

DR. NACHARYA

College of Engineering

KHENTAWAS, FARRUKHNAGAR, GURGAON, HR

Department: Applied Sciences

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

Month	Date & Day	Sem-Class	Unit	Topic/Chapter covered	Academic activity	Test / assignment
January	08.01.2018 Monday	II IT/ECS	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 IT/ECS	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	15.01.2018 Monday	II IT/ECS	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 IT/ECS	1	Words often confused (Homophones and Homonyms), One Word substitutes (A selected list)		Assignment of 02 Ques. given
January	29.01.2018 Monday	II IT/ECS	1	Formation of words (suffixes, prefixes and derivatives), Idioms and Phrases		Assignment of 02 Ques. given
February	02.02.2018 Friday	II IT/ECS	1	Foreign Words (A selected list) and Revision of Unit 1		REVISION
February	05.02.2018 Monday	II IT/ECS	2	Introduction to principal components of spoken English-Intonation		Assignment of 02 Ques. given
February	09.02.2018 Friday	II IT/ECS	2	Word – stress patterns, Weak forms in English		Assignment of 02 Ques. given
February	19.02.2018 Monday	II IT/ECS	2	Developing listening and speaking skills through various activities: Role play activities		Assignment of 02 Ques. given
February	23.02.2018 Friday	II IT/ECS	2	Practicing short dialogues (Short –dialogue writing)		Assignment of 02 Ques. given

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February	26.02.2018 Monday	II IT/ECS	2	Debates and Group Discussions		Assignment of 02 Ques. given
March	05.03.2018 Monday	II IT/ECS	2	Speeches, Listening to news bulletins,		Assignment of 02 Ques. given
March	09.03.2018 Friday	II IT/ECS	2	Listening to news bulletins, viewing and reviewing T.V programmes etc.		Assignment of 02 Ques. given
March	12.03.2018 Monday	II IT/ECS	2	Unit 2 Revision		REVISION
March	16.03.2018 Friday	II IT/ECS	3	Developing reading and writing skills through developing given outlines, Developing key expression, situations		Assignment of 02 Ques. given
March	26.03.2018 Monday	II IT/ECS	3	Slogan writing and theme building exercises, Reading of verbal and non- verbal texts like cartoons, graphs and tabulated data		Assignment of 02 Ques. given
March	30.03.2018 Friday	II IT/ECS	3	Business Letters- Def. , Aim. , Types, Business Letters-Format, Business Letters writing fully blocked layout		Assignment of 02 Ques. given
April	02.04.2018 Monday	II IT/ECS	3	Reports, Types of Reports, Format of formal Reports, Format of formal Reports		Assignment of 02 Ques. given
April	06.03.2018 Friday	II IT/ECS	3	E-mail writing, Press Report writing		Assignment of 02 Ques. given
April	09.04.2018 Monday	II IT/ECS	3	Revision of Unit 3		Revision
April	13.03.2018 Friday	II IT/ECS	4	Presentation by students of Unit 4		