

Name : Visiting Faculty
Discipline : Computer /DMLT/Arch/Mech/Elect Engg.
Semester : Ist Sem
Subject : English Language
Lesson plan duration : 30 Weeks
Total Load : Theory-02/Practical-02(Week)

WEEK	THEORY (Including Test and Assignment)		PRACTICAL	
	LECTURE DAY	TOPIC	PRACTICAL DAY	TOPIC
1 st	1	Basics of Communication	1	Debate
	2	Definition and Process of Communication		
2 nd	3	Definition and Process of Communication continue	2	Listening Exercises
	4	Definition and Process of Communication test		
3 rd	5	Noun	3	Self and Peer Introduction
	6	Noun Continue		
4 th	7	Noun test	4	Self and Peer Introduction continue
	8	Pronoun		
5 th	9	Pronoun continue	5	Situational Conversations: Offering- Responding to offers
	10	Pronoun test		

6th	11	Correspondence-Business and Official	6	Requesting-Responding to request
	12	Correspondence-Business and Official continue		
7th	13	Correspondence-Business and Official test	7	Congratulating
	14	Punctuation		
8th	15	Punctuation continue	8	Expressing Sympathy and Condolence
	16	Punctuation test		
9th	17	Notice , including Press Releases	9	Apologizing and Forgiving
	18	Notice , including Press Releases continue		
10th	19	Notice , including Press Releases test	10	Complaining
	20	Preposition		
11th	21	Preposition continue	11	Warning
	22	Preposition test		
12th	23	Conjunction	12	Asking and Giving Information
	24	Conjunction continue		
13th	25	Conjunction test	13	Getting and Giving Permission
	26	Tenses(Main verb and Auxiliary verb)		
14th	27	Tenses(Main verb and Auxiliary verb) continue	14	Asking for and giving Opinions
	28	. Tenses(Main verb and Auxiliary verb) test		
15th	29	Unseen Passage for Comprehension	15	Talking about Likes and Dislikes
	30	Unseen Passage for Comprehension continue		
16th	31	Unseen Passage for Comprehension continue	16	Just a minute sessions- Extempore
	32	One -word substitution		
17th	33	One -word substitution	17	Group Discussion

		continue		
	34	Prefixes and Suffixes		
18th	35	Prefixes and Suffixes	18	Newspaper Reading
	36	Prefixes and Suffixes test		
19th	37	Antonyms and Synonyms	19	Mock Interview: Telephonic and Personal
	38	Antonyms and Synonyms continue		
20th	39	Memos	20	Debate
	40	Memos continue		
21st	41	Circular	21	Listening Exercises
	42	Circular continue		
22nd	43	Basics of Report Writing	22	Situational Conversations: Offering- Responding to offers
	44	Basics of Report Writing		
23rd	45	Resume Writing	23	Mock Interview: Telephonic and Personal
	46	Resume Writing continue		
24th	47	Writing E-Mail	24	Group Discussion
	48	Writing E-Mail continue		
25th	49	Paragraph writing	25	Talking about Likes and Dislikes
	50	Paragraph writing continue		

26th	51	Picture Composition	26	Self and Peer Introduction continue
	52	Picture Composition continue		
27th	53	Grammar revision	27	Apologizing and Forgiving
	54	Grammar revision		
28th	55	Reading skills revision	28	Revision
	56	Writing skills revision		
29th	57	Writing skills revision	29	Revision
	58	Basics of communication revision		
30th	59	Basics of communication revision	30	Revision
	60	Reading skills revision		Revision