**Government Polytechnic Shergarh, (Kaithal)**

**Department of Applied Science**

**Lesson Plan**

**English and Communication Skills-II**

| **Week** | **Theory** | | **Practical** | |
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| **Lecture Day** | **Topic**  **(including assignment/**  **test)** | **Practical Day** | **Topic** |
| **Ist** | **1** | **Introduction to syllabus.**  **Unit1:-** All The World’s A Stage- W. Shakespeare | **1** | Reading Practice of the above lessons in the Lab Activity classes. |
| **2** | Life Sketch of Dr Abdul Kalam,  Unit-2 Modern means of Communication (Video Conferencing) | **2** | Comprehension exercises of unseen passages along with the given lessons. |
| **2nd** | **1** | **2.1** Email, Tele Conferencing,  **2.2** Effective Communication Skills: 7 C’s of Communication | **1** | Vocabulary enrichment and grammar exercises based on the above selective readings |
| **2** | **3.1** Correspondence: Inquiry Letters, Placing orders, Complaint Letters | **2** | Revision |
| **3rd** | **1** | 3.2 Report Writing  3.3 Memos | **1** | Situational Conversation: Requesting and responding to requests; Expressing sympathy and condolence. |
| **2** | 4.1 Prepositions | **2** | Warning; Asking and giving information |
| **4th** | **1** | 4.2 Conjunctions  4.3 Punctuation | **1** | Getting and giving permission |
| **2** | 5.1 Presentation Skills: How to prepare and deliver a good presentation | **2** | Practice. |
| **5th** | **1** | First Sessional Test (Tentative) | **1** | First Sessional Test (Tentative) |
| **2** | First Sessional Test (Tentative) | **2** | First Sessional Test (Tentative) |
| **6th** | **1** | 1.3 The Portrait of A Lady-Khushwant Singh | **1** | A small formal and informal speech. |
| **2** | 1.4 The Doctor’s Word by R. K. Narayan  2.3 Non- verbal Communication | **2** | Revision and Practice |
| **7th** | **1** | **2.3** Significance, types and techniques for effective communication, | **1** | Seminar. |
| **2** | 3.4 Circulars  3.5 Press Release | **2** | Practice |
| **8th** | **1** | 3.6 Inspection notes and tips for note-taking  3.7 Corrigendum Writing | **1** | Debate |
| **2** | 4.4 Idioms and Phrases | **2** | Unseen Comprehension Passages and vocabulary enhancement. |
| **9th** | **1** | 5.2 Telephone Etiquettees | **1** | Interview Skills: Preparing for the Interview and guidelines for success in the Interview  and significance of acceptable body-language during the Interview. |
| **2** | 5.3 Importance of Developing Employable and Soft Skills | **2** | Written and Oral Drills will be undertaken in the class to facilitate a holistic linguistic  competency among learners. |
| **10th** | **1** | Second Sessional Test (Tentative) | **1** | Second Sessional Test (Tentative) |
| **2** | Second Sessional Test (Tentative) | **2** | Second Sessional Test (Tentative) |
| **11th** | **1** | 1.5 Speech by Dr. Kiran Bedi at IIM Indore 2007 Leadership Concepts | **1** | Participation in a GD, Functional and Non-functional roles in GD, Case studies and Role  Plays. |
| **2** | 1.6 The Bet by Anton Chekov | **2** | Practice |
| **12th** | **1** | 2.4 Barriers and Effectiveness in Listening Skills | **1** | Presentations, using audio-visual aids (including power-point). |
| **2** | 2.5 Barriers and Effectiveness in Speaking Skills | **2** | Practice. |
| **13th** | **1** | 3.8 Cover Letter  3.9 Drawing Inferences | **1** | Telephonic interviews, face to face interviews. |
| **2** | 4.5 Pairs of words (words commonly misused and confused) | **2** | Practice. |
| **14th** | **1** | 4.6 Translation of Administrative and Technical Terms in Hindi or Mother Tongue  5.4 Resume Writing, Definition, kinds of Resume, Difference between Biodata and Curriculum Vitae and preparing a resume for job/internship | **1** | Presentations as Mode of Communication: Persuasive Presentations using multi-media  aids. |
| **2** | 5.5 Group Discussions: concept and fundamentals of GD, and learning group dynamics.  5.6 Case Studies and Role Plays | **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** |