

GOVT. COLLEGE FOR GIRLS PADHA(KARNAL)
LESSON PLAN FOR 1ST SEM.
(JULY TO NOV. 2024)

NAME OF TEACHER- Jitender Kumar

CLASS-B.A.1ST SEM

SUB.-A.E.C.(ENGLISH Language and Communication Skills)

PAPER-English language and Communication Skills

WEEKS	TOPICS COVERED
WEEK 1(22 -28 JULY)	Theories and Types of Communication and discussions about these
WEEK 2(29 JULY -4 AUGUST)	Verbal and Non Verbal Communication and their questions
WEEK 3(5 -11 AUGUST)	Workplace and Interpersonal Communication and discuss the questions
WEEK 4(12 -18 AUGUST)	Introducing Oneself ,Introducing Others and discuss about these
WEEK 5(19 -25 AUGUST)	Making Requests , Offering Help and related questions
WEEK 6(26 -31 AUG.)	Congratulating, Making Inquiries, Seeking Permissions and discuss various questions on them
WEEK 7(2- 7 SEPT)	Importance of Listening Skills and Their types and the questions that follow
WEEK 8(9-14 SEPT.)	Barriers to Effective Listening and how to overcome Them and discuss about them
WEEK 9(16-21 SEPT.)	Note taking Techniques to Capture the Main Ideas and the questions
WEEK 10(23-28 SEPT.)	Parts of Speech -Nouns and Pronouns
WEEK 11(30 SEPT.-5 OCT.)	Verbs and Adverb
WEEK 12(7 -12 OCT.)	Adjectives, Conjunctions
WEEK 13(14-19 OCT.)	Interjections ,Prepositions
WEEK 14(21 -26 OCT.)	Revision of the topics like Theories and Types of Communications etc.
WEEK 15(28 OCT.-2 NOV.)	DIWALI BREAK
WEEK 16(4 -9 NOV.)	Revision of the topics and discussions of questions
WEEK 17(11 -16 NOV.)	Revisions of the Topics and questions will be discussed
WEEK 18(18 -22 NOV.)	Revision of the Grammar