

ENGLISH AND COMMUNICATION SKILLS-1

| Week | Theory | | Practical | |
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| | Lecture Day | Topic (including assignment/ test) | Practical Day | Topic |
| 1st | 1 | Introduction to syllabus. Unit1:- Techniques of reading skimming and scanning | 1 | Reading:- Comprehension exercises of unseen passages along with the lesson prescribed.(Group-1) |
| | 2 | Extensive and intensive reading : Textual study | 2 | Reading:- Comprehension exercises of unseen passages along with the lesson prescribed.(Group-2) |
| 2nd | 1 | Revision of above chapters | 1 | Reading:- Vocabulary enrichment and grammar exercises based on the selected readings(Group-1) |
| | 2 | Unit2:- Concept and process of communication | 2 | Reading:- Comprehension exercises of unseen passages along with the lesson prescribed.(Group-2) |
| 3rd | 1 | Types of Communication(verbal communication) | 1 | Reading:- Reading aloud newspaper headlines and important articles(Group-1) |
| | 2 | Revision of above topics | 2 | Reading:- Reading aloud newspaper headlines and important articles (Group-2) |
| 4th | 1 | Unit3:- Nouns,Pronouns, Articles | 1 | Fundamentals of Communiacation:- Introducing oneself,others and leave taking(talking about yourself)(Group 1) |
| | 2 | Nouns,Pronouns, Articles | 2 | Fundamentals of Communiacation:- Introducing oneself,others and leave taking(talking about yourself)(Group 2) |
| 5th | 1 | Unit4:- Significance, essentials and effectiveness of written communication, Netiquettes | 1 | Fundamentals of Communiacation:- Just a Minute(JAM) sessions:speaking extempore for one minute on given topics(Group 1) |
| | 2 | Notice Writing, Official letters and e-mails, | 2 | Fundamentals of Communiacation:- Just a Minute(JAM) sessions:speaking extempore for one minute on given topics (Group 2) |
| 6th | 1 | First Sessional Test(Tentative) | 1 | First Sessional Test(Tentative) |
| | 2 | First Sessional Test(Tentative) | 2 | First Sessional Test(Tentative) |
| 7th | 1 | Notice writing, Official letters and e-mails, | 1 | Fundamentals of Communiacation:- Situational |

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| | | | | conversation:offering responding to offers :congratulating:Apologising and forgiving:Complaining:Talkin g about likes and dislikes self introduction:Mock interviews(Group 1) |
| | 2 | Unit1:- Homecoming(R.N.Tagore) | 2 | Fundamentals of Communiacation:- Situational conversation:offering responding to offers :congratulating:Apologising and forgiving:Complaining:Talkin g about likes and dislikes self introduction:Mock interviews (Group 2) |
| 8th | 1 | Life sketch of Sir Mokshagundam Visvesvarayya | 1 | Grammar and usage:- Written and oral drills will be undertaken in the class to facitilate holistic linguistic competency among learners (Group-1) |
| | 2 | Revision of above chapters | 2 | Grammar and usage:- Written and oral drills will be undertaken in the class to facitilate holistic linguistic competency among learners (Group-1) |
| 9th | 1 | Unit2:- Barriers to communications | 1 | Grammar and usage:- Exercise on the prescribed grammar topics (Group-1) |
| | 2 | Speaking Skills :Significance and essentials of spoken communication ,Listening Skills: Significance and essentials of listening | 2 | Grammar and usage:- Exercise on the prescribed grammar topics (Group-1) |
| 10th | 1 | Revision of above chapters | 1 | Writing Skills:- Students should be given frequent practice in the groups so as to inculcate team-spirit and collaborative learning(Group- 1) |
| | 2 | Unit3:- Verbs(Main and Auxiliary),Tenses | 2 | Writing Skills:- Students should be given frequent practice in the groups so as to inculcate team-spirit and collaborative learning(Group- 2) |
| 11th | 1 | Second Sessional Test(Tentative) | 1 | Second Sessional Test(Tentative) |
| | 2 | Second Sessional Test(Tentative) | 2 | Second Sessional Test(Tentative) |

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| 12th | 1 | Verbs(Main and Auxiliary),Tenses | 1 | Writing Skills:- Group exercises on writing paragraphs on given topics (Group-1) |
| | 2 | Revision of above topics | 2 | Writing Skills:- Group exercises on writing paragraphs on given topics (Group-2) |
| 13th | 1 | Unit4:- Frequently used Abbreviations used in letter writing,Paragraph writing | 1 | Writing Skills:- Opening an e-mail account receiving and sending e-mails (Group-1) |
| | 2 | Revision of above topics | 2 | Writing Skills:- Opening an e-mail account receiving and sending e-mails (Group-2) |
| 14th | 1 | Unit1:- Life sketch of Dr Abdul Kalam , Narayan Murthy's speech at LBSNA,Dehradun | 1 | Revision and copy checking |
| | 2 | Revision of above topics | 2 | Revision and copy checking |
| 15th | 1 | Third Sessional Test(Tentative) | 1 | Third Sessional Test(Tentative) |
| | 2 | Third Sessional Test(Tentative) | 2 | Third Sessional Test(Tentative) |
| 16th | 1 | Revision | 1 | Viva-voce |
| | 2 | Revision | 2 | Viva-voce |