

Lesson Plan (2026-2027)

Name : Dr. Ritu
Subject : English and Communication Skills-1
Discipline : Common for all branches 1st Sem
Code : 220011/210011
Duration : 03/08/2026-23/11/2026
Work Load : 2 Lectures per week

Day	Lecture (Topic)
1	Techniques of reading: Skimming and Scanning
2	Extensive and Intensive Reading: Textual Study
3	Homecoming- R. N. Tagore
4	Life Sketch of Sir Mokshagundam Visvesvarayya
5	Life Sketch of Dr. Abdul Kalam
6	Narayan Murthy's speech at LBSNA, Dehradun
7	Fundamentals of Communication
8	Concept and Process of Communication
9	Types of Communication (Verbal Communication)
10	Oral, Written Communication
11	Media of Communication
12	Speaking Skill: Significance and essentials of Spoken Communication
13	Listening Skill: Significance and essentials of Listening
14	Barriers of Communication
15	Nouns, Pronoun
16	Articles
17	Verbs (Main and Auxiliary)
18	Tenses
19	Significance, essentials and effectiveness of Written Communication
20	Notice Writing

21	Official letters
22	E-mails
23	Business Letter
24	Frequently-used Abbreviations used in Letter-Writing
25	Paragraph Writing
26	Abbreviations used in letter writing

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

Handwritten signature

Handwritten signature 20/7/26

PAC Committee
Member - 1
(Sh. Narender Rana)

Handwritten signature 20/07/26

PAC Committee
Member - 2
(Smt. Sonia)

Handwritten signature 20/7/26

PAC Committee
Member -3
(Dr. Jyoti Gupta)

Lesson Plan (2026-2027)

Name : Dr. Ritu
Subject : English and Communication Skills-1
Discipline : Common for all branches 1st Sem
Code : 220011/210011
Duration : 03/08/2026-23/11/2026
Work Load : 1 Practical per week (2 Periods)

Week	Practical
1	Comprehension exercises of unseen passages along with the lessons prescribed.
2	Vocabulary enrichment and grammar exercises based on the selected readings.
3	Reading aloud Newspaper headlines and important articles
4	Fundamentals of Communication-1
5	Fundamentals of Communication-2
6	Fundamentals of Communication-3
7	Written and oral Drills will be undertaken in the competency among learners.
8	Exercises on the prescribed grammar topics.
9	Practical Book Checking/ Revision
10	Students should be given written practice in group so as to inculcate team spirit and collaborative learning.
11	Group exercises on writing paragraphs on given topics.
12	Opening an e-mail account, receiving and sending e-mails.
13	Practical Book Checking/ Revision

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

Sh. Narender Rana

Sh. Narender Rana
20/7/26
PAC Committee
Member - 1
(Sh. Narender Rana)

Smt. Sonia
20/7/26
PAC Committee
Member - 2
(Smt. Sonia)

Jyoti Gupta
20/7/26
PAC Committee
Member - 3
(Dr. Jyoti Gupta)