

LESSON PLAN

NAME OF THE FACULTY: - ANURADHA TIYAGI

DISCIPLINE: - DMLT

SEMESTER:- 2nd Sem. 1st Year

SUBJECT—Communication Skills/ English Language

Lesson Plan Duration:- 15 weeks(January-2018 to May-2018)

Work Load (Lecture/Practical) per week (In hours): Lecture- 03, Practical -01

Week	Theory		Practical	
	Lecture Day	Topic (Including assignment/test)	Practical	Topic
1 st	1st	Introduction to Preposition	1st	Locating main ideas in a Listening Excerpt
	2nd	Uses of Preposition		
	3rd	Practice/ Exercise		
2 nd	4th	Introduction to Pronouns	2nd	Note - taking
	5 th	Uses of Pronouns and exercise		
	6 th	Introduction of Determiners		
3 rd	7 th	Uses of Determiners	3 rd	Offering- responding to Offers
	8 th	Practical/ Exercise		
	9 th	Introduction to Conjunctions		
4 th	10 th	Uses of Conjunctions	4th	Requesting- Responding to Requests
	11 th	Practical/ Exercise		
	12 th	Introduction to Question & Question Tags		
5 th	13 th	Uses of Question & Question Tags and Exercises	5th	Congratulating
	14 th	Introduction to Tenses		
	15 th	Uses of Tenses and Exercise		
6 th	16 th	Introduction to Unseen passage	6th	Expressing Sympathy and Condolences
	17 th	How to read passage		
	18 th	Techniques to solve unseen passage		
7 th	19 th	How to find out answers	7th	Expressing Disappointments
	20 th	Finding same and opposite words		
	21	How to make summary of the passage		
8 th	22	How to make Title of the passage	8th	Asking Questions- Polite Resposes
	23	Practice of the passage		
	24	Practice of the passage		
9 th	25	Practise of the passage	9th	Apologizing, Forgiving
	26	Practise of the passage		
	27	Practise of the passage		

10 th	28	Practise of the passage	10th	Complaining
	29	Practise of the passage		
	30	Practise of the passage		
11 th	31	Introduction to Notice and its types	11th	Persuading, Warning
	32	Drafting of Notice		
	33	Introduction to circular and its types		
12 th	34	Drafting a circular	12th	Asking for and Giving Information
	35	Introduction to Memo and its types		
	36	Drafting of Memo		
13 th	37	Introduction to Agenda for a Meeting	13th	Giving Instructions
	38	Drafting of Agenda for a Meeting		
	39	Introduction to Minutes of Meeting		
14 th	40	Drafting of Minutes of Meeting	14th	Getting and Giving Permission
	41	Introduction to Telephonic Message		
	42	Drafting of Telephonic Message		
15 th	43	Introduction to Paragraph Writing	15th	Asking For and Giving Opinions
	44	How to write a Paragraph		
	45	Practise of current issues		