

Lesson Plan

Name of the Faculty: Pooja Gupta (Theory and Practical)

Disciplines: Civil + Auto + LIS

Semester: 2nd

Subject: Communication Skills

Lesson Plan Duration: 15 Weeks (From January 2018 to April 2018)

Lecture Load per week (in hours): Theory (03)+ Practicles (06)

WEEK	THEORY		Practical	
	Lecture Day	Topic	Practical Day	Topic
1st	1st	General Introduction to Comm.	1st	Introduction to General and Importance of Communicating Effectively in English
	2nd	General Revision of High School Grammar		
	3rd	Basics Regarding Communication Skills		
2nd	1st	Prepositions	2nd	Debate
	2nd	As above		
	3rd	Framing Questions		
3rd	1st	As above	3rd	Telephonic Conversation: general etiquette for making and receiving calls
	2nd	Conjunctions		
	3rd	As above		
4th	1st	Tenses	4th	offerring-responding to offers Requesting-responding to Requests
	2nd	Present Tense		
	3rd	Past Tense		
5th	1st	Future Tense	5th	Viva-Voce
	2nd	Revision		
	3rd	Class Test		
6th	1st	Problem Solving Class	6th	Congratulating
	2nd	Test and Assignment		
	3rd	Discussion with the class About Sessional Performance		
7th	1st	Unseen Passages for Comporehension	7th	Exploring Sympathy and Condolences
	2nd	Vocabulary Enhancement		
	3rd	Prefixes		
8th	1st	Suffixes	8th	Asking Questions- Polite Responses
	2nd	One-word Substiotutions		
	3rd	Synonyms		
9th	1st	Antonyms	9th	Apologizing, Forgiving Complaining
	2nd	Practice		
	3rd	Practice		
10th	1st	Practice	10th	Viva-Voce
	2nd	Problem Solving Class		
	3rd	Test and Assignment		
11th	1st	Correspondence	11th	Warning
	2nd	Business Letters		
	3rd	Floating Quotations		
12th	1st	Placing Oprdes	12th	Asking and Giving Information Getting and Giving Permission
	2nd	Complaint Letters		
	3rd	Official Letters		

13th	1st	Letters to Government and Other Offices	13th	Asking for and Giving Opinions
	2nd	Memos, Circular		
	3rd	Office Orders		
14th	1st	Agenda of the Meeting	14th	Viva-Voce
	2nd	Minutes of the Meeting		
	3rd	Problem Solving Class		
15th	1st	Test and Assignment	15th	Viva-Voce
	2nd	Practice		
	3rd	Practice		