**Lesson Plan**

**English 4th Semester**

Name of Faculty:- Department:- Applied Science

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| Working Week | Lecture Day | Theory | Practical |
| **Topic (Including Assignments)** | **Topic** |
| Ist | I | The Portrait of a lady- Khushwant Singh | Comprehension exercises of unseen passages |
| II | Modern means of communication |
| IInd | I | 7C’s of communication | Reading Practice |
| II | Letters, reports and memo writings |
| IIIrd | I | Prepositions | Grammar exercises |
| II | Conjunctions |
| IVth | I | Presentation Skills | Situational conversations |
| II | Telephone Etiquettes |
| Vth | I | First Sessional (Tentative) | Sessional |
| II | First Sessional (Tentative) |
| VIth | I | The Doctor’s Ward – R.K. Narayan | Situational conversations |
| II | Dr. Kiran Bedi Speech at IIM Indore 2007 |
| VIIth | I | Non - Verbal Communication | Debate |
| II | Circulars & Press Release |
| VIIIth | I | Punctuation & Idioms Phrases | Seminars |
| II | Developing Employable & Soft Skill |
| IXth | I | Resume writing | Group Discussions |
| II | Revision |
| Xth | I | Second Sessional (Tentative) | Sessional |
| II | Second Sessional (Tentative) |
| XIth | I | The Bet-Anton Chekhov | Interview skill |
| II | Barriers & Effectiveness in Listening skills |
| XIIth | I | Barriers & Effectiveness in Speaking skills | Written & Oral Skills |
| II | Corrigendum Writing Coues Letters |
| XIIIth | I | Drawing Inferences | Presentation using audio visual acids |
| II | Pairs or words & Translation of Technical terms |
| XIVth | I | Group Discussions | Telephonic & face to face interview |
| II | Case studies & role plays |
| XVth | I | Third Sessional (Tentative) | Sessional |
| II | Third Sessional (Tentative) |
| XVIth | I | Revision | Final Evaluation of Practical record |
| II | Revision |