

Lesson Plan

MCM DAV College for Women, Sector – 36A, Chandigarh
Monthly Teaching Plans (Fifth Semester) for BA III Functional English
Session – (2019-20)

Name of the Teacher/s. Ms Neena Sharma & Dr H Gill

Department English

Class BA III Subject Functional English Section (s) NA

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	23.7.19	31.7.19	Unit I &II <ul style="list-style-type: none">• Introduction to Print Media• Unit II Reporting	<ul style="list-style-type: none">• Discussion of syllabus• Class room discussion• Brief Introduction of Print Journalism at National &International Level
2.	1.8.19	31.8.19	<ul style="list-style-type: none">• Unit III Investigative Journalism• Unit IV Writing News stories	<ul style="list-style-type: none">• Detailed class room discussion• Visit to The Tribune office• Power Point Presentations• Practical Exercises in News Reporting
3.	1.9.19	30.9.19	<ul style="list-style-type: none">• Unit V Areas in News Reporting• Unit VI Editing	<ul style="list-style-type: none">• Detailed class room discussion• PPT• Practical Exercises in News Reporting• Understanding of Concepts by Flip Class room method
4.	1.10.19	31.10.19	<ul style="list-style-type: none">• Unit VII Packaging Stories Mid-Semester Exams	<ul style="list-style-type: none">• Detailed Concept Understanding through Practical Exercises• Solving of queries, revision work,
5.	1.11.2019	30.11.2019	Unit IX Feature Writing Revision	<ul style="list-style-type: none">• Detailed class room discussion• Reference Material

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MCM DAV College for Women, Sector – 36A, Chandigarh
Monthly Teaching Plans (Sixth Semester) for BA III Functional English
Session (2019-20)

Name of the Teacher/s. Ms Neena Sharma & Dr H Gill

Department :English

Class : BA III **Subject :** Functional English

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
2.	08.01.20	31.01.20	<ul style="list-style-type: none"> • Unit I Mode: Face to Face: Business Contacts • Unit II Telephonic Interaction 	<ul style="list-style-type: none"> • Discussion of syllabus • Class room discussion • Detailed Introduction of Formal Communication and Business Communication • Practical Exercises to learn and understand nuances of Telephonic Communication
2.	01.02.20	29.02.20	<ul style="list-style-type: none"> • Unit III Unit III: Mode: Face to Face Public Address • Unit IV Presentation 	<ul style="list-style-type: none"> • Detailed class room discussion of the Concept of Public Address • Simulation of Business Situations • PPT's of effective Presentations • Testing of students' Presentation Skills
3.	01.03.20	30.03.20	<ul style="list-style-type: none"> • Unit V Business Correspondence 	<ul style="list-style-type: none"> • Detailed class room discussion Of the style • Practical Exercises in Business Communication • Letter/ Invitation Writing • Understanding of Concepts by Simulation method
4	.10.19	31.10.19	<ul style="list-style-type: none"> • Unit VI Business Meetings • Unit VII Business Reports 	<ul style="list-style-type: none"> • Official Notices, Agenda, Minutes Writing • Practical Exercises in Business Communication • Reference Reports of various kinds • Detailed Concept Understanding through Practical Exercises

