

LESSON PLAN

Name of the Faculty: Dr. Sonika

Discipline: Computer Engg., FAA, FD

Semester: 1st

Subject: English & Communication Skills – I

Lesson Plan Duration: 16 weeks (From 30.07.2026 to 23.11.2026)

Work Load (Theory/Practical) per week (in Hours): L-02, P-02

Week	Theory		Practical	
	Lecture	Topic (including assignment/ test)	Practical	Topic
1	1	Introduction to syllabus 1.1 Techniques of reading: Skimming and Scanning	1.	1. Reading Reading Practice of lessons in the Lab Activity classes. a. Comprehension exercises of unseen passages along with the lessons prescribed.
	2	1.3 Homecoming – R.N. Tagore		
2	3	1.3 Homecoming – R.N. Tagore	2.	b. Vocabulary enrichment and grammar exercises based on the selected readings.
	4	3.1 Nouns		
3	5	2.1 Concept and Process of Communication	3.	c. Reading aloud Newspaper headlines and important articles.
	6	2.2 Types of Communication (Verbal Comm.)		
4	7	3.2 Pronouns	4.	2. Fundamentals of Communication a. Introducing oneself, others and leave-taking (talking about yourself)
	8	3.2 Pronouns		
5	9	4.2 Notice Writing Assignment-I	5.	b. Just a minute (JAM) sessions: Speaking extempore for one minute on given topics
	10	1 st sessional test		
6	11	Display of 1 st Sessional Test Analysis of Sessional Test & Assignment	6.	b. Just a minute (JAM) sessions: Speaking extempore for one minute on given topics
	12	1.2 Extensive and Intensive Reading: Textual Study		
7	13	1.4 Life Sketch of Sir Mokshagundam Visvesvaraya	7.	c. Situational Conversation: Offering-Responding to offers; Congratulating
	14	1.4 Life Sketch of Sir Mokshagundam Visvesvaraya		
8	15	2.3 Barriers to Communication	8.	Apologising and Forgiving; Complaining; Talking about likes and dislikes
	16	4.3 Official Letters and E-mails		

9	17	3.3 Articles	9.	Apologising and Forgiving; Complaining; Talking about likes and dislikes
	18	3.4 Verbs (Main and Auxiliary)		
10	19	3.4 Verbs (Main and Auxiliary)	10.	Self-introduction Mock Interviews
	20	4.6 Netiquettes Assignment-II		
11	21	2 nd sessional test	11.	Self-introduction Mock Interviews
	22	Display of 2 nd Sessional Test Analysis of Sessional Test & Assignment		
12	23	1.5 Life Sketch of Dr. A.P.J. Abdul Kalam	12.	3. Grammar and Usage a. Written and Oral Drills will be undertaken in the class to facilitate holistic linguistic competency among learners.
	24	3.5 Tenses		
13	25	3.5 Tenses	13.	b. Exercises on the prescribed grammar topics.
	26	1.6 Narayan Murthy's speech at LBSNA, Dehradun		
14	27	1.6 Narayan Murthy's speech at LBSNA, Dehradun	14.	4. Writing Skills a. Written Practice in groups so as to inculcate team-spirit and collaborative learning
	28	4.1 Significance, essentials & effectiveness of Written Communication 4.4 Frequently-used Abbreviations used in Letter-Writing		
15	29	2.4 Speaking Skill: Significance & essentials of Spoken Communication 2.5 Listening Skill: Significance and essentials of Listening	15.	b. Group exercises on writing paragraphs on given topics. c. Opening an e-mail account, receiving and sending emails Revision
	30	4.5 Paragraph Writing Assignment-III		
16	31	3rd Sessional Test	16.	b. Group exercises on writing paragraphs on given topics. c. Opening an e-mail account, receiving and sending emails Revision
	32	Display of 3rd Sessional Test Analysis of Sessional Test & Assignment		