LESSON PLAN

Name of the Faculty: Dhoop Singh

Discipline: Electrical & Civil

Semester: 4th

Subject: English & Communication Skills – II

Lesson Plan Duration: 16 weeks (From 15 Feb 2024 to 14 June 2024)

Work Load (Theory/Practical) per week (in Hours): L-02, P-02

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| *Week* | *Theory* | | *Practical* | |
|  | *Lecture* | *Topic (including assignment/ test)* | *Practical* | *Topic* |
| 1 | 1 | 1.1 All The World’s A Stage – W. Shakespeare | 1. | 1. Reading Practice of the above lessons in the Lab Activity classes. |
| 2 | 1.2 Life Sketch of Dr. Abdul Kalam |
| 2 | 3 | 1.3 The Portrait of a Lady - Khushwant Singh | 2. | 2. Comprehension exercises of unseen passages along with the given lessons.  3. Vocabulary enrichment and grammar exercises based on the above selective readings. |
| 4 | 2.1 Modern means of Communication (Video Conferencing, e- mail, Teleconferencing) |
| 3 | 5 | 2.2 Effective Communication Skills: 7 C’s of Communication | 3. | 4. Situational Conversation: Requesting and responding to requests; Expressing sympathy  and condolence. |
| 6 | 3.1 Correspondence: Enquiry letters, placing orders, complaint letters |
| 4 | 7 | 3.2 Report Writing  3.3 Memos | 4. | 5. Warning; Asking and giving information. |
| 8 | 4.1 Prepositions |
| 5 | 9 | 4.2 Conjunctions | 5. | 6. Getting and giving permission. |
| 10 | 5.1 Presentation Skills: How to prepare and deliver a good presentation 5.2 Telephone Etiquettes |
| 6 | 11 | 1st sessional test | 6. | 7. Asking for and giving opinions. |
| 12 | 1.4 The Doctor’s Word by R K Narayan |
| 7 | 13 | 1.5 Speech by Dr Kiran Bedi at IIM Indore2007 Leadership Concepts | 7. | 8. A small formal and informal speech. |
| 14 | 2.3 Non-verbal Communication—Significance, Types and Techniques for Effective Communication |
| 8 | 15 | 3.4 Circulars | 8. | 9. Seminar. |
| 16 | 3.5 Press Release  3.6 Inspection Notes and tips for Note-taking |
| 9 | 17 | 4.3 Punctuation | 9. | 10. Debate. |
| 18 | 4.4 Idioms and Phrases |
| 10 | 19 | 5.3 Importance of developing employable and soft skills | 10. | 11. Unseen Comprehension Passages and vocabulary enhancement. |
| 20 | 5.4 Resume Writing: Definition, Kinds of Resume, Difference between Bio-data and Curriculum Vitae and Preparing a Resume for Job/ Internship |
| 11 | 21 | 2nd sessional test | 11. | 12. Interview Skills: Preparing for the Interview and guidelines for success in the Interview and significance of acceptable body-language during the Interview. |
| 22 | 1.6 The Bet - by Anton Chekov |
| 12 | 23 | 2.4 Barriers and Effectiveness in Listening Skills | 12. | 13. Written and Oral Drills will be undertaken in the class to facilitate a holistic linguistic  competency among learners. |
| 24 | 2.5 Barriers and Effectiveness in Speaking Skills |
| 13 | 25 | 3.7 Corrigendum writing | 13. | 14. Participation in a GD, Functional and Non-functional roles in GD, Case studies and Role plays. |
| 26 | 3.8 Cover Letter  3.9 Drawing inferences |
| 14 | 27 | 4.5 Pairs of words (Words commonly misused and confused) | 14. | 15. Presentations, using audio-visual aids (including power-point). |
| 28 | 4.6 Translation of Administrative and Technical Terms in Hindi or Mother tongue |
| 15 | 29 | 5.5 Group discussions: Concept and fundamentals of GD, and learning Group Dynamics | 15. | 16. Telephonic interviews, face to face interviews. |
| 30 | 5.6 Case Studies and Role Plays |
| 16 | 31 | 3rd Sessional Test | 16. | 17. Presentations as Mode of Communication: Persuasive Presentations using multi-media  aids. |
| 32 | Revision |