

LESSON PLAN

Name of the Faculty:

Discipline: Civil Engg./ Comp Engg./ ECE/ Food Tech./ Mech. Engg./ DBM

Semester: 1st

Subject: English & Communication Skills – I

Lesson Plan Duration: 15 weeks

Work Load (Theory/Practical) per week (in Hours): L-02, P-02

<i>Week</i>	<i>Theory</i>		<i>Practical</i>	
	<i>Lecture</i>	<i>Topic (including assignment/ test)</i>	<i>Practical</i>	<i>Topic</i>
1	1	Introduction to syllabus 1.1 Techniques of reading: Skimming and Scanning 1.2 Extensive and Intensive Reading: Textual Study	1.	1. Reading Reading Practice of lessons in the Lab Activity classes. a. Comprehension exercises of unseen passages along with the lessons prescribed.
	2	1.3 Homecoming – R.N. Tagore		
2	3	1.3 Homecoming – R.N. Tagore	2.	b. Vocabulary enrichment and grammar exercises based on the selected readings.
	4	1.4 Life Sketch of Sir Mokshagundam Visvesvarayya		
3	5	1.4 Life Sketch of Sir Mokshagundam Visvesvarayya	3.	c. Reading aloud Newspaper headlines and important articles.
	6	3.1 Nouns		
4	7	3.2 Pronouns	4.	2. Fundamentals of Communication a. Introducing oneself, others and leave-taking (talking about yourself)
	8	3.2 Pronouns		
5	9	4.1 Significance, essentials and effectiveness of Written Communication ASSIGNMENT	5.	b. Just a minute (JAM) sessions: Speaking extempore for one minute on given topics
	10	1 st sessional test		
6	11	Display of 1 st Sessional Test Analysis of Sessional Test Discussion About Assignment	6.	b. Just a minute (JAM) sessions: Speaking extempore for one minute on given topics
	12	1.5 Life Sketch of Dr. Abdul Kalam		
7	13	1.5 Life Sketch of Dr. Abdul Kalam	7.	c. Situational Conversation: Offering-Responding to offers; Congratulating
	14	2.1 Concept and Process of Communication, 2.2 Types of Communication (Verbal Communication)		

8	15	2.3 Barriers to Communication	8.	Apologising and Forgiving; Complaining; Talking about likes and dislikes
	16	2.4 Speaking Skill: Significance and essentials of Spoken Communication 2.5 Listening Skill: Significance and essentials of Listening		
9	17	3.3 Articles	9.	Apologising and Forgiving; Complaining; Talking about likes and dislikes
	18	3.4 Verbs (Main and Auxiliary)		
10	19	4.2 Notice Writing	10.	Self-introduction Mock Interviews
	20	4.2 Notice Writing ASSIGNMENT		
11	21	2 nd sessional test	11.	Self-introduction Mock Interviews
	22	Display of 2 nd Sessional Test Analysis of Sessional Test Discussion About Assignment		
12	23	1.6 Narayan Murthy's speech at LBSNA, Dehradun	12.	3. Grammar and Usage a. Written and Oral Drills will be undertaken in the class to facilitate holistic linguistic competency among learners.
	24	3.5 Tenses		
13	25	4.3 Official Letters and E-mails	13.	b. Exercises on the prescribed grammar topics.
	26	4.4 Frequently-used Abbreviations used in Letter-Writing 4.6 Netiquettes		
14	27	4.5 Paragraph Writing ASSIGNMENT	14.	4. Writing Skills a. Written Practice in groups so as to inculcate team-spirit and collaborative learning
	28	3rd Sessional Test		
15	29	Display of 3rd Sessional Test Analysis of Sessional Test Discussion About Assignment	15.	b. Group exercises on writing paragraphs on given topics. c. Opening an e-mail account, receiving and sending emails Revision
	30	Revision		