

**Lesson Plan**

**Name of the Faculty: Pooja Gupta (Theory and Practical)**

**Disciplines: OMCA**

**Semester: 4th**

**Subject: Communication Skills**

**Lesson Plan Duration: 15 Weeks (From January 2018 to April 2018)**

**Lecture Load per week (in hours): Theory (03)+ Practicles (02)**

WEEK	THEORY		Practical	
	Lecture Day	Topic	Practical Day	Topic
1st	1st	A Speech by J L Nehru	1st	Introduction to General and Importance of Communicating Effectively in English
	2nd	A piece of writing by S Radhakrishnan		
	3rd	As Above		
2nd	1st	A story by Khushwant Singh	2nd	Revision of Last Semester Practicals and General English Discussion
	2nd	Any poem recommended by the teacher		
	3rd	A piece of prose recommended by the teacher		
3rd	1st	practice of unseen passages	3rd	Debate on Given Topics
	2nd	Seeking permission for coming in		
	3rd	Seeking permission for leaving		
4th	1st	Admonishing a youngster for misbehaviour	4th	Reciting a Poem
	2nd	Revision		
	3rd	Class test		
5th	1st	Describing a monument	5th	Situational Conversations
	2nd	describing a garden		
	3rd	Class test		
6th	1st	Problem Solving Class	6th	Viva-voce
	2nd	Test and Assignment		
	3rd	Purpose of listening		
7th	1st	meaning of listening	7th	Speaking for one-minute on a given Topic
	2nd	barriers to listening		
	3rd	skills of effective listening		
8th	1st	revision of the unit	8th	Listening Exercises according to IELTS/TOEFL
	2nd	Class test		
	3rd	paragraph on Importance of Computers in life		
9th	1st	India at Olympics	9th	Viva-voce
	2nd	Sending e-mails		
	3rd	inviting your friend to a birthday party		
10th	1st	describing the youth festival in your college	10th	Practice Session on Listening Exercises
	2nd	Problem Solving Class		
	3rd	Test and Assignment		
11th	1st	making verbs from noun	11th	General Knowledge and Current Affairs
	2nd	simple present tense		

			Current Affairs	
12th	3rd	tense in active and passive forms	12th	Practical Exercises based on Oral Communication Skills mentioned in Theory
	1st	simple present tense in negative form		
	2nd	simple present tense in interrogative form		
	3rd	idioms		
13th	1st	misspelt words	13th	Revision
	2nd	revision		
	3rd	Class test		
14th	1st	revision	14th	Viva-voce
	2nd	Problem Solving Class		
	3rd	Test and Assignment		
15th	1st	Problem Solving Class	15th	Viva-voce
	2nd	Problem Solving Class		
	3rd	Problem Solving Class		