

Name Of the Faculty:-Gurjeet Kaur

Discipline:-Applied Science

Semester:-IIInd

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		Practical	
	Lecture day	Topic (including assignment/ test)	Practical Day	Topic
1st	1st	Prepositions	1st	Debate
	2nd	Exercises of Prepositions	2nd	Debate
	3rd	Exercises of Prepositions		
2nd	4th	Framing Questions	3rd	Telephonic conversation
	5th	Exercises of Framing Questions	4th	Telephonic conversation
	6th	Exercises of Framing Questions		
3rd	7th	Conjunctions	5th	Offering-Responding to offers
	8th	Exercises of Conjunctions	6th	Offering-Responding to offers
	9th	Exercises of Conjunctions		
4th	10th	Tenses	7th	Requesting-Responding to requests
	11th	Exercises of Tenses	8th	Requesting-Responding to requests
	12th	Exercises of Tenses		
5th	13th	Test	9th	Congratulating
	14th	Unseen passage for comprehension	10th	Congratulating
	15th	Unseen passage for comprehension		
6th	16th	Passage for comprehension	11th	Exploring sympathy and condolences
	17th	Passage for comprehension	12th	Exploring sympathy and condolences
	18th	Test		
7th	19th	Business letters Floating quotations	13th	Asking questions polite responses
	20th	Practice of Floating quotations	14th	Asking questions polite responses
	21st	Placing orders		

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

