

Lesson Plan

Name of the Faculty : Dr. Jyoti Gupta
Discipline : Common for all classes
Semester : 2nd
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 st	1 st	Prepositions(Lecture-1)	1 st	Debate
	2 nd	Prepositions(Lecture-2)		
	3 rd	Prepositions(Practical Exercise)		
2 nd	1 st	Framing Questions(Lecture-1)	1 st	Telephonic Conversation: General etiquette for making and receiving calls
	2 nd	Framing Questions(Lecture-2)		
	3 rd	<ul style="list-style-type: none"> • Oral (Conversation) Test • Assignment-1 		
3 rd	1 st	Conjunctions(Lecture-1)	1 st	Offering- Responding to offers
	2 nd	Conjunctions(Lecture-2)		
	3 rd	Class Work Checking		
4 th	1 st	Tenses(Lecture-1)	1 st	Checking Practical Work
	2 nd	Tenses(Lecture-2)		
	3 rd	Practical Exercise(Conjunctions , Tenses)		
5 th	1 st	<ul style="list-style-type: none"> • Home Work Checking • Assignment -1 Checking 	1 st	Requesting- Responding to requests
	2 nd	Test-1		
	3 rd	Comprehension Passage(Lecture-1)		
6 th	1 st	Comprehension Passage(Lecture-2)	1 st	Congratulating
	2 nd	Vocabulary Enhancement(Prefixes)		
	3 rd	Vocabulary Enhancement(Suffixes)		
7 th	1 st	<ul style="list-style-type: none"> • Practical Exercise-Prefixes and Suffixes • Assignment-2 	1 st	Exploring sympathy and condolences
	2 nd	Vocabulary Enhancement(One word substitution)		
	3 rd	Vocabulary Enhancement(One word substitution)		
8 th	1 st	<ul style="list-style-type: none"> • Practical Exercise-One word substitution • Class Work Checking 	1 st	Asking Questions- Polite Responses
	2 nd	Vocabulary Enhancement(Synonyms)		
	3 rd	Practical Exercise-Synonyms		

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