

## Lesson Plan

**Name of the Faculty** : Rajesh Kumar Jindal

**Discipline** : Common for all classes

**Semester** : 2<sup>nd</sup>

**Subject** : English Language-II

**Paper Code** : 170021

**Lesson Plan Duration** : 15 weeks (from January 2018 to April 2018)

Week	Theory		Practical	
	Lecture Day	Topic (including assignment/ test)	Practical Day	Topic
1 <sup>st</sup>	1 <sup>st</sup>	Prepositions(Lecture-1)	1 <sup>st</sup>	Debate
	2 <sup>nd</sup>	Prepositions(Lecture-2)		
	3 <sup>rd</sup>	Prepositions(Practical Exercise)		
2 <sup>nd</sup>	1 <sup>st</sup>	Framing Questions(Lecture-1)	1 <sup>st</sup>	Telephonic Conversation: General etiquette for making and receiving calls
	2 <sup>nd</sup>	Framing Questions(Lecture-2)		
	3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>• Oral (Conversation) Test</li> <li>• Assignment-1</li> </ul>		
3 <sup>rd</sup>	1 <sup>st</sup>	Conjunctions(Lecture-1)	1 <sup>st</sup>	Offering- Responding to offers
	2 <sup>nd</sup>	Conjunctions(Lecture-2)		
	3 <sup>rd</sup>	Class Work Checking		
4 <sup>th</sup>	1 <sup>st</sup>	Tenses(Lecture-1)	1 <sup>st</sup>	Checking Practical Work
	2 <sup>nd</sup>	Tenses(Lecture-2)		
	3 <sup>rd</sup>	Practical Exercise(Conjunctions , Tenses)		
5 <sup>th</sup>	1 <sup>st</sup>	<ul style="list-style-type: none"> <li>• Home Work Checking</li> <li>• Assignment -1 Checking</li> </ul>	1 <sup>st</sup>	Requesting- Responding to requests
	2 <sup>nd</sup>	Test-1		
	3 <sup>rd</sup>	Comprehension Passage(Lecture-1)		
6 <sup>th</sup>	1 <sup>st</sup>	Comprehension Passage(Lecture-2)	1 <sup>st</sup>	Congratulating
	2 <sup>nd</sup>	Vocabulary Enhancement(Prefixes)		
	3 <sup>rd</sup>	Vocabulary Enhancement(Suffixes)		
7 <sup>th</sup>	1 <sup>st</sup>	<ul style="list-style-type: none"> <li>• Practical Exercise-Prefixes and Suffixes</li> <li>• Assignment-2</li> </ul>	1 <sup>st</sup>	Exploring sympathy and condolences
	2 <sup>nd</sup>	Vocabulary Enhancement(One word substitution)		
	3 <sup>rd</sup>	Vocabulary Enhancement(One word substitution)		
8 <sup>th</sup>	1 <sup>st</sup>	<ul style="list-style-type: none"> <li>• Practical Exercise-One word substitution</li> <li>• Class Work Checking</li> </ul>	1 <sup>st</sup>	Asking Questions- Polite Responses
	2 <sup>nd</sup>	Vocabulary Enhancement(Synonyms)		
	3 <sup>rd</sup>	Practical Exercise-Synonyms		

9 <sup>th</sup>	1 <sup>st</sup>	Vocabulary Enhancement(Antonyms)	1 <sup>st</sup>	Apologizing, forgiving
	2 <sup>nd</sup>	Practical Exercise-Antonyms		
	3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>• Home Work Checking</li> <li>• Assignment -2 Checking</li> </ul>		
10 <sup>th</sup>	1 <sup>st</sup>	Test-2	1 <sup>st</sup>	Complaining
	2 <sup>nd</sup>	Business Letters-Floating Quotations		
	3 <sup>rd</sup>	Business Letters-Placing Orders		
11 <sup>th</sup>	1 <sup>st</sup>	Business Letters-Complaint Letters	1 <sup>st</sup>	Warning
	2 <sup>nd</sup>	Business Letters(Revision)		
	3 <sup>rd</sup>	Officials Letters-Letters to Govt.		
12 <sup>th</sup>	1 <sup>st</sup>	Officials Letters-Letters to other offices	1 <sup>st</sup>	Checking Practical Work
	2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>• Officials Letters(Revision)</li> <li>• Assignment-3</li> </ul>		
	3 <sup>rd</sup>	Letters(Practical Exercise)		
13 <sup>th</sup>	1 <sup>st</sup>	Memos and Circular	1 <sup>st</sup>	Asking and giving information
	2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>• Office Orders</li> <li>• Class Work Checking</li> </ul>		
	3 <sup>rd</sup>	Practical Exercise(Memos, Circular and Office Orders)		
14 <sup>th</sup>	1 <sup>st</sup>	Agenda of Meeting(Lecture-1)	1 <sup>st</sup>	Getting and giving permission
	2 <sup>nd</sup>	Agenda of Meeting(Lecture-2)		
	3 <sup>rd</sup>	Minutes of Meeting(Lecture-1)		
15 <sup>th</sup>	1 <sup>st</sup>	Minutes of Meeting(Lecture-2)	1 <sup>st</sup>	Asking for and giving opinions
	2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>• Home Work Checking</li> <li>• Assignment-3 Checking</li> </ul>		
	3 <sup>rd</sup>	Test-3		