

Name of the Faculty : Miss. Rajni

Discipline : DMLT

Semester : 2nd

Subject : Communication Skills-II

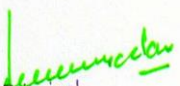
Lesson Plan Duration : One Hour

****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	1 st	Prepositions	1 st	Listening Comprehension
	2 nd	Prepositions	2 nd	Listening Comprehension
	3 rd	Pronoun	3 rd	Locating Main Ideas in a Listening Excerpt
2nd	4 th	Pronoun	4 th	Locating Main Ideas in a Listening Excerpt
	5 th	Determiners	5 th	Note-taking
	6 th	Determiners	6 th	Note-taking
3rd	7 th	Conjunctions	7 th	Developing Oral Communication Skills
	8 th	Conjunctions	8 th	Developing Oral Communication Skills
	9 th	Question and Question Tag	9 th	Offering- Responding to Offers
4th	10 th	Question and Question Tag	10 th	Offering- Responding to Offers
	11 th	Tenses (Simple Present, Simple Past)	11 th	Requesting- Responding to Request
	12 th	Tenses (Simple Present, Simple Past)	12 th	Requesting- Responding to Request
5th	13 th	Revision	13 th	Congratulating
	14 th	Revision	14 th	Congratulating

	15 th	Revision	15 th	Expressing Sympathy and Condolences
6 th	16 th	Unseen Passage	16 th	Expressing Sympathy and Condolences
	17 th	Unseen Passage	17 th	Expressing Disappointments
	18 th	Unseen Passage	18 th	Expressing Disappointments
7 th	19 th	Unseen Passage	19 th	Asking Questions-Polite Responses
	20 th	Unseen Passage	20 th	Asking Questions-Polite Responses
	21 st	Unseen Passage	21 st	Apologizing, Forgiving
8 th	22 nd	Unseen Passage	22 nd	Apologizing, Forgiving
	23 rd	Unseen Passage	23 rd	Complaining
	24 th	Unseen Passage	24 th	Complaining
9 th	25 th	Unseen Passage	25 th	Persuading
	26 th	Unseen Passage	26 th	Persuading
	27 th	Unseen Passage	27 th	Warning
10 th	28 th	Unseen Passage	28 th	Warning
	29 th	Unseen Passage	29 th	Asking For and Giving Information
	30 th	Unseen Passage	30 th	Giving Instructions
11 th	31	Writing Skills	31 st	Getting and Giving Permission
	32	Writing Skills	32 nd	Asking For and Giving Opinions
	33	Revision		
12 th	34	Notice Writing		
	35	Notice Writing		
	36	Revision		
13 th	37	Writing Circular		
	38	Writing Circular		
	39	Writing A Memo		
14 th	40	Writing A Memo		
	41	Agenda for A Meeting		
	42	Agenda for A Meeting		
15 th	43	Minutes of the Meeting		
	44	Minutes of the Meeting		

	45	Telephonic Messages		
16 th	46	Telephonic Messages		
	47	Paragraph Writing (Simple & current topics Covered)		
	48	Paragraph Writing (Simple & current topics Covered)		


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