

Lesson Plan

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

Name of the Teacher/s.

Ms. Niyanta Sangal

Department English

Class BBA II Subject General English Section (s) NA

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	23.7.19	31.7.19	Introduction and revision of basics	Class room discussion, Introduction and discussion of syllabus
2.	1.8.19	31.8.19	‘The Model Millionaire’, ‘The Gift of the Magi’ from Ten Mighty Pens, Business Letter Writing from Unimax	Detailed class room discussion and reading of texts in class, discussion of post-text Q & A, text-based vocabulary.
3.	1.9.19	30.9.19	‘The Judgement-seat of Vikramaditya’, ‘Fur’ from Ten Mighty Pens, Notices- Public and Tender from Unimax	Detailed class room discussion and reading of texts in class, discussion of post-text Q & A
4.	1.10.19	31.10.10	Revision of text and grammar portion covered in preceding months, assignment/ class exercises and mid semester exams.	Solving of queries, revision work, prescribed, testing and marking through exams. Detailed class room discussion and reading of texts in class, discussion of post-text Q & A
5.	1.11.2019	30.11.2019	Business Communication, Auction Notices, Advertisements	Detailed class room discussion and reading

			and Memo Writing from Unimax.	of texts in class, discussion of post-text Q & A, pre- and post reading activities.
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Lesson Plan

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

Name of the Teacher/s.

Ms. Niyanta Sangal

Department English

Class BBA II Subject General English Section (s) NA

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	10.1.2020	31.1.20	‘Chandalika’, ‘A Bachelor’s Complaint of the Behaviour of Married People’ from Ten Mighty Pens	Detailed class room discussion and reading of texts in class, discussion of post-text Q & A
2.	1.2.20	29.2.20	‘El Dorado’, ‘Bores’ from Ten Mighty Pens, Report Writing and Precis Writing from Unimax.	Solving of queries, revision of texts. Detailed class room discussion and reading of texts in class, discussion of post-text Q & A
3.	1.3.20	31.3.20	Revision for Mid semester exams and assignments, CV Writing.	Detailed class room discussion and reading of texts in class, Text-based vocabulary and discussion of post-text Q & A
4.	1.4.20	30.4.20	Modern forms of Communication (E-mails, Fax Messages, Audio-Visual Aids, Power Point Presentations and Non-Verbal Communication) from Unimax.	Solving of queries, revision work, testing and marking through exams. Detailed class room discussion and reading of texts in class, discussion of post-text Q & A.