

# **Lesson Plan**

Name of the Faculty : PANCHANN BARIK

Discipline: Applied Science

Year : 1<sup>st</sup> Year

Subject : Communication Skill

LessonPlan: 15 Weeks

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

<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 LabActivity classes.

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

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

	18 <sup>th</sup>	<i>Pronouns</i>		Just a minute (JAM) sessions: Speaking extempore for one minute on given topics
10 <sup>th</sup>	19 <sup>th</sup>	<i>Articles</i>		Situational Conversation: Offering- Responding to offers; Congratulating; Apologising and Forgiving; Complaining; Talking about likes and dislikes, Self-introduction Mock Interviews.
	20 <sup>th</sup>	<i>Verbs(Main and Auxiliary)</i>		
11 <sup>th</sup>	21 <sup>st</sup>	<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 <sup>nd</sup>	<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 <sup>th</sup>	23 <sup>rd</sup>	<i>Significance, essentials and effectiveness of</i>		Exercises on the prescribed grammar topics.

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

14 <sup>th</sup>	27 <sup>th</sup>	Paragraph Writing		Exercises on the prescribed grammar topics.
	28 <sup>th</sup>	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>
15 <sup>th</sup>	29 <sup>th</sup>	<b>Revision</b>		Group exercises on writing paragraphs on given topics.
	30 <sup>th</sup>	<b>Revision</b>		Group exercises on writing paragraphs on given topics.
16 <sup>th</sup>	31 <sup>st</sup>	<b>Revision</b>		Opening an e-mail account, receiving and sending emails
	32 <sup>nd</sup>	<b>Revision</b>		Opening an e-mail account, receiving and sending emails