

Lesson Plan

Name of the Faculty : Mrs. Nidhi

Discipline: Applied Science

Year : 1st Year

Subject :Communication Skill

LessonPlan: 15 Weeks Sep 2023-Dec 2023

Workload (lecture/practical)perweek(inhours):Lectures-02, practicals-02

Week	Theory		Practical	
	Lecture day	Topic(including assignmenttest)	Practical Day (1lab=2 hours)	Topic
1st	1st	Techniques of reading: Skimming and Scanning		Reading Reading Practice of lessons in the Lab Activity classes.
	2nd	Extensive and Intensive Reading: Textual Study		
2nd	3rd	Homecoming – R.N. Tagore		Reading Reading Practice of lessons in the Lab Activity classes.
	4th	Life Sketch of Sir Mokshagundam Visvesvarayya		

<i>3rd</i>	<i>5th</i>	<i>Homecoming – R.N. Tagore</i>		Reading Reading Practice of lessons in the Lab Activity classes.
		<i>Life Sketch of Sir Mokshagundam Visvesvarayya</i>		Reading Reading Practice of lessons in the Lab Activity classes.

4 th	7 th	<i>Narayan Murthy's speech at LBSNA, Dehradun</i>		Comprehension exercises of unseen passages along with the lessons prescribed.
	8 th	<i>UNIT II Fundamentals of Communication</i>		
5 th	9 th	<i>Concept and Process of Communication,</i>		Vocabulary enrichment and grammar exercises based on the selected readings.
	10 th	<i>Types of Communication (Verbal Communication)</i>		
6 th	11 th	<i>Barriers to Communication</i>		Reading aloud Newspaper headlines and important articles.
	12 th	<i>Speaking Skill: Significance and essentials of Spoken Communication</i>		
7 th	13 th	<i>Listening Skill: Significance and essentials of Listening</i>		Fundamentals of Communication i. Introducing oneself, others and leave-taking (talking about yourself)
	14 th	<i>UNIT III Grammar and Usage</i>		
8 th	15 th	<i>UNIT III Grammar and Usage</i>		Just a minute (JAM) sessions: Speaking extempore for one minute

			on given topics
	th 16	<i>Nouns</i>	
<i>9th</i>	<i>17th</i>	<i>Laws of photometry,</i>	<i>Viva Voice</i> <i>Revision and file checking</i>

	18 th	<i>Pronouns</i>		Just a minute (JAM) sessions: Speaking extempore for one minute on given topics
10 th	19 th	<i>Articles</i>		Situational Conversation: Offering- Responding to offers; Congratulating; Apologising and Forgiving; Complaining; Talking about likes and dislikes, Self- introduction Mock Interviews. Situational Conversation: Offering- Responding to offers; Congratulating; Apologising and Forgiving; Complaining; Talking about likes and dislikes, Self- introduction Mock Interviews.
	20 th	<i>Verbs(Main and Auxiliary)</i>		
11 th	21 st	<i>Tenses</i>		Grammar and Usage i. Written and Oral Drills will be undertaken in the class to facilitate holistic linguistic competency among learners.
	22 nd	<i>UNIT IV Writing Skills</i>		<i>Grammar and Usage i. Written and Oral Drills will be undertaken in the class to facilitate holistic linguistic competency among learners.</i>
12 th	23 rd	<i>Significance, essentials and effectiveness of</i>		Exercises on the prescribed grammar topics.

		<i>Written Communication</i>		Exercises on the prescribed grammar topics.
	<i>24th</i>	<i>Notice Writing</i>		
<i>13th</i>	<i>25th</i>	<i>Official Letters and E-mails.</i>		Exercises on the prescribed grammar topics.
	<i>26th</i>	<i>Official Letters and E-mails.</i>		

14th	27 th	Paragraph Writing		Exercises on the prescribed grammar topics.
	28 th	Netiquettes		<i>Writing Skills</i> <i>i. Students should be given Written Practice in groups so as to inculcate team-spirit and collaborative learning</i>
15th	29 th	Revision		Group exercises on writing paragraphs on given topics.
	30 th	Revision		Group exercises on writing paragraphs on given topics.
16th	31 st	Revision		Opening an e-mail account, receiving and sending emails
	32 nd	Revision		Opening an e-mail account, receiving and sending emails