

## Lesson Plan

**MCM DAV College for Women, Sector – 36A, Chandigarh**  
**Monthly Teaching Plans (First Semester)**  
**Session – (2019-2020)**

**Name of the Teacher/s: Dr. Manjot Kaur**

**Department of English**

**Class: B.Com. I                      Subject: Gen. English,**

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1	23.07.2019	31.08.2019	I. The Model Millionaire: Oscar Wilde II. The Gift of the Magi: O. Henry  Business Communication: different aspects of communication in general and business communication in particular	Lecture Method, Group Discussion, Practice in class
2	01.09.2019	30.09.2019	III. A Marriage Proposal: Anton Chekhov IV. The Judgement-seat of Vikramaditya : Sister Nivedita  Business Communication: communication within organizations, types of communication, and significance of positive	Lecture Method, Group Discussion, Practice in class

			attitude in improving communication.	
3	01.10.2019	31.10.2019	Writing Skills: Letters of all kinds, tender notices, auction notices	Lecture Method, Practice in class
4	1.11.2019	30.11.2019	V. Fur: Saki  Writing Skills: public notices; memos and advertisements relating to sales/marketing.	Lecture Method, Group Discussion, Practice in class

**Monthly Teaching Plans (Second Semester)  
Session – (2019-2020)**

**Name of the Teacher/s: Dr. Manjot Kaur**

**Department of English**

**Class: B.Com. I                      Subject: Gen. English,**

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1	--.01.2020	31.01.2020	I. Chandalika: Rabindranath Tagore  II. A Bachelor's Complaint of the Behaviour of Married People: Charles Lamb	Lecture Method, Online Sources, Group Discussion
2	01.02.2019	29.02.2020	I. El Dorado: R.L. Stevenson  Modern Forms of Communication: the format of	Lecture Method, Group Discussion, Practice in class

			e-mails, Fax Messages, Teleconferencing, Audio- Visual Aids and Power-Point Presentations	
3	01.03.2020	31.03.2020	Mid-Term Exam and practice	Lecture Method, Practice in class
4	01.04.2020	30.03.2020	IV. Bores: E.V. Lucas  V. The Art of the Essayist: A.C. Benson  Basic lessons in Effective Listening, Non-Verbal Communication, How to Prepare for Group Discussion etc.	Lecture Method, Group Discussion, Practice in class