**Lesson Plan**

Name of Faculty: Reetu Singh

Discipline: Computer Engg. A, Computer Engg. B

Year: 1st

Subject: English

Lesson Plan Duration: 30 weeks

Work load (Lecture /Practical) per week (in hours): Lectures—02, Practical—02

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| Week |  | Theory | Practical |
| Lecture Day | Topic (Including Assignment/ Test | Practical Day | Topic |
| 1st | 1 | Definition and process of communication | 1 | Listening Exercises |
| 2 | Definition and process of communication |
| 2nd | 3 | Definition and process of communication | 2 | Listening Exercises |
| 4 | Noun and Pronoun |
| 3rd | 5 | Noun and Pronoun | 3 | Self and Peer Introduction  |
| 6 | Noun and Pronoun |
| 4th | 7 | Correspondence – Business and Official | 4 | Self and Peer Introduction  |
| 8 | Correspondence – Business and Official |
| 5th | 9 | Correspondence – Business and Official | 5 | Debate  |
| 10 | Correspondence – Business and Official |
| 6th | 11 | Correspondence – Business and Official | 6 | Debate  |
| 12 | Correspondence – Business and Official |
| 7th | 13 | Correspondence – Business and Official | 7 | Debate  |
| 14 | Correspondence – Business and Official |
| 8th | 15 | Assignment & Value added Lecture | 8 | Offering - Responding to offers |
| 16 | Assignment evaluation and Viva-voce |
| 9th | 17 | Analysis of Test & its solution | 9 | Offering - Responding to offers |
| 18 | Punctuation |
| 10th | 19 | Punctuation | 10 | Requesting – Responding to requests |
| 20 | Punctuation |
| 11th | 21 | Notice, including Press Releases | 11 | Requesting – Responding to requests |
| 22 | Notice, including Press Releases |
| 12th | 23 | Notice, including Press Releases | 12 | Congratulating |
| 24 | Notice, including Press Releases |
| 13th | 25 | Memos | 13 | Expressing sympathy and condolence |
| 26 | Memos |
| 14th | 27 | Memos | 14 | Expressing sympathy and condolence |
| 28 | Memos |
| 15th | 29 | Assignment & Value added Lecture | 15 | Apologizing and Forgiving |
| 30 | Assignment evaluation and Viva-voce |

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| Week |  | Theory | Practical |
| Lecture Day | Topic (Including Assignment/ Test | Practical Day | Topic |
| 16th | 31 | Analysis of Test & its solution | 16 | Apologizing and Forgiving |
| 32 | Types of communication  |
| 17th | 33 | Types of communication  | 17 | Complaining |
| 34 | Types of communication  |
| 18th | 35 | Preposition | 18 | Warning |
| 36 | Preposition |
| 19th | 37 | Conjunction | 19 | Asking and giving information |
| 38 | Conjunction |
| 20th | 39 | Tenses | 20 | Getting and giving permission |
| 40 | Tenses |
| 21st | 41 | Tenses | 21 | Asking for and giving opinions |
| 42 | Tenses |
| 22nd | 43 | Reading skills Unseen passage for comprehension | 22 | Talking about likes and dislikes  |
| 44 | Reading skills Unseen passage for comprehension |
| 23rd | 45 | Reading skills Unseen passage for comprehension | 23 | Just a Minute Sessions – Extempore  |
| 46 | Reading skills Unseen passage for comprehension |
| 24th | 47 | Circular | 24 | Just a Minute Sessions – Extempore  |
| 48 | Circular |
| 25th | 49 | Basics of Report Writing | 25 | Group Discussion  |
| 50 | Basics of Report Writing |
| 26th | 51 | Resume Writing | 26 | Group Discussion  |
| 52 | Resume Writing |
| 27th | 53 | Writing E-mail | 27 | Newspaper Reading  |
| 54 | Paragraph Writing |
| 28th | 55 | Picture Composition | 28 | Newspaper Reading  |
| 56 | Paragraph Writing |
| 29th | 57 | Picture Composition | 29 | Mock Interviews: Telephonic and Personal  |
| 58 | Assignment & Value added Lecture |
| 30th | 59 | Assignment evaluation and Viva-voce | 30 | Mock Interviews: Telephonic and Personal  |
| 60 | Analysis of Test & its solution |