing inferences		
11th	1	Pairs of Words	1	Debate
	2	Translation of Administrative and Technical terms in Hindi or Mother tongue		
12th	1	Group Discussion	1	Interview Skills: Preparing for the Interview and guidelines for success in the Interview and significance of acceptable body-language during the Interview
	2	Case Studies and Role Plays		
13th	1	Revision	1	Written and Oral Drills
	2	Revision		
3rd Sessional Test				
14th	1	Revision	1	Participation in a GD, Functional and Non-functional roles in GD.
	2	Revision		
15th	1	Revision	1	Presentations, using audiovisual aids (including power point).
	2	Revision		