

Lesson Plan

Name of the Faculty : Guest Faculty

Discipline: Applied Science

Year : 1stYear

Subject :Communication Skill

LessonPlan:

Workload (lecture/practical)perweek(inhours):Lectures-02, practicals-02

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

<i>3rd</i>	<i>5th</i>			

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

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

	18 th	<i>Pronouns</i>		Just a minute (JAM) sessions: Speaking extempore for one minute on given topics
10th	19 th	<i>Articles</i>		Situational Conversation: Offering- Responding to offers; Congratulating; Apologising and Forgiving; Complaining; Talking about likes and dislikes, Self- introduction Mock Interviews.
	20 th	<i>Verbs(Main and Auxiliary)</i>		
11th	21 st	<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 nd	<i>UNIT IV Writing Skills</i>		
12th	23 rd	<i>Significance, essentialness and effectiveness of</i>		Exercises on the prescribed grammar topics.

		<i>Written Communication</i>		
	<i>24th</i>	<i>Notice Writing</i>		
<i>13th</i>	<i>25th</i>	<i>Official Letters and E-mails.</i>		
	<i>26th</i>			

14th	27 th	<i>Paragraph Writing</i>		Exercises on the prescribed grammar topics.
	28 th	<i>Netiquettes</i>		<i>Writing Skills</i> <i>i. Students should be given Written Practice in groups so as to inculcate team-spirit and collaborative learning</i>
15th	29 th	<i>Revision</i>		Group exercises on writing paragraphs on given topics.
	30 th	<i>Revision</i>		Group exercises on writing paragraphs on given topics.
16th	31 st	<i>Revision</i>		Opening an e-mail account, receiving and sending emails
	32 nd	<i>Revision</i>		Opening an e-mail account, receiving and sending emails