**Lesson Plan (4th Semester) (2023-24)**

**English-1**

Name of the Faculty: Krishan, Parul, Kuldeep Kaushik, Anshu Chugh

Designation: Lecturer

Discipline: Applied Science

Year : 2nd Year/ 4th semester

Subject :English and Communication Skills-II

Lesson Plan: 15 Weeks February 2024-June 2024

Workload (lecture/practical)per week (in hours):Lectures-02, practicals-02

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| **Week** | **Theory** | | **Practical** | |
| **Lecture Day** | **Topic**  **(including assignment/**  **test)** | **Practical Day** | **Topic** |
| **Ist** | **1** | **Unit I : Reading**  All the World’s a Stage- William  Shakespeare | **1** | Reading  Reading Practice of lessons in the Lab Activity classes.  Comprehension exercises of unseen passages along with the lessons prescribed.(Group-I) |
| **2** | Life Sketch of Dr.  Abdul Kalam | **2** | Reading  Reading Practice of lessons in the Lab Activity classes.  Comprehension exercises of unseen passages along with the lessons prescribed (Group-II) |
| **2nd** | **1** | The portrait of a lady- Khushwant  Singh | **1** | Reading  Reading Practice of lessons in the Lab Activity classes  Comprehension exercises of unseen passages along with the lessons prescribed. (Group-I) |
| **2** | The doctors word - R.K Narayan | **2** | . Reading  Reading Practice of lessons in the Lab Activity classes  Comprehension exercises of unseen passages along with the lessons prescribed (Group-II) |
| **3rd** | **1** | Speech by Dr.  Kiran Bedi at IIM  Indore 2007  Leadership  Concepts | **1** | . Reading  Reading Practice of lessons in the Lab Activity classes  Comprehension exercises of unseen passages along with the lessons prescribed (Group-I) |
| **2** | The Bet -Anton Chekhov | **2** | . Reading  Reading Practice of lessons in the Lab Activity classes  Comprehension exercises of unseen passages along with the lessons prescribed (Group-II) |
| **4th** | **1** | **Unit II: Effective**  **Communication**  **Skills**  Modern means of  Communication ( Videoconferencing, Email,  Teleconference) | **1** | Practice of Asking and giving opinions  Practice of delivering a small formal/informal speech(Group-I) |
| **2** | Effective Communication  Skills: 7 C’s of  Communication | **2** | Practice of Asking and giving opinions  Practice of delivering a small formal/informal speech (Group-II) |
| **5th** | **1** | First Sessional Test(Tentative) | **1** | First Sessional Test(Tentative) |
| **2** | First Sessional Test(Tentative) | **2** | First Sessional Test(Tentative) |
| **6th** | **1** | Non-verbal communication:  significance and types | **1** | Practice of Getting and giving permission (Group-I) |
| **2** | Barriers and  Effectiveness in  Listening skills | **2** | Practice of Getting and giving permission (Group-II) |
| **7th** | **1** | Barriers and  Effectiveness in  Speaking skills | **1** | Practice of Asking and giving information  Practice of Situational conversation such as requesting and responding to request, expressing sympathy and condolence (Group-I) |
| **2** | **Unit-III: Professional**  **writing**  Correspondence: Enquiry letters, placing orders, Complaint letters | **2** | Practice of Asking and giving information  Practice of Situational conversation such as requesting and responding to request, expressing sympathy and condolence (Group-II) |
| **8th** | **1** | Report writing and  Memo writing | **1** | Practice of writing different types of correspondence (Group-I) |
| **2** | Circulars and Press release | **2** | Practice of writing different types of correspondence (Group-II) |
| **9th** | **1** | Inspection notes and tips  for note-taking | **1** | Execution of various writing tasks related to report writing, Memo writing, circular and press release writing. (Group-I) |
| **2** | Corrigendum writing | **2** | Execution of various writing tasks related to report writing, Memo writing, circular and press release writing. (Group-II) |
| **10th** | **1** | Second Sessional Test(Tentative) | **1** | Second Sessional Test(Tentative) |
| **2** | Second Sessional Test(Tentative) | **2** | Second Sessional Test(Tentative) |
| **11th** | **1** | Cover Letter | **1** | Practice of Getting and giving permission  Execution of various writing tasks related to report writing, Memo writing, circular and press release writing. (Group-I) |
| **2** | Drawing Inferences | **2** | Practice of Getting and giving permission  Execution of various writing tasks related to report writing, Memo writing, circular and press release writing. (Group-II) |
| **12th** | **1** | **Unit-IV: Grammar and Vocabulary**  Prepositions | **1** | Grammar and Usage  i. Written and Oral Drills will be undertaken in the class to facilitate holistic linguistic competency among learners  Exercises on prescribed grammar topics. (Group-I) |
| **2** | Conjunctions | **2** | Grammar and Usage  i. Written and Oral Drills will be undertaken in the class to facilitate holistic linguistic competency among learners  Exercises on prescribed grammar topics. (Group-II) |
| **13th** | **1** | Punctuation | **1** | Exercises on prescribed grammar topics. (Group-I) |
| **2** | Idioms and phrases | **2** | Exercises on prescribed grammar topics. (Group-II) |
| **14th** | **1** | Pairs of words( words commonly misused and confused) | **1** | Exercises on translating paragraphs from Hindi to English and vice versa (Group-I) |
| **2** | Translation of administrative and technical terms in Hindi or mother tongue | **2** | Exercises on translating paragraphs from Hindi to English and vice versa (Group-II) |
| **15th** | **1** | Third Sessional Test(Tentative) | **1** | Third Sessional Test(Tentative) |
| **2** | Third Sessional Test(Tentative) | **2** | Third Sessional Test(Tentative) |
| **16th** | **1** | **Unit V: Employbility skills**  Presentation skills: How to prepare and deliver a good presentation  Importance of developing employable and soft skills  Case studies and Role plays | **1** | Practice of writing an effective and persuasive resume using the prescribed tips.  Students will be given Written Practice in groups so as to inculcate team-spirit and  collaborative learning  Group discussion and debates on various topical issues. (Group-I) |
| **2** | Telephonic etiquettes  Resume writing: Definition, Kinds of resumes, difference between bio-data and curriculum vitae  Preparing a resume  Group discussion: Concepts and fundamentals of GD, learning Group dynamics | **2** | Practice of writing an effective and persuasive resume using the prescribed tips.  Students will be given Written Practice in groups so as to inculcate team-spirit and  collaborative learning  Group discussion and debates on various topical issues. (Group-II) |