

# **DR. R. N. S. CHANDRA**

**KHENTAWAS, FARRUKHNAGAR, GURGAON, HR**

**Department: CSE-I**

**Academic Session: 2017-18 (Jan-June 2018)**

**Lesson Plan for the Semester started w.e.f 08.01.2018**

**Subject with code: Communication Skills in English (HUM-102-F)**

**Name of Faculty with designation : SONAL MASKEEN, ASSISTANT PROFESSOR**

<b>Month</b>	<b>Date &amp; Day</b>	<b>Sem-Class</b>	<b>Unit</b>	<b>Topic/Chapter covered</b>	<b>Academic activity</b>	<b>Test / assignment</b>
January	11.01.2018 Thursday	II CSE-I	1	General introduction to the syllabus & rules regarding the spotting of errors pertaining to nouns etc., Spotting the error pertaining to pronoun & its usage, Spotting the error pertaining to adjectives & articles		Assignment of 02 Ques. given
January	12.01.2018 Friday	II CSE-I	1	Spotting the error pertaining to adverbs & its usage, Spotting the error pertaining to Tenses & their usage, Spotting the error pertaining to gerund and infinitive		Assignment of 02 Ques. given
January	18.01.2018 Thursday	II CSE-I	1	Concord – grammatical concord, notional concord. The principle of proximity between subject and verb.		Assignment of 02 Ques. given
January	19.01.2018 Friday	II CSE-I	1	Words often confused (Homophones and Homonyms), One Word substitutes (A selected list)		Assignment of 02 Ques. given
January	25.01.2018 Friday	II CSE-I	1	Formation of words (suffixes, prefixes and derivatives), Idioms and Phrases		Assignment of 02 Ques. given
February	01.02.2018 Thursday	II CSE-I	1	Foreign Words (A selected list) and Revision of Unit 1		REVISION

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February	02.02.2018 Friday	II CSE-I	1	Introduction to principal components of spoken English-Intonation		Assignment of 02 Ques. given
February	08.02.2018 Thursday	II CSE-I	1	Word – stress patterns, Weak forms in English		Assignment of 02 Ques. given
February	09.02.2018 Friday	II CSE-I	1	Developing listening and speaking skills through various activities: Role play activities		Assignment of 02 Ques. given
February	22.02.2018 Thursday	II CSE-I	1	Practicing short dialogues (Short –dialogue writing )		Assignment of 02 Ques. given
February	23.02.2018 Friday	II CSE-I	2	Debates and Group Discussions		Assignment of 02 Ques. given
March	08.03.2018 Thursday	II CSE-I	2	Speeches		Assignment of 02 Ques. given
March	09.03.2018 Friday	II CSE-I	2	Listening to news bulletins, viewing and reviewing T.V programmes etc.		Assignment of 02 Ques. given
March	15.03.2018 Thursday	II CSE-I	2	Unit 2 Revision		REVISION
March	16.03.2018 Friday	II CSE-I	3	Developing reading and writing skills through developing given outlines, Developing key expression, situations		Assignment of 02 Ques. given
April	05.04.2018 Thursday	II CSE-I	3	Slogan writing and theme building exercises		Assignment of 02 Ques. given

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April	06.04.2018 Friday	II CSE-I	3	Reading of verbal and non- verbal texts like cartoons, graphs and tabulated data		Assignment of 02 Ques. given
April	12.04.2018 Thursday	II CSE-I	3	Business Letters- Def. , Aim. , Types, Business Letters-Format, Business Letters writing fully blocked layout		Assignment of 02 Ques. given
April	13.04.2018 Friday	II CSE-I	3	Reports, Types of Reports, Format of formal Reports, Format of formal Reports		Assignment of 02 Ques. given
April	26.04.2018 Thursday	II CSE-I	3	E-mail writing, Press Report writing		Assignment of 02 Ques. given
April	27.04.2018 Friday	II CSE-I	4	Presentation by students of Unit 4		Assignment of 02 Ques. given