

MCM DAV College for Women, Sector – 36A, Chandigarh  
 Monthly Teaching Plans  
**Session 2019-20**  
**(First Semester)**

Name of the Teachers: **Ms. Vishakha Goyal and Ms. Akanksha Jawa**

Department: **English**

Class: **BA I**

Subject: **Communicative English (ADD-ON)**

S. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	23 July, 19	31 July, 19	<ul style="list-style-type: none"> <li>• Ice breaking and Introduction to Phonetics</li> <li>• Introduction to Register and Style</li> <li>• Principles of Communication</li> </ul>	Class room discussion, Introduction and discussion of syllabus
2.	1 August, 19	31 August 19	<ul style="list-style-type: none"> <li>• Introduction to the Consonant Sounds</li> <li>• Introduction to the Vowel Sounds</li> <li>• Introduction to Ways of Greeting and Leave taking</li> <li>• Ways of Introduction in Different Situations</li> </ul>	Practice of conversation beginnings and endings through oral, written exercises and role playing Videos pertaining to this area shown
3.	1 September, 19	30 September, 19	<ul style="list-style-type: none"> <li>• Practice of Transcription</li> <li>• The Syllable and Syllabic Division</li> <li>• Consonant Clusters</li> <li>• Conversations centering around, making request, granting/refusing/thanking</li> <li>• Conversations centering around making enquiries/giving information/giving directions/withholding information</li> </ul>	Discussion and Power Point Presentations  Practice of conversation beginnings and endings through oral, written exercises and role playing
4.	1 October, 19	31 October, 19	<ul style="list-style-type: none"> <li>• Stress</li> <li>• Weak Forms and Contractions</li> <li>• Accentual Patterns</li> </ul>	Assignments from Students  Sharing of videos

			<ul style="list-style-type: none"> <li>• Conversations centering around extending invitation/accepting and declining invitation</li> <li>• Learning to describe people, process, procedure, objects/ Narrative events</li> <li>• Detailed introduction too Organs of Speech</li> </ul>	<p>and pictures pertaining to organs of speech</p> <p>Practice of conversation through oral, written exercises and role playing</p>
5.	1 November, 19	30 November 19	<ul style="list-style-type: none"> <li>• Intonation</li> <li>• Revision and Practice</li> <li>• Conversations making complaints and suggestions/apologizing/offering excuses</li> <li>• Conversations on negotiating and persuading people/ expressing dissent and caution</li> <li>• Conversations offering emotional support/motivating people/ expressing condolences</li> <li>• Conversations expressing disapproval, warning and displeasure</li> <li>• Making announcements/public addressing</li> </ul>	<p>Solving of queries, and revision work</p> <p>Practice of conversation through oral, written exercises and role playing</p>

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S. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	9 January, 20	31 January, 20	<ul style="list-style-type: none"> <li>• Elements of Writing - Features and sub skills. Linguistic and Discoursal (mechanics, structure, Diction, Idioms and Phrases, Figure of Speech, coherence, style, format, text-type, context &amp; content, functions of language, linguistic inventiveness)</li> <li>• Paragraph writing: Types, formats and structural organization of a paragraph</li> </ul>	Class room discussion, Introduction and discussion of syllabus
2.	1 February, 20	29 February 20	<ul style="list-style-type: none"> <li>• Letter Writing- Formal and Informal</li> <li>• Transcoding Information- Dialogue to Paragraph, Paragraph to Dialogue, Diagram to Paragraph</li> <li>• Decoding Information</li> <li>• Report Writing</li> </ul>	
3.	1 March, 20	31 March, 20	<ul style="list-style-type: none"> <li>• Consulting Dictionaries and Thesaurus</li> <li>• Locating Information</li> <li>• Indexing</li> </ul>	
4.	1 April, 20	30 April, 20	<ul style="list-style-type: none"> <li>• Interpreting Information</li> <li>• Using Computer</li> <li>• Preparing Bibliography and Glossaries</li> </ul>	Assignments from Students