

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

Name of the Teachers: **Dr. Bindu Sharma and Dr. Mridula Sharma**

Department: **English**

Class: **BA I**

Subject: **Functional English**

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"> • Ice breaking and Introduction to Phonetics • Introduction to Register and Style • Principles of Communication 	Class room discussion, Introduction and discussion of syllabus
2.	1 August, 19	31 August 19	<ul style="list-style-type: none"> • Introduction to the Consonant Sounds • Introduction to the Vowel Sounds • Introduction to Ways of Greeting and Leave taking • Ways of Introduction in Different Situations 	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"> • Practice of Transcription • The Syllable and Syllabic Division • Consonant Clusters • Conversations centering around, making request, granting/refusing/thanking • Conversations centering around making enquiries/giving information/giving directions/withholding information 	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"> • Stress • Weak Forms and 	Assignments from Students

			<p>Contractions</p> <ul style="list-style-type: none"> • Accentual Patterns • Conversations centering around extending invitation/accepting and declining invitation • Learning to describe people, process, procedure, objects/ Narrative events • Detailed introduction too Organs of Speech 	<p>Sharing of videos 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"> • Intonation • Revision and Practice • Conversations making complaints and suggestions/apologizing/offering excuses • Conversations on negotiating and persuading people/ expressing dissent and caution • Conversations offering emotional support/motivating people/ expressing condolences • Conversations expressing disapproval, warning and displeasure • Making announcements/public addressing 	<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"> • 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 & content, functions of language, linguistic inventiveness) • Paragraph writing: Types, formats and structural organization of a paragraph 	Class room discussion, Introduction and discussion of syllabus
2.	1 February, 20	29 February 20	<ul style="list-style-type: none"> • Letter Writing- Formal and Informal • Transcoding Information- Dialogue to Paragraph, Paragraph to Dialogue, Diagram to Paragraph • Decoding Information • Report Writing 	
3.	1 March, 20	31 March, 20	<ul style="list-style-type: none"> • Consulting Dictionaries and Thesaurus • Locating Information • Indexing 	
4.	1 April, 20	30 April, 20	<ul style="list-style-type: none"> • Interpreting Information • Using Computer • Preparing Bibliography and Glossaries 	Assignments from Students