

## Lesson Plan

**Name** : Dr. Ritu  
**Discipline** : Common for all branches  
**Semester** : 1<sup>st</sup>  
**Subject** : Communication Skill  
**Code** : 220011/210011  
**Session** : 2022-23  
**Work Load** : 2 Lectures, and 1 practical per week

Day	Lecture Topic	Practical Topic
1.	Techniques of reading: Skimming and Scanning	Comprehension exercises of unseen passages along with the lessons prescribed.
2.	Extensive and Intensive Reading: Textual Study	
3.	Extensive and Intensive Reading: Textual Study	i.Comprehension exercises of unseen passages along with the lessons prescribed.
4.	Homecoming – R.N. Tagore	
5.	Homecoming – R.N. Tagore	Reading Practice of lessons in the Lab Activity classes.
6.	Life Sketch of Sir Mokshagundam Visvesvarayya	
7.	Life Sketch of Sir Mokshagundam Visvesvarayy	Practical Book Checking
8.	Introduction	
9.	Summary	Vocabulary enrichment and grammar exercises based on the selected readings.
10.	Questions	
11.	Life Sketch of Dr. Abdul Kalam	
12.	Life Sketch of Dr. Abdul Kalam	
13.	Biography of Dr. Abdul Kalam	.Vocabulary enrichment and grammar exercises based on the selected readings.
14.	Narayan Murthy's speech at LBSNA, Dehradun	
15.	Questions	Practical Book Checking
16.	Fundamentals of Communication	
17.	Concept and Process of Communication,	
18.	Types of Communication (Verbal Communication)	
19.	Barriers to Communication	
20.	Media of Communication	iii.Reading aloud Newspaper headlines and important articles.
21.	Speaking Skill: Significance and essentials of Spoken Communication	i.Introducing oneself, others and leave- taking(talking about yourself)
22.	Listening Skill: Significance and essentials of Listening	
23.	Oral , Written Communication	i.Introducing oneself, others and leave- taking(talking about yourself)
24.	Barriers of Communication	
25.	Nouns	Practical Book Checking
26.	Pronouns	ii.Just a minute (JAM) sessions: Speaking extempore for one minute on given topics
27.	Articles	
28.	Verbs(Main and Auxiliary)	

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29.	Verbs(Main and Auxiliary)	Situational Conversation: Offering-Responding to offers; Congratulating; Apologising and Forgiving; Complaining; Talking about likes and dislikes, Self-introduction Mock Interviews.
30.	Tenses	
31.	Tenses	Situational Conversation: Offering-Responding to offers; Congratulating; Apologising and Forgiving; Complaining; Talking about likes and dislikes, Self-introduction Mock Interviews.
32.	Tenses	Practical Book Checking
33.	Subject verb agreement	Practical Book Checking
34.	Conjunction of verb	
35.	Significance, essentials and effectiveness of Written Communication	Exercises on pronunciation
36.	Notice Writing	
37.	Official Letters and E-mails.	
38.	Official Letters and E-mails.	
39.	Business Letter	
40.	Business Letter	Exercises on pronunciation
41.	Frequently-used Abbreviations used in Letter-Writing	Greeting for different Occasion
42.	Paragraph Writing	Greeting for different Occasion
43.	Email Writing	
44.	Email Writing	Exercises on pronunciation
45.	Email Writing	
46.	Netiquettes	
47.	Abbreviations used in letter writing	<b>Situational Conversation</b>
48.	Abbreviations used in letter writing	Adaptability