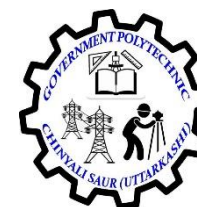


GOVERNMENT POLYTECHNIC CHINYALISAUR- AY: 2022-23
LESSON PLAN FOR ENGLISH AND COMMUNICATGION SKILLS (THEORY) –
1st SEMESTER



LECTURES- 3 PERIODS/WEEK, TUTORIAL –1, PRACTICAL-2, SEMESTER PERIOD-: **15/09/2022 TO 19/12/2022 (TOTAL PERIODS-48)**

TEACHING FACULTY – **GIRISH KANSWAL, LECTURER-ENGLISH.** TIMING: 12:30 – 1:20PM, MONDAY TO FRIDAY.

NO. OF DAYS PER WEEK /CLASS ALLOTTED: 4, COURSE CODE: 991001

UNIT NAME/NO.OF PERIODS	MONTH/WEEK	AIM	OBJECTIVE	ACADEMIC ACTIVITIES	POINTS TO BE COVERED IN THAT UNIT
UNIT-1 READING SKILLS (18 PERIODS)	<u>SEPTEMBER/WEEK-1</u> WEDNESDAY-14 THURSDAY-15	A-LITERATURE PROSE 1- HINDUISM	1-The learner will be able to read and comprehend texts from simple to moderate levels of difficulty. 2- The learners will be able to interpret the common and technical conversation in the language.	1- READING OF REFERENCE BOOKS BY STUDENTS IN LIBRARY 2- NPTEL/SWAYAM PORTAL AT COMPUTER LAB 3- CLASS, TESTQUIZ, PRESENTATION ETC. 4- HOME ASSIGNMENTS 5- FEEDBACK	14-9-22 SWAMI VIVEKANANDA'S SPEECH
	<u>SEPTEMBER/WEEK-2</u> MONDAY-19 TUESDAY-20 WEDNESDAY-21 THURSDAY-22	2-HIND SWARAJ OR INDIAN HOME RULE: EDUCATION			15-9-22 THE PARLIAMENT OF RELIGION, CHICAGO 1893.
	<u>SEPTEMBER/WEEK-3</u> MONDAY-26 TUESDAY-27 WEDNESDAY-28 THURSDAY-29	3-THE MAN IN BLACK 4- A NIGHT AMONG THE PINES			19-9-22. THE PARLIAMENT OF RELIGION, CHICAGO 1893
	<u>OCTOBER/WEEK-4</u> MONDAY-3 TUESDAY-4	5-MY STRUGGLE FOR AN EDUCATION B- UNSEEN COMPREHNSION PASSAGE			20-9-22 HIND SWARAJ 21-9-22 INDIAN HOME RULE 22-9-22 INDIAN HOME RULE 26-9-22 SOCIO-POLITICAL SITUATION. 27-9-22 ANGLO-SAXONS. 28-9-22 THE MAN IN BLACK

	<p>WEDNESDAY-5(GH) THURSDAY-6</p> <p><u>OCTOBER/WEEK-5</u> MONDAY-10 TUESDAY-11 WEDNESDAY-12 THURSDAY-13</p> <p><u>OCTOBER/WEEK-6</u> MONDAY-17</p>				<p>29-9-22 LATE EIGHTEEN CENTURY.</p> <p>3-10-22 12 DAY EXCURSION IN 1878.</p> <p>4-10-22 A NIGHT AMONG THE PINES.</p> <p>6-10-22 GR 70 TRAIL</p> <p>10-10-22 NEGRO RACE. WRITER'S STRUGGLE.</p> <p>11-10-22 STRUGGLE FOR AN EDUCATION</p> <p>12-10-22 POINTS TO SOLVE QUESTIONS ON COMPREHENSION PASSAGE</p> <p>13-10-22 PRACTICE OF SOLVING THE COMPREHENSION</p> <p>17-10-22 CLASS TEST</p>
<p>UNIT – 2 WRITING SKILLS (15 PERIODS)</p> <p>KINDS, DEGREES AND USES.</p>	<p><u>OCTOBER/WEEK-6</u> TUESDAY-18 WEDNESDAY-19 THURSDAY-20</p> <p><u>OCTOBER/WEEK-7</u> MONDAY-24(GH) TUESDAY-25</p>	<p>LANGUAGE</p> <p>1- PARTS OF SPEECH</p> <p>a- NOUN</p> <p>b- PRONOUN</p> <p>c- VERB</p> <p>d- ADJECTIVE</p> <p>e- ADVERB</p>	<p>1-The learner will be able to write simple to moderately complex sentences and develop a simple idea into a short paragraph.</p>	<p>1- AUDIO – VISUAL STIMULUS</p> <p>2- READING OF REFERENCE BOOKS BY STUDENTS IN LIBRARY</p>	<p>18-10-22 DEFINITION AND EXAMPLES</p> <p>19-10-22 KINDS, MODERN CLASSIFICATION AND NUMBERS</p> <p>20-10-22 GENDER AND CASE</p> <p>25-10-22 KINDS AND DEGREES</p>

<p>QUESTION TAG.</p> <p>ACTIVE AND PASSIVE VOICE.</p> <p>DIRECT AND INDIRECT NARRATION. SYNTHESIS OF SENTENCES</p> <p>VERB AGREEMENT.</p> <p>PARAGRAPHING WRITING.</p>	<p>WEDNESDAY-26(GH) THURSDAY-27</p> <p><u>OCT+NOV/WEEK-8</u></p> <p>MONDAY-31 TUESDAY-1 WEDNESDAY-2 THURSDAY-3</p> <p><u>NOVEMBER/WEEK-9</u></p> <p>MONDAY-7 TUESDAY-8 (GH) WEDNESDAY-9 THURSDAY-10</p> <p><u>NOVEMBER/WEEK-10</u></p> <p>MONDAY-14 TUESDAY-15 WEDNESDAY-16</p>	<p>f- PREPOSITION g- CONJUNCTION h- INTERJECTION i- ARTICLES</p> <p>2- TENSES 3- TRANSLATION OF A SIMPLE PASSAGE FROM HINDI TO ENGLISH 4- PARAGRAPH WRITING 5- LETTER WRITING</p> <p>A- BUSINESS LETTERS B- PERSONAL LETTERS 6- VOCABULARY A- SYNONYMS B- ANTONYMS C- HOMOPHONES D- ONE WORD SUBSTITUTION</p>	<p>2-Students will able to write business and personal letters at a functional level.</p> <p>3- Shall also be able to write specific formats like circulars, notices, press release, memo, agenda and minutes, e-mail, resume.</p>	<p>3- NPTEL/SWAYAM PORTAL AT COMPUTER LAB CLASS, TESTQUIZ, PRESENTATION ETC.</p> <p>4- CLASS, TESTQUIZ, PRESENTATION ETC.</p> <p>5- HOME ASSIGNMENTS</p> <p>6- FEEDBACK</p>	<p>27-10-22 USE OF ARTICLES AND OMISSION OF ARTICLES</p> <p>31-10-22PRIMARY AUXILIARY VERBS AND MODALS</p> <p>1-11-22 NONFINITES AND USES OF DIFFERENT PREPOSITIONS</p> <p>2-11-22 USES OF DIFFERENT CONJUNCTION AND INTERJECTION</p> <p>3-11-22 DIFFERENT QUESTION TAGS</p> <p>7-11-22 USE OF TENSE, CREATING DIFFERENT SENTENCES</p> <p>9-11-22 LETTER FORMAT OF PERSONAL AND BUSINESS LETTERS</p> <p>10-11-22 PRACTICE OF WRITING DIFFERENT LETTERS</p> <p>14-11-22 PARAGRAPH FORMAT, PRACTICE OF WRITING PARAGRAPHS</p> <p>15-11-22 CREATING OPPOSITE WORDS, SYNONYMS AND ONE WORD SUBSTITUTION</p> <p>16-11-22 CLASS TEST</p>
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<p>UNIT – 3 COMMUNICATION SKILLS (15 PERIODS)</p> <p>CONCEPT OF COMMUNICATION.</p> <p>PURPOSE OF COMMUNICATION.</p> <p>TECHNICS OF COMMUNICATION.</p> <p>PROCESS OF COMMUNICATION.</p> <p>FORMS OF COMMUNICATION.</p> <p>IMPORTANCE OF COMMUNICATION.</p> <p>CYCLE OF COMMUNICATION</p>	<p><u>NOVEMBER/WEEK-10</u> THURSDAY-17</p> <p><u>NOVEMBER/WEEK-11</u> MONDAY-21 TUESDAY-22 WEDNESDAY-23 THURSDAY-24(GH)</p> <p>FRIDAY-25(MID TERM EXAM) SATURDAY-26(MID TERM EXAM) <u>NOV+DEC/WEEK-12</u> MONDAY-28(MID TERM EXAM) TUESDAY-29(MID TERM EXAM) WEDNESDAY-30 THURSDAY-1</p> <p><u>DECEMBER/WEEK-13</u> MONDAY-5 TUESDAY-6 WEDNESDAY-7 THURSDAY-8</p> <p><u>DECEMBER/WEEK-14</u> MONDAY-12 TUESDAY-13 WEDNESDAY-14 THURSDAY-15</p> <p><u>DECEMBER/WEEK-15</u> MONDAY-19</p>	<p>1-INTRODUCTION AND PROCESS OF COMMUNICATION</p> <p>2-OBJECTIVES OF COMMUNICATION</p> <p>3-VERBAL AND NON – VERBAL COMMUNICATION</p> <p>4-PROCESS OF COMMUNICATION</p> <p>5-BARRIERS TO COMMUNICATION; OVERCOMING STRATEGIES</p> <p>6-LISTENING AND SPEAKING SKILLS AND SUBSKILLS</p>	<p>1- The learner will be able to listen and understand spoken communication of fellow workers, News broadcast on TV and Radio, Lectures available on the internet and Films and shows in theatres and on TV</p> <p>2- The students will be able to communicate ideas with moderate fluency of speech.</p>	<p>1- READING OF REFERENCE BOOKS BY STUDENTS IN LIBRARY</p> <p>2- NPTEL/SWAYAM PORTAL AT COMPUTER LAB</p> <p>3- CLASS, TESTQUIZ, PRESENTATION ETC.</p> <p>4- HOME ASSIGNMENTS</p> <p>5- FEEDBACK</p>	<p>17-11-22 DEFINITION, INTRODUCTION AND CONCEPT OF COMMUNICATION</p> <p>21-11-22 EFFECTIVE COMMUNICATION, TYPES</p> <p>22-11-22 VARIOUS OBJECTIVES, INFORMATION, ORDER, ADVICE AND COUNSELLING</p> <p>23-11-22 FORMS AND MERITS OF COMMUNICATION.</p> <p>30-11-22 DRAWBACKS OF COMMUNICATION</p> <p>1-12-22 LIMITATIONS OF COMMUNICATION</p> <p>5-12-22 PROCESS OF COMMUNICATION</p> <p>6-12-22 CYCLE OF COMMUNICATION</p> <p>7-12-22 ESSENTIAL AND EFFECTIVE COMMUNICATION</p> <p>8-12-22 LEVELS OF COMMUNICATION</p> <p>12-12-22 CLASSIFICATION OF BARRIERS</p> <p>13-12-22 OVERCOMING COMMUNICATION BARRIERS</p> <p>14-12-22 INTRODUCTION, SKILLS AND SUBSKILLS</p> <p>15-12-22 ADVANTAGE, IMPORTANCE AND BARRIERS.</p> <p>19-12-22 CLASS TEST</p>
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