

Mehr Chand Mahajan DAV College for Women, Sector – 36A, Chandigarh
 Monthly Teaching Plans
Session 2021-22
(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.	13 September 21	18 September, 21	<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.	20 September, 21	13 October, 21	<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.	16 October, 21	31 October, 21	<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 November, 21	15 November, 21	<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.	16 November, 21	30 November, 21	<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>
6	1 December, 21	Till Exams	<ul style="list-style-type: none"> • Revision • Practice for Practical 	

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S. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	3 February 22	20 February 22	<ul style="list-style-type: none"> • Elements of Writing - Features and sub skills. • Figure of Speech, Synonyms, Antonyms • Paragraph writing: Types, formats and structural organization of a paragraph 	Class room discussion, Introduction and discussion of syllabus
2.	21 February 22	20 March 22	<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 	Classroom Presentations Problem Solving Practice in Class
3.	21 March 22	15 April 22	<ul style="list-style-type: none"> • Consulting Dictionaries and Thesaurus • Precis Writing • Note Making 	Practical Demonstration in Class Exercises for Practice
4.	16 April 22	30 April 22	<ul style="list-style-type: none"> • Preparing Bibliography • Classification of Books 	Visit to Library Assignments from Students
5	1 May 22	Beginning of Exams	<ul style="list-style-type: none"> • Practice • Tests and Problem Solving 	