

LESSON PLAN
NAME OF COLLEGE – GOVT. COLLEGE FOR GIRLS, PILLUKHERA (JIND) Academic Session – 2023-24 Odd Semester (July, 2023 to December, 2023)

Sr. No	Name of Assistant/Associate Professor/Class	Subject/Week/Month	Topic/Chapters to be covered	Topic of Assignment/Tests to be given
1	Mr. Deepak Kumar	ENGLISH	1. Introduction to Novel 2. Novel and Its Forms 3. Indian English Novel 4. Explanation of Glossary: Plot, Character, Characterization, Personification, Monologue, Onomatopoeia, Narrative, Pariah, Harikatha, Swaraj, etc.	Course Learning Outcomes: 1. The students will comprehend different literary forms of fiction. 2. The students will progress to understand basics of grammar. 3. The students will be able to understand simple, complex and compound sentences. 4. The students will understand Declarative, Interrogative, Imperative, Exclamatory sentences and their uses in day-to-day life. 5. The students will be able to learn word accent and its grammatical Functions, Week Forms in English Pronunciation
		July (4 th Week)		
	B.A. General Sem. 5th	August (1 st & 2 nd Week)	Introduction to the author, Raja Rao and his novel 'Kanthapura' Chapter 1 & 2: Kanthapura 1. Detailed explanation with critical analysis 2. Discussion over Questions with answers Grammar: 1. Word Accent and Its Grammatical Functions	Test
		August (3 rd & 4 th Week)	Chapter 3 & 4: Kanthapura 1. Detailed explanation with critical analysis 2. Discussion over Questions with answers Grammar: 2. Week Forms in English Pronunciation	
		September (1 st Week)	Chapter 5 & 6: Kanthapura 1. Detailed explanation with critical analysis 2. Discussion over Questions with answers	

		<p>Grammar:</p> <p>2. Week Forms in English Pronunciation</p>	
	September (2 nd Week)	<p>Chapter 7 & 8: Kanthapura</p> <ol style="list-style-type: none"> Detailed explanation with critical analysis Discussion over Questions with answers <p>Grammar:</p> <ol style="list-style-type: none"> Introducing Intonation: Tone Groups and Tonic syllable 	Assignment 1 st : Novels and Its Forms
	September (3 rd Week)	<p>Chapter 9 & 10: Kanthapura</p> <ol style="list-style-type: none"> Detailed explanation with critical analysis Discussion over Questions with answers <p>Grammar:</p> <ol style="list-style-type: none"> Introducing Intonation: Tone Groups and Tonic syllable 	
	September (4 th Week) & October (1 st Week)	<p>Chapter 11 & 12: Kanthapura</p> <ol style="list-style-type: none"> Detailed explanation with critical analysis Discussion over Questions with answers <p>Grammar:</p> <ol style="list-style-type: none"> Sentences and Its Type: Simple, Complex, Compound, Transitional Phrases, Textual Exercises I-V 	
	October (2 nd Week)	<p>Chapter 13 & 14: Kanthapura</p> <ol style="list-style-type: none"> Detailed explanation with critical analysis Discussion over Questions with answers <p>Grammar:</p> <ol style="list-style-type: none"> Sentences and Its Type: Declarative, Interrogative, Imperative, Exclamatory, Textual Exercise VI-VIII 	

		<p>Chapter 15 & 16: Kanthapura</p> <ol style="list-style-type: none"> Detailed explanation with critical analysis Discussion over Questions with answers <p>Grammar:</p> <ol style="list-style-type: none"> Composition: Developing Hints into a Paragraph or a Story, Textual Exercise I-II 	Assignment 2 nd . Sentences and Its Forms
	October (3 rd & 4 th Week)	<p>Chapter 17 & 18: Kanthapura</p> <ol style="list-style-type: none"> Detailed explanation with critical analysis Discussion over Questions with answers 	
	November (1 st Week)	<p>Chapter 19: Kanthapura</p> <ol style="list-style-type: none"> Detailed explanation with critical analysis Discussion over Questions with answers 	
	November & December	Revision	

Deepak

Mr. Deepak Kumar

Assistant Professor of English

LESSON PLAN

NAME OF COLLEGE – GOVT. COLLEGE FOR GIRLS, PILLUKHERA (JIND) Academic Session – 2023-24 Odd Semester (July, 2023 to December, 2023)

Sr. No	Name of Assistant/Associate Professor/Class	Subject/Week/Month	Topic/Chapters to be covered	Topic of Assignment/Tests to be given
1	Mr. Deepak Kumar	<p style="text-align: center;">ENGLISH</p> <p style="text-align: center;">July (4th Week) & August (1st Week)</p>	<p>Lesson-1: Literary Forms and Devices Explanation of Literary Forms and Devices given in the Text Book. Poetic Forms- Sonnet, Lyric, Ode, Elegy, Dramatic Monologue, Free Verses Poetic Devices- Rhythm and Rhyme, alliteration, Simile, Metaphor, Personification, Hyperbole, Allusion, Irony, Imagery</p> <p>Lesson/Poem-2: Sonnet XVIII</p> <ol style="list-style-type: none"> 1. About the Poet- William Shakespeare 2. Introduction to the Poem 3. Detailed explanation of the passages with reference to the context 4. Vocabulary Exercises- Phonetic Transcriptions, Synonyms, Antonyms 5. Comprehension Exercises- Explanation of the Textual Questions 6. Extended Grammar-Non-Finites Verbs: Infinitive 7. Textual Exercises of Extended Grammar 8. Extended Activity/Composition- Prepare Short Note on a sonnet given in Text Book 	<p>Course Learning Outcomes:</p> <ol style="list-style-type: none"> 6. The students will comprehend different literary forms and devices. 7. The students will progress to understand basics of grammar. 8. The students will be able to understand Non-Finite, Verbs, tenses, prepositions 9. The students will understand different types of clauses and their uses in day-to-day life. 10. The students will be able to learn composition skills like paragraph writing, dialogue writing etc.
	B.A. General Sem. 3rd	August (2 nd Week)	<p>Lesson/Poem-3: Know Then Thyself</p> <ol style="list-style-type: none"> 1. About the Poet, Alexander Pope 2. Introduction to the Poem 3. Detailed explanation of the passages with reference to the 	
		August (3 rd Week)		

			<p>context</p> <ol style="list-style-type: none"> 4. Vocabulary Exercises- Phonetic transcriptions, Synonyms, Antonyms 5. Comprehension Exercises- Explanation of the Textual Questions 6. Extended Grammar-Non-Finites Verbs: Gerund 7. Textual Exercises of Extended Grammar 8. Extended Activity/Compositions- Paragraph Writing-Your Goal in Life (in around 100 words) <p>Lesson/Poem-4: Elegy written in a Country Churchyard</p> <ol style="list-style-type: none"> 1. About the Poet-Thomas Gray 2. Introduction to the Poem 3. Detailed explanation of the passages with reference to the context 4. Vocabulary Exercises- Phonetic transcriptions, Synonyms, Antonyms 5. Comprehension Exercises- Explanation of the Textual Questions 6. Extended Grammar-Prepositions I 7. Textual Exercises of Extended Grammar 8. Extended Activity/Compositions- Dialogue Writing 	
		<p>August (4th Week)</p>	<p>Lesson/Poem-5: The World Is Too Much with Us</p> <ol style="list-style-type: none"> 1. About the Poet- William Wordsworth 2. Introduction to the Poem 3. Detailed explanation of the passages with reference to the context 4. Vocabulary Exercises- Phonetic Transcriptions, Synonyms, Antonyms 5. Comprehension Exercises- Explanation of the Textual Questions 6. Extended Grammar-Clauses: Prepositions of place, time, 	<p>Test (Lesson: 1-6) Assignment 1st: Literary Forms and Devices</p>
		<p>September (1st Week)</p>		

	<p>position and movement</p> <ol style="list-style-type: none"> 7. Textual Exercises of Extended Grammar 8. Extended Activity/Compositions- Paragraph Writing- Paragraph describing a garden or park you have visited 	
<p>Lesson/Poem-6: Ode on a Grecian Urn</p> <ol style="list-style-type: none"> 4. About the Poet 5. Introduction to the Poem 6. Detailed explanation of the passages with reference to the context 7. Vocabulary Exercises- Phonetic Transcriptions, Synonyms, Antonyms 8. Comprehension Exercises- Explanation of the Textual Questions 9. Extended Grammar-Clauses: Relative, Noun, Adverbial Clauses 10. Textual Exercises of Extended Grammar 11. Extended Activity/Compositions- Paragraph Writing- Look at the image given in text book describe various ideas and emotions 	<p>September (2nd & 3rd Week)</p>	
<p>Lesson/Poem-7: My Last Duchess</p> <ol style="list-style-type: none"> 3. About the Poet- Robert Browning 4. Introduction to the Poem 5. Detailed explanation of the passages with reference to the context 6. Vocabulary Exercises- Phonetic Transcriptions, Synonyms, Antonyms 7. Comprehension Exercises- Explanation of the Textual Questions 8. Extended Grammar-Noun Clauses 9. Textual Exercises of Extended Grammar 10. Extended Activity/Compositions- Paragraph Writing- Look at 	<p>September (4th Week) & October (1st week)</p>	

		the image given in text book & write a short story around 300 words	
October (2 nd Week)	Lesson/Poem-8: When You Are Old <ol style="list-style-type: none"> 1. About the Poet-W.B. Yeats 2. Introduction to the Poem 3. Detailed explanation of the passages with reference to the context 4. Vocabulary Exercises- Phonetic Transcriptions, Synonyms, Antonyms 5. Comprehension Exercises- Explanation of the Textual Questions 6. Extended Grammar-Conditional Clauses 7. Textual Exercises of Extended Grammar 8. Extended Activity/Compositions- Short Presentation of 10 minutes based on reading of the nationalist movement in Ireland 		
October (3 rd Week)	Lesson/Poem-9: When the Mind Is Without Fear <ol style="list-style-type: none"> 3. About the Poet-Rabindranath Tagore 4. Introduction to the Poem 5. Detailed explanation of the passages with reference to the context 6. Vocabulary Exercises- Phonetic Transcriptions, Synonyms, Antonyms 7. Comprehension Exercises- Explanation of the Textual Questions 8. Extended Grammar-Clauses: Relative, Noun, Adverbial Clauses 9. Textual Exercises of Extended Grammar 10. Extended Activity- Debate on the topic, 'Has Independent India Fulfilled Its Promise?' 	Assignment 2 nd : Clauses	
October (4 th Week)	Lesson/Poem-10: The Bangle Sellers <ol style="list-style-type: none"> 3. About the Poet-Sarojini Naidu 	Test	

		<ol style="list-style-type: none"> 4. Introduction to the Poem 5. Detailed explanation of the passages with reference to the context 6. Vocabulary Exercises- Phonetic Transcriptions, Synonyms, Antonyms 7. Comprehension Exercises- Explanation of the Textual Questions 8. Extended Grammar-Verb Patterns 9. Textual Exercises of Extended Grammar 10. Extended Activity/Compositions- Letter Writing- Informal Letter to a friend describing experience of visiting a local fair 	
		<p>Lesson/Poem-11: Another Woman</p> <ol style="list-style-type: none"> 3. About the Poet-Imtiaz Dharker 4. Introduction to the Poem 5. Detailed explanation of the passages with reference to the context 6. Vocabulary Exercises- Phonetic Transcriptions, Synonyms, Antonyms 7. Comprehension Exercises- Explanation of the Textual Questions 8. Extended Grammar- Prefixes and Suffixes 9. Textual Exercises of Extended Grammar 10. Extended Activity/Compositions- Slogan Writing- To spread awareness about the dowry system 	<p>November (1st Week)</p>
		Revision	Nov. & Dec.

Deepak
Mr. Deepak Kumar

Assistant Professor of English

LESSON PLAN
NAME OF COLLEGE – GOVT. COLLEGE FOR GIRLS, PILLUKHERA (JIND) Academic Session – 2023-24 Odd Semester (July, 2023 to December, 2023)

Nomenclature of the Course: Introduction to Short-Story and Basic Grammar
Course Code: B23-ENG-101 Course Type: CC-1/MICC-1

Sr. No	Name of Assistant/Associate Professor/Class	Subject/Week/Month	Topic/Chapters to be covered	Learning Outcome/Topic of Assignment/Tests to be given
1	Mr. Deepak Kumar	ENGLISH (CC-1) July (4 th Week)	Unit-I Lesson-1: God Sees the Truth, But Waits <ul style="list-style-type: none"> • About the Author- Leo Tolstoy • Introduction to the Story • Detailed explanation of the text of the story • Detailed Explanation of Question/Answer based on the story Unit-III (Grammar) <ul style="list-style-type: none"> • Present Tense and its Usage 	Course Learning Outcomes: 01. The students will comprehend different forms and techniques of short fiction. 02. The students will be able to understand tenses. 03. The students will understand parts of speech, voice and narration. 04. The students will progress to understand basics of grammar.
	B.A. General Sem. 1st	August (1 st Week)	Unit-I Lesson-2: The Model Millionaire <ul style="list-style-type: none"> • About the Author- Oscar Wilde • Introduction to the Story • Detailed explanation of the text of the story • Detailed Explanation of Question/Answer based on the story Unit-III (Grammar)	

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NAME OF COLLEGE – GOVT. COLLEGE FOR GIRLS, PILLUKHERA (JIND) Academic Session – 2023-24 Odd Semester (July, 2023 to December, 2023)

Nomenclature of the Course: Introduction to Short-Story and Basic Grammar
Course Code: B23-ENG-101 Course Type: CC-1/MCC-1

Sr. No	Name of Assistant/Associate Professor/Class	Subject/Week/Month	Topic/Chapters to be covered	Learning Outcome/Topic of Assignment/Tests to be given
1	Mr. Deepak Kumar	ENGLISH (CC-1) July (4 th Week)	Unit-I Lesson-1: God Sees the Truth, But Waits <ul style="list-style-type: none"> • About the Author- Leo Tolstoy • Introduction to the Story • Detailed explanation of the text of the story • Detailed Explanation of Question/Answer based on the story Unit-III (Grammar) <ul style="list-style-type: none"> • Present Tense and its Usage 	Course Learning Outcomes: <ol style="list-style-type: none"> 01. The students will comprehend different forms and techniques of short fiction. 02. The students will be able to understand tenses. 03. The students will understand parts of speech, voice and narration. 04. The students will progress to understand basics of grammar.
	B.A. General Sem. 1st	August (1 st Week)	Unit-I Lesson-2: The Model Millionaire <ul style="list-style-type: none"> • About the Author- Oscar Wilde • Introduction to the Story • Detailed explanation of the text of the story • Detailed Explanation of Question/Answer based on the story Unit-III (Grammar)	

			<ul style="list-style-type: none"> Past Tense and its Usage 	
	<p>August (2nd & 3rd Week)</p>	<p>Unit-I Lesson-3: The Blind Dog</p> <ul style="list-style-type: none"> About the Author- R. K. Narayan Introduction to the Story Detailed explanation of the text of the story Detailed Explanation of Question/Answer based on the story <p>Unit-III (Grammar)</p> <ul style="list-style-type: none"> Future Tense and its Usage 	<p>Assignment 1st</p>	
	<p>August (4th Week) & September (1st Week)</p>	<p>Unit-I Lesson-4: The Boy with a Catapult</p> <ul style="list-style-type: none"> About the Author- Bhisham Sahni Introduction to the Story Detailed explanation of the text of the story Detailed Explanation of Question/Answer based on the story <p>Unit-III (Grammar)</p> <ul style="list-style-type: none"> Parts of Speech: Noun, Pronouns, Adjective, Verbs 	<p>Situational Usage of Tenses</p>	
	<p>September (2nd & 3rd Week)</p>	<p>Unit-I Lesson-5: The Child</p> <ul style="list-style-type: none"> About the Author- Munshi Prem Chand Introduction to the Story Detailed explanation of the text of the story Detailed Explanation of Question/Answer based on the story <p>Unit-III (Grammar)</p> <ul style="list-style-type: none"> Parts of Speech: Adverb, Conjunction, Interjection, Preposition 	<p>Test</p>	
	<p>September</p>	<p>Unit-I</p>		

		<p>Lesson-6: The Gold Watch</p> <ul style="list-style-type: none"> About the Author- Mulk Raj Anand Introduction to the Story Detailed explanation of the text of the story <p>Unit-IV (Grammar)</p> <ul style="list-style-type: none"> Voice: Present Tense & Past Tense <p>Unit-II</p>	
<p>October (1st Week)</p>	<p>Lesson-1: Games at Twilight</p> <ul style="list-style-type: none"> About the Author- Anita Desai Introduction to the Story Detailed explanation of the text of the story <p>Unit-IV (Grammar)</p> <ul style="list-style-type: none"> Voice: Future Tense & Interrogative Sentences <p>Unit-II</p>	<p>Lesson-2: The Beloved Charioteer</p> <ul style="list-style-type: none"> About the Author- Shashi Deshpande Introduction to the Story Detailed explanation of the text of the story <p>Unit-IV (Grammar)</p> <ul style="list-style-type: none"> Voice: Imperatives & Non-Finite <p>Unit-II</p>	
<p>October (2nd Week)</p>	<p>Lesson-3: The Dog of Tithwal</p> <ul style="list-style-type: none"> About the Author- Saadat Hasan Manto Introduction to the Story Detailed explanation of the text of the story <p>Unit-IV (Grammar)</p> <ul style="list-style-type: none"> Narration: Present, Past & Future Tense 		<p>Assignment 2nd, Usage of Voices</p>

		<p>Unit-II</p> <p>Lesson-4: Wasp's Nest</p> <ul style="list-style-type: none"> About the Author- Agatha Christie Introduction to the Story Detailed explanation of the text of the story Detailed Explanation of Question/Answer based on the story <p>Unit-IV (Grammar)</p> <ul style="list-style-type: none"> Narration: Interrogative & Imperative Sentences 	Test
	<p>October</p> <p>(4th Week)</p>	<p>Unit-II</p> <p>Lesson-5: Sweat</p> <ul style="list-style-type: none"> About the Author- Zora Neale Hurston Introduction to the Story Detailed explanation of the text of the story Detailed Explanation of Question/Answer based on the story <p>Unit-IV (Grammar)</p> <ul style="list-style-type: none"> Narration: Exclamatory Sentences 	
	<p>November</p> <p>(1st Week)</p>	<p>Unit-II</p> <p>Lesson-6: Once Upon a Time</p> <ol style="list-style-type: none"> About the Author- Nadine Gordimer Introduction to the Story Detailed explanation of the text of the story Detailed Explanation of Question/Answer based on the story <p>Unit-IV (Grammar)</p> <ol style="list-style-type: none"> Narration: Practice 	
	<p>November</p> <p>(2nd Week)</p>	<p>Revision</p>	
	<p>Nov. & Dec.</p>		

Deefak

Mr. Deefak Kumar

Assistant Professor of English

NAME OF COLLEGE - GOVT. COLLEGE FOR GIRLS, PILLUKHERA (JIND) Academic Session - 20223-24 Odd Semester (July, 2023 to December, 2023)

LESSON PLAN

Nomenclature of the Course: Literature and Language-I
 Course Code: B23-ENG-103 Course Type: CC-M-I

Sr. No	Name of Assistant/Associate Professor/Class	Subject/Week/Month	Topic/Chapters to be covered	Topic of Assignment/Tests to be given
1	Mr. Deepak Kumar	ENGLISH (CC-M-I) July (4 th Week) & August (1 st Week)	Unit-I: Prose Lesson-1: Toasted English <ul style="list-style-type: none"> About the Author- R. K. Narayan Introduction to the essay Detailed explanation of the text of the essay Detailed Explanation of Question/Answer based on the essay Unit-III (Grammar) <ul style="list-style-type: none"> Present Tense 	Course Learning Outcomes: <ul style="list-style-type: none"> The students will be able to understand various hues of prose writings. They will be able to understand different kinds of poetry. Students will be able to understand basics of English grammar. Students will be able to understand antonyms and synonyms in English
	B.A. General Sem. 1st	August (2 nd & 3 rd Week)	Unit-I: Prose Lesson-2: Dream Children: A Reverie <ul style="list-style-type: none"> About the Author- Charles Lamb Introduction to the essay Detailed explanation of the text of the essay Detailed Explanation of Question/Answer based on the essay Unit-III (Grammar) <ul style="list-style-type: none"> Past & Future Tense 	

	<p>August (4th Week) & September (1st Week)</p>	<p>Unit-I: Prose Lesson-3: Of Studies</p> <ul style="list-style-type: none"> • About the Author- Francis Bacon • Introduction to the essay • Detailed explanation of the text of the essay <p>Unit-III (Grammar)</p> <ul style="list-style-type: none"> • Article: Definite Article 	<p>Assignment 1st</p>
	<p>September (2nd & 3rd Week)</p>	<p>Unit-I: Prose Lesson-4: Introduction to the "Wings of Fire"</p> <ul style="list-style-type: none"> • About the Author- A. P. J. Abdul Kalam • Introduction to the essay • Detailed explanation of the text of the essay <p>Unit-III (Grammar)</p> <ul style="list-style-type: none"> • Article: Indefinite Articles 	<p>Situational Usage of Tenses</p>
	<p>September (4th Week)</p>	<p>Unit-II: Poetry Lesson-1: Leave This Chanting</p> <ul style="list-style-type: none"> • About the Author- Rabindranath Tagore • Introduction to the poem • Detailed explanation of the text of the poem <p>Unit-IV (Grammar)</p> <ul style="list-style-type: none"> • Subject-Verb Agreement 	<p>Test</p>
	<p>October (1st & 2nd Week)</p>	<p>Unit-II: Poetry Lesson-2: If</p> <ul style="list-style-type: none"> • About the Author- Rudyard Kipling • Introduction to the poem • Detailed explanation of the text of the poem 	

		<ul style="list-style-type: none"> Detailed Explanation of Question/Answer based on the poem 	
		<ul style="list-style-type: none"> Unit-IV (Grammar) Subject-Verb Agreement 	
		<ul style="list-style-type: none"> Unit-II: Poetry 	
		<ul style="list-style-type: none"> Lesson-3: The World Is Too Much Us About the Author- William Wordsworth Introduction to the poem Detailed explanation of the text of the poem Detailed Explanation of Question/Answer based on the poem 	
	October (3 rd & 4 th Week)	<ul style="list-style-type: none"> Unit-IV (Grammar) Preposition: Preposition of Place & Time 	
		<ul style="list-style-type: none"> Unit-II: Poetry 	
		<ul style="list-style-type: none"> Lesson-4: Adventurer About the Author- Karan Singh Introduction to the poem Detailed explanation of the text of the poem Detailed Explanation of Question/Answer based on the poem 	
	November (1 st & 2 nd Week)	<ul style="list-style-type: none"> Unit-IV (Grammar) Preposition: Preposition of Movement 	
	Nov. & Dec.	Revision	

Devyani
Mr. Devyak Kumar

Assistant Professor of English

LESSON PLAN

NAME OF COLLEGE – GOVT. COLLEGE FOR GIRLS, PILLUKHERA (JIND) Academic Session – 2022-23 Odd Semester (July, 2023 to December, 2023)

Nomenclature of the Course: English Language and Communication Skills: Level I Course Code: B23-AEC-1 Course Type: AEC-1

Sr. No	Name of Assistant/Associate Professor/Class	Subject/Week/Month	Topic/Chapters to be covered	Topic of Assignment/Tests to be given
1	Mr. Deepak Kumar	English Language and Communication Skills: Level I July (4 th Week) & August (1 st Week)	Unit-I: 1. Theory and Types of Communication <ul style="list-style-type: none"> • Meaning and Definition of Communication & Business Communication • Different Theories of Communication • Communication Process • Different Models of Communication • Importance of Communication • Discussion over Q/Ans. 	Course Learning Outcomes: <ul style="list-style-type: none"> • The students will learn various types of verbal and non-verbal communication. • They will understand the importance of interpersonal communication on workplaces and different ways of behaviour and communication. • They will comprehend the importance of listening skills and its types. • They will be introduced to parts of speech and their role in language learning.
	B.A. General Sem. 1st	August (2 nd & 3 rd Week)	Unit-I: 2. Verbal Communication <ul style="list-style-type: none"> • Meaning and Definition of Verbal Communication • Types of Verbal Communication • Oral Communication • Advantages of Oral Communication • Disadvantages of Oral Communication • Types of Oral Communication • Written Communication 	

		<ul style="list-style-type: none"> Advantages & Disadvantages of Written Communication. Discussion over Q/Ans. 	
August (4 th Week) & September (1 st Week)	<p>Unit-I:</p> <p>3. Non-Verbal Communication</p> <ul style="list-style-type: none"> Meaning and Definition of Non-Verbal Communication Types of Non-Verbal Communication Discussion over Q/Ans. 	<p>Assignment 1st :</p> <p>Uses of Effective Communication Skills in Business with detailed explanation of the types, advantages and disadvantages of different types of Communication skills.</p>	
September (2 nd & 3 rd Week)	<p>Unit-II:</p> <p>1. Workplace and Interpersonal Communication</p> <ul style="list-style-type: none"> Meaning & Types of Workplaces and Interpersonal Communication Formal Communication: Downward Communication, Upward Communication, Horizontal Communication Informal Communication: Grapevine Communication, Advantages & Disadvantages Discussion over Q/Ans. 		
September (4 th Week)	<p>Unit-II:</p> <p>2. Self and Peer Introduction:</p> <ul style="list-style-type: none"> Introducing Oneself Introducing Others Making Requests Offering Help Congratulating Making Enquiries and Seeking Permission 	Test	
October (1 st & 2 nd Week)	<p>Unit-III:</p>		

		<p>1. Importance of Listening Skills and their types Barriers to Effective Listening and how to overcome them</p> <ul style="list-style-type: none"> • Definition • Tips to become an Effective or Good Listener • Listening Process • Difference between a good/effective Listener and bad/poor Listener • Types of Listening • Barriers and Gateways to Overcome the Barriers in Listening 	
		<p>Unit-III:</p> <p>2. Note-taking Techniques to capture the main ideas</p> <ul style="list-style-type: none"> • Meaning of Note-Taking • Benefits of Note-Taking • Tips for Listening and Note-Taking • Methods of Note-Taking • Discussion over Q/Ans. 	<p>October (3rd & 4th Week)</p>
		<p>Unit-IV</p> <p>1. Part of Speech: Nouns, Adjectives, Adverbs, Prepositions, Conjunctions, Subject-Verb Agreement, Clauses</p>	<p>November (1st & 2nd Week)</p>
		Revision	<p>Nov. & Dec.</p>

Deepal Kumar
Mr. Deepal Kumar

Assistant Professor of English