

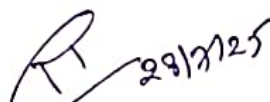
Lesson Plan (2025-2026)

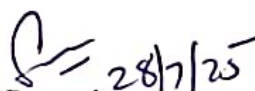
Name : Dr. Jyoti Gupta
Subject : English and Communication Skills-I
Discipline : Common for all branches 1st Sem
Code : 220011/210011
Duration : 04/08/2025-26/11/2025
Work Load : 2 Lectures and 2 Practicals per week

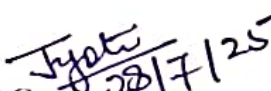
Day	Lecture	Practical
1	Techniques of reading: Skimming and Scanning	Comprehension exercises of unseen passages along with the lessons prescribed.
2	Extensive and Intensive Reading: Textual Study	
3	Extensive and Intensive Reading: Textual Study	Incomprehension exercises of unseen passages along with 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 Visvesvarayya	Practical Book Checking/ Revision
8	Introduction	
9	Summary	Vocabulary enrichment and grammar exercises based on the selected readings.
10	Questions	
11	Life Sketch of Dr. Abdul Kalam	Vocabulary enrichment and grammar exercises based on the selected readings.
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	Narayan Murthy's speech at LBSNA, Dehradun	Vocabulary enrichment and grammar exercises based on the selected readings.
16	Questions	
17	Fundamentals of Communication	Practical Book Checking/ Revision
18	Concept and Process of Communication	
19	Types of Communication (Verbal Communication)	Reading aloud Newspaper headlines and important articles
	Oral, Written Communication	
20	Oral, Written Communication	Introduction oneself, others and leave taking (talking about yourself)
21	Media of Communication	
22	Speaking Skill: Significance and essentials of Spoken Communication	Introduction oneself, others and leave taking (talking about yourself)
23	Listening Skill: Significance and essentials of Listening	
24	Barriers of Communication	Practical Book Checking/ Revision
25	Barriers of Communication	
26	Nouns	Just a minute (JAM) sessions: Speaking extempore
27	Pronouns	
28	Articles	Situational Conversation: Offering- Responding to offers:
29	Verbs (Main and Auxiliary)	
30	Verbs (Main and Auxiliary)	

31	Verbs (Main and Auxiliary)	Congratulating; Apologising and Forgiving; Complaining; Talking about likes and dislikes, self- introduction Mock Interviews
32	Tenses	Situational Conversation: Offering- Responding to offers; Congratulating; Apologising and Forgiving; Complaining; Talking about likes and dislikes, self- introduction Mock Interviews
33	Tenses	
34	Tenses	
35	Significance, essentials and effectiveness of Written Communication	Practical Book Checking/ Revision
36	Significance, essentials and effectiveness of Written Communication	
37	Notice Writing	Exercises on pronunciation
38	Notice Writing	
39	Official letters	Exercises on pronunciation
40	Official letters	
41	E-mails	Greeting for different occasion
42	Business Letter	
43	Business Letter	Greeting for different occasion
44	Frequently-used Abbreviations used in Letter-Writing	
45	Frequently-used Abbreviations used in Letter-Writing	Greeting for different occasion
46	Paragraph Writing	
47	Paragraph Writing	Situational Conversation
48	Netiquettes	
49	Netiquettes	Adaptability
50	Abbreviations used in letter writing	
51	Abbreviations used in letter writing	

Note: There will be Class Tests, Assignment work and Assessment Exam, Quizzes etc. will be given as per Academic Calendar.


PAC Committee
Member - 1
(Sh. Narender Rana)


PAC Committee
Member - 2
(Smt. Sonia)


PAC Committee
Member - 3
(Dr. Jyoti Gupta)