

## Department of Applied Science

### Lesson Plan

#### English and Communication Skills-II

Week	Theory		Practical	
	Lecture Day	Topic (including assignment/ test)	Practical Day	Topic
1st	1	<b>Introduction to syllabus.</b> <b>Unit1:-</b> All The World's A Stage- W. Shakespeare	1	Reading Practice of the above lessons in the Lab Activity classes.
	2	Life Sketch of Dr Abdul Kalam, Unit-2 Modern means of Communication (Video Conferencing)	2	Comprehension exercises of unseen passages along with the given lessons.
2nd	1	<b>2.1</b> Email, Tele Conferencing, <b>2.2</b> Effective Communication Skills: 7 C's of Communication	1	Vocabulary enrichment and grammar exercises based on the above selective readings
	2	<b>3.1</b> Correspondence: Inquiry Letters, Placing orders, Complaint Letters	2	Revision
3rd	1	3.2 Report Writing 3.3 Memos	1	Situational Conversation: Requesting and responding to requests; Expressing sympathy and condolence.
	2	4.1 Prepositions	2	Warning; Asking and giving information
4th	1	4.2 Conjunctions 4.3 Punctuation	1	Getting and giving permission
	2	5.1 Presentation Skills: How to prepare and deliver a good presentation	2	Practice.
5th	1	First Sessional Test (Tentative)	1	First Sessional Test (Tentative)
	2	First Sessional Test (Tentative)	2	First Sessional Test (Tentative)
6th	1	1.3 The Portrait of A Lady- Khushwant Singh	1	A small formal and informal speech.
	2	1.4 The Doctor's Word by R. K. Narayan 2.3 Non- verbal Communication	2	Revision and Practice
7th	1	<b>2.3</b> Significance, types and techniques for effective communication,	1	Seminar.
	2	3.4 Circulars 3.5 Press Release	2	Practice

<b>8th</b>	<b>1</b>	3.6 Inspection notes and tips for note-taking 3.7 Corrigendum Writing	<b>1</b>	Debate
	<b>2</b>	4.4 Idioms and Phrases	<b>2</b>	Unseen Comprehension Passages and vocabulary enhancement.
<b>9th</b>	<b>1</b>	5.2 Telephone Etiquettes	<b>1</b>	Interview Skills: Preparing for the Interview and guidelines for success in the Interview and significance of acceptable body-language during the Interview.
	<b>2</b>	5.3 Importance of Developing Employable and Soft Skills	<b>2</b>	Written and Oral Drills will be undertaken in the class to facilitate a holistic linguistic competency among learners.
<b>10th</b>	<b>1</b>	Second Sessional Test (Tentative)	<b>1</b>	Second Sessional Test (Tentative)
	<b>2</b>	Second Sessional Test (Tentative)	<b>2</b>	Second Sessional Test (Tentative)
<b>11th</b>	<b>1</b>	1.5 Speech by Dr. Kiran Bedi at IIM Indore 2007 Leadership Concepts	<b>1</b>	Participation in a GD, Functional and Non-functional roles in GD, Case studies and Role Plays.
	<b>2</b>	1.6 The Bet by Anton Chekov	<b>2</b>	Practice
<b>12th</b>	<b>1</b>	2.4 Barriers and Effectiveness in Listening Skills	<b>1</b>	Presentations, using audio-visual aids (including power-point).
	<b>2</b>	2.5 Barriers in Speaking Skills	<b>2</b>	Practice.
<b>13th</b>	<b>1</b>	Effectiveness in Speaking Skills	<b>1</b>	Telephonic interviews, face to face interviews.
	<b>2</b>	3.8 Cover Letter	<b>2</b>	Practice.
<b>14th</b>	<b>1</b>	3.9 Drawing Inferences	<b>1</b>	Presentations as Mode of Communication: Persuasive Presentations using multi-media aids.
	<b>2</b>	4.5 Pairs of words (words commonly misused and confused)	<b>2</b>	Revision and copy checking
<b>15th</b>	<b>1</b>	4.6 Translation of Administrative and Technical Terms in Hindi or Mother Tongue	<b>1</b>	Revision

	2	5.4 Resume Writing, Definition, kinds of Resume, Difference between Biodata and Curriculum Vitae and preparing a resume for job/internship	2	Presentations, using audio-visual aids (including power-point).
<b>16th</b>	1	5.5 Group Discussions: concept and fundamentals of GD, and learning group dynamics	1	Debate
	2	5.6 Case Studies and Role Plays	2	Practice
<b>17th</b>	1	Third Sessional Test(Tentative)	1	Third Sessional Test(Tentative)
	2	Third Sessional Test(Tentative)	2	Third Sessional Test(Tentative)
<b>18th</b>	1	Revision	1	<b>Viva-voce</b>
	2	Revision	2	<b>Viva-voce</b>