**Lesson Plan**

Name of Faculty: Dr. Dhoop Singh

Discipline: Electrical Engg. and Civil Engg. Semester: 1st

Subject: English& Communication Skills-I

Duration: 16 weeks [Workload (L/P) per week (in hours): Lectures-02, Practical-02]

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| Week |  | Theory | Practical | |
| Lecture Day | Topic (Including Assignment/ Test | Practical Day | Topic |
| 1st | 1 | Techniques of reading: Skimming and Scanning | 1 | Comprehension exercises of unseen passages along with the lessons prescribed. |
| 2 | Extensive and Intensive Reading: Textual Study |
| 2nd | 3 | Homecoming – R.N. Tagore | 2 | Vocabulary enrichment and grammar exercises based on the selected readings. |
| 4 | Homecoming – R.N. Tagore |
| 3rd | 5 | Life Sketch of Sir Mokshagundam Visvesvarayya | 3 | Reading aloud Newspaper headlines and important articles. |
| 6 | Life Sketch of Sir Mokshagundam Visvesvarayya |
| 4th | 7 | Nouns | 4 | Introducing oneself, others and leave taking (talking about yourself) |
| 8 | Pronouns |
| 5th | 9 | Pronouns | 5 | Just a minute (JAM) sessions: Speaking extempore for one minute on given topics |
| 10 | Significance, essentials and effectiveness of Written Communication |
| 6th | 11 | 1st Sessional Test | 6 | Situational Conversation: Offering-Responding to offers |
| 12 | Life Sketch of Dr. Abdul Kalam |
| 7th | 13 | Life Sketch of Dr. Abdul Kalam | 7 | Situational Conversation: Congratulating |
| 14 | Concept and Process of Communication |
| 8th | 15 | Types of Communication (Verbal Communication) | 8 | Situational Conversation: Apologizing and Forgiving |
| 16 | Types of Communication (Verbal Communication) |
| 9th | 17 | Barriers to Communication | 9 | Situational Conversation: Complaining, Talking about likes and dislikes |
| 18 | Speaking Skill: Significance and essentials of Spoken Communication |
| 10th | 19 | Listening Skill: Significance and essentials of Listening | 10 | Situational Conversation: Self-introduction |
| 20 | Articles |
| 11th | 21 | Verbs(Main and Auxiliary) | 11 | Situational Conversation: Mock Interviews |
| 22 | Notice Writing |
| 12th | 23 | 2nd Sessional Test | 12 | Written and Oral Drills to facilitate holistic linguistic competency among learners. |
| 24 | Narayan Murthy’s speech at LBSNA, Dehradun |
| 13th | 25 | Tenses | 13 | Exercises on the prescribed grammar topics. |
| 26 | Tenses |
| 14th | 27 | Official Letters and E-mails | 14 | Written Practice in groups |
| 28 | Official Letters and E-mails |
| 15th | 29 | Frequently-used Abbreviations used in Letter-Writing | 15 | Group exercises on writing paragraphs on given topics. |
| 30 | Paragraph Writing |
| 16th | 31 | Netiquettes | 16 | Opening an e-mail account, receiving and sending emails |
| 32 | Class Test & Solution |

* 1. **ENGLISH & COMMUNICATION SKILLS – I**

**RATIONALE** Language as the most commonly used medium of self-expression remains indispensable in all spheres of human life –personal, social and professional. This course is intended to break fresh ground in teaching of Communicative English as per the requirements of National Skill Quality Framework. This course is designed to help students to acquire the concept of communication and develop an ability or skills to use them effectively to communicate with the individuals and community.

**COURSE OUTCOMES**

After undergoing this subject, the students will be able to:

CO1: Identify the nuances of Communication, both Oral and Written.

CO2: Acquire knowledge of the meaning of communication, communication process and speaking skills.

CO3: Acquire enhanced vocabulary and in-depth understanding of Grammatical Structures and their usage in the communication.

CO4: Communicate effectively with an increased confidence to read, write and speak in English language fluently.

**DETAILED CONTENTS**

**UNIT I Reading**

* 1. Techniques of reading: Skimming and Scanning
  2. Extensive and Intensive Reading: Textual Study
  3. Homecoming – R.N. Tagore
  4. Life Sketch of Sir Mokshagundam Visvesvarayya
  5. Life Sketch of Dr. Abdul Kalam
  6. Narayan Murthy’s speech at LBSNA, Dehradun

**UNIT II Fundamentals of Communication**

2.1 Concept and Process of Communication

2.2Types of Communication (Verbal Communication)

2.3 Barriers to Communication

2.4 Speaking Skill: Significance and essentials of Spoken Communication

2.5 Listening Skill: Significance and essentials of Listening

**UNIT III Grammar and Usage**

3.1 Nouns

3.2 Pronouns

3.3 Articles

3.4 Verbs(Main and Auxiliary)

3.5 Tenses

**UNIT IV Writing Skills**

4.1 Significance, essentials and effectiveness of Written Communication

4.2 Notice Writing

4.3 Official Letters and E-mails.

4.4 Frequently-used Abbreviations used in Letter-Writing

4.5 Paragraph Writing

4.6 Netiquettes

**PRACTICAL EXERCISES**

**1. Reading:** Reading Practice of lessons in the Lab Activity classes.

i. Comprehension exercises of unseen passages along with the lessons prescribed.

ii. Vocabulary enrichment and grammar exercises based on the selected readings.

iii. Reading aloud Newspaper headlines and important articles.

**2. Fundamentals of Communication**

i. Introducing oneself, others and leave- taking(talking about yourself)

ii. Just a minute (JAM) sessions: Speaking extempore for one minute on given topics

iii. Situational Conversation: Offering-Responding to offers; Congratulating; Apologizing and Forgiving; Complaining; Talking about likes and dislikes, Self-introduction Mock Interviews

**3. Grammar and Usage**

i. Written and Oral Drills will be undertaken in the class to facilitate holistic linguistic competency among learners.

ii. Exercises on the prescribed grammar topics.

**4. Writing Skills**

i. Students should be given Written Practice in groups so as to inculcate team-spirit and collaborative learning.

ii. Group exercises on writing paragraphs on given topics.

iii. Opening an e-mail account, receiving and sending emails

**INSTRUCTIONAL STRATEGY** This is practice based subject and topics taught in the class should be practiced as exercises in the Lab regularly for development of communication skills in the students. The students should be involved in activities to enhance their personality skills. This subject contains four units of equal weightage.