Name Of the Faculty:-Gurjeet Kaur Discipline:-Applied Science Semester:-IInd Subject:-English

Lesson Plan Duration:-15 weeks(from January,2018 to April,2018)

** Work Load(Lecture/Practical) per week(in hours):-Lectures -03,Practicals-02

Week		Theory	1			
	Lecture	Topic	Practical	Topic		
	day	(including assignment/		- 1		
	,	test)				
	4-4	·	1-4	Dalaata		
	1st	Prepositions	1st	Depate		
lst	2nd		1st Debate 2nd Debate 3rd Telephonic con 4th Telephonic con 5th Offering-Resp to offe 7th Requesting-Re to reque 8th Requesting-Re to reque 9th Congratula 11th Exploring symp condolen 12th Exploring symp condolen 13th Asking question Asking question			
150	ZIIU	Exercises of Prepositions	2nd	Dehate		
	3rd		2110	Debate		
		Exercises of Prepositions				
	4th		3rd	Telephonic conversation		
		Framing Questions		•		
2nd	5th	Francisco of Francisco Overticus				
		Exercises of Framing Questions	4th	Telephonic conversation		
	6th	Exercises of Framing Questions				
		Exercises of Franking Questions		Offering-Responding		
	7th	Conjuctions	Practical Day 1st 2nd 3rd Teleph 4th Teleph 5th Offe 6th Offe 7th Reque 9th Co 10th Co 11th Explor	• . •		
		conjuctions		20 011013		
3rd	8th	Exercises of Conjuctions		Offering-Responding		
	0.1	,	- 6th	to offers		
	9th	Exercises of Conjuctions				
	10th		7+1-	Requesting-Responding		
		Tenses	/tn	to requests		
4th	11th					
701	11(n	Exercises of Tenses	8th	Requesting-Responding to requests		
	12th		J Oth			
		Exercises of Tenses				
	13th		9th			
		Test				
5th	14th	Uncon passage for comprehension				
		Unseen passage for comprehension	5th C 6th C 7th Re 8th Re 9th Standard Res 10th Standard Res 11th Exp Exp Exp	Congratulating		
	15th	Unseen passage for comprehension				
		onseen passage for comprehension		Exploring sympathy and		
	16th	Passage for comprehension	11th	condolences		
6th	17th			conductices		
		Passage for comprehension		Exploring sympathy and		
	18th	·	12th	condolences		
		Test				
7th	19th		12+h	Asking questions polite		
		Business letters Floating quotations	13011	responses		
	20th					
		Practice of Floating quotations	14th	Asking questions polite		
	21st	L	27011	responses		
		Placing orders				

Week		Theory		Practical	
•	Lecture day	Topic (including assignment/	Practical Day	Topic	
	22nd	Practice of Placing orders	15th	Apologizing forgiving	
8th	23rd	Complaint letters	– 16th	Apologizing forgiving	
	24th	Practice of complaint letters			
	25th	Official letters	17th	Complaining	
9th	26th	Letters of Govt. and other offices	18th	Complaining	
	27th	Practice of official letters			
	28th	Practice of Business letters	19th	Warning	
10th	29th	Practice of official letters	2 0th	Warning	
	30th	Practice of Floating quotations	20	waitiiig	
	31st	Practice of complaint letters	21th	Asking and giving information	
11th	32nd	Test	22nd	Asking and giving information	
	33rd	Memo writing	22110		
	34th	Practice of Memo	23rd	Getting and giving permission	
12th	35th	Circular writing	24th	Getting and giving	
	36th	Practice of circulars		permission	
	37th	Office order writing	25th	Asking for and giving opinions	
13th	38th	Practice of office order	26th	Asking for and giving	
	39th	Test	2001	opinions	
	40th	Agenda of meeting	27th	Class practical and viva	
14th	41st	Practice of Agenda	28th	Class practical and viva	
	42nd	Minutes of meeting	2001		
	43rd	Practice of Minutes	29th	Class practical and viva	
15th	44th	Test	- 30th	Class practical and viva	
	45th	Discussion of Previous year Question paper	3001		