Lesson Plan

Name : Dr. Jyoti Gupta

Discipline : Common for all branches

Semester : 4th

Subject : English &Communication Skill- II

Code : 220011/210011

Session : 2023 –2024

Work Load : 2 Lectures, and 2 practical per week

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| **Day** | **Lecture** | **Practical** |
| **Sr. No.** | **Topic** | **Topic** |
| 1. | All The World’s A Stage – W. Shakespeare | Reading Practice of the above lessons in the Lab Activity classes. |
| 2. | Life Sketch of Dr. Abdul Kalam |
| 3. | The Portrait of a Lady - Khushwant Singh | Comprehension exercises of unseen passages along with the given lessons. |
| 4. | The Doctor’s Word by R K Narayan |
| 5. | Speech by Dr Kiran Bedi at IIM Indore2007 Leadership Concepts | Vocabulary enrichment and grammar exercises based on the above selective readings. |
| 6. | The Bet - by Anton Chekov |
| 7. | Modern means of Communication (Video Conferencing, e- mail, Teleconferencing) | Situational Conversation: Requesting and responding to requests; Expressing sympathy |
| 8. | Modern means of Communication (Video Conferencing, e- mail, Teleconferencing) |
| 9. | Effective Communication Skills: 7 C’s of Communication | Warning; Asking and giving information.  Practical File Checking |
| 10. | Effective Communication Skills: 7 C’s of Communication |
| 11. | Non-verbal Communication – Significance, Types and Techniques for Effective  Communication | Getting and giving permission. |
| 12. | Non-verbal Communication – Significance, Types and Techniques for Effective  Communication |
| 13. | Barriers and Effectiveness in Listening Skills | Asking for and giving opinions.  Asking for and giving opinions. |
| 14. | Barriers and Effectiveness in Speaking Skills |
| 15. | Correspondence: Enquiry letters, placing orders, complaint letters | A small formal and informal speech. |
| 16. | Report Writing |
| 17. | Memos | Practical File Checking |
| 18. | Circulars |
| 19. | Press Release | Debate |
| 20. | Inspection Notes and tips for Note-taking |
| 21. | Inspection Notes and tips for Note-taking | Interview Skills: Preparing for the Interview and guidelines for success in the Interview  and significance of acceptable body-language during the Interview. |
| 22. | Corrigendum writing |
| 23. | Corrigendum writing | Interview Skills: Preparing for the Interview and guidelines for success in the Interview  and significance of acceptable body-language during the Interview. |
| 24. | Cover Letter |
| 25. | Drawing inferences | Practical File Checking |
| 26. | Prepositions |
| 27. | Conjunctions | Written and Oral Drills will be undertaken in the class to facilitate a holistic linguistic  competency among learners. |
| 28. | Punctuation |
| 29. | Idioms and Phrases | Written and Oral Drills will be undertaken in the class to facilitate a holistic linguistic  competency among learners. |
| 30. | Idioms and Phrases |
| 31. | Pairs of words (Words commonly misused and confused) | Practical File Checking |
| 32. | Pairs of words (Words commonly misused and confused) |
| 33. | Translation of Administrative and Technical Terms in Hindi or Mother tongue | Participation in a GD, Functional and Non-functional roles in GD |
| 34. | Translation of Administrative and Technical Terms in Hindi or Mother tongue |
| 35. | Presentation Skills: How to prepare and deliver a good presentation | Presentations, using audio-visual aids (including power-point). |
| 36. | Presentation Skills: How to prepare and deliver a good presentation |
| 37. | Telephone Etiquettes | Presentations, using audio-visual aids (including power-point). |
| 38. | Telephone Etiquettes |
| 39. | Importance of developing employable and soft skills | Practical File Checking |
| 40. | Importance of developing employable and soft skills |
| 41. | Resume Writing: Definition, Kinds of Resume, Difference between Bio-data and | Telephonic interviews, face to face interviews. |
| 42. | Resume Writing: Definition, Kinds of Resume, Difference between Bio-data. |
| 43. | Curriculum Vitae and Preparing a Resume for Job/ Internship | Presentations as Mode of Communication: Persuasive Presentations using multi-media aids. |
| 44. | Group discussions: Concept and fundamentals of GD, and learning Group Dynamics. |
| 45. | Group discussions: Concept and fundamentals of GD, and learning Group Dynamics. | Presentations as Mode of Communication: Persuasive Presentations using multi-media  aids. |
| 46. | Case Studies and Role Plays |
| 47. | Revision | Practical File Checking |
| 48. | Revision | Practical File Checking |