

Name Of the Faculty:-SUNITA DEVI / CHHAVI

Discipline:-Applied Science

Semester:-4TH SEM

Subject:-English

Lesson Plan Duration:-16 weeks(from feb 2024 to JUNE 2024)

** Work Load(Lecture/Practical) per week(in hours):-Lectures -02,Practicals-02

Week	Theory		Practical	
	Lecture day	Topic (including assignment/ test)	Practical Day	Topic
1st	1st	Prepositions	1st	Debate
	2nd	Exercises of Prepositions	2nd	Debate
	3rd	Exercises of Prepositions		
2nd	4th	Punctuation	3rd	Telephonic conversation
	5th	Exercises of Punctuation	4th	Telephonic conversation
	6th	Exercises of Punctuation		
3rd	7th	Conjunctions	5th	INTERVIEW SKILLS
	8th	Exercises of Conjunctions	6th	SEMINAR
	9th	Exercises of Conjunctions		
4th	10th	Idioms and phrases	7th	GETTING & GIVING PERMISSION
	11th	words commonly misused and confused	8th	Requesting-Responding to requests
	12th	The Portrait of a lady		
	13th	Test	9th	UNSEEN COMPREHENSION PASSAGES

5th	14th	Unseen passage for comprehension	10th	FORMAL & INFORMAL SPEECH
	15th	Unseen passage for comprehension		
6th	16th	The Doctors words	11th	USING AUDIO VIDEO AIDS
	17th	Dr. Kiran Bedi speech at IIM Indore 2007	12th	SITUATIONAL CONVERSATION
	18th	The Bet		
7th	19th	Business letters Floating quotations	13th	ASKING & GIVING INFORMATION
	20th	Practice of Floating quotations	14th	Asking questions polite responses
	21st	Placing orders		
Week	Theory		Practical	
	Lecture day	Topic (including assignment/	Practical Day	Topic
8th	22nd	Practice of Placing orders	15th	WARNING
	23rd	Complaint letters	16th	PRESENTATIONS AS MODE OF COMMUNICATIONS
	24th	Practice of complaint letters		
9th	25th	Official letters	17th	Complaining
	26th	Letters of Govt. and other offices	18th	Complaining
	27th	Practice of official letters		
10th	28th	Practice of Business letters	19th	Warning
	29th	Practice of official letters	20th	Warning
	30th	Practice of Floating quotations		

11th	31st	Practice of complaint letters	21th	Asking and giving information
	32nd	Test	22nd	Asking and giving information
	33rd	Memo writing		
12th	34th	Practice of Memo	23rd	Getting and giving permission
	35th	Circular writing	24th	Getting and giving permission
	36th	Practice of circulars		
13th	37th	Office order writing	25th	Asking for and giving opinions
	38th	Practice of office order	26th	Asking for and giving opinions
	39th	Test		
14th	40th	video conferencing, e mail and teleconferencing	27th	Class practical and viva
	41st	Effictive communication skills 7 Ses' s of communication	28th	Class practical and viva
	42nd	Non verbal communication		
15th	43rd	Practice of Minutes	29th	Class practical and viva
	44th	Test	30th	Class practical and viva
	45th	Discussion of Previous year Question paper		
16th	43rd	BRRRIERS AND EFFICATIVENESS IN LISTENING & SPEAKING SKILLS	31th	Class practical and viva
	44th	RESUME WRITING, GROUP DISCUSSIONS	32th	Class practical and viva
	45th	PRESENTATION SKILLS		