

## Mehr Chand Mahajan DAV College for Women, Sector – 36A, Chandigarh

Monthly Teaching Plans

Session 2022-23

(First Semester)

Name of the Teacher: **Dr. Bindu Sharma**

Department: **English**

Class: **BA I**

Subject: **Functional English**

S. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	1 September 22	15 September, 22	<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.	16 September, 22	30 September, 22	<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 October, 22	31 October, 22	<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 November, 22	15 November, 22	<ul style="list-style-type: none"> <li>● Stress</li> <li>● Weak Forms and Contractions</li> <li>● Accentual Patterns</li> <li>● Conversations centering around extending</li> </ul>	Assignments from Students  Sharing of videos and pictures

			invitation/accepting and declining invitation <ul style="list-style-type: none"> <li>● Learning to describe people, process, procedure, objects/ Narrative events</li> <li>● Detailed introduction too Organs of Speech</li> </ul>	pertaining to organs of speech  Practice of conversation through oral, written exercises and role playing
5.	16 November, 22	30 November, 22	<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>	Solving of queries, and revision work  Practice of conversation through oral, written exercises and role playing
6	1 December, 22	Till Exams	<ul style="list-style-type: none"> <li>● Revision</li> <li>● Practice for Practical</li> </ul>	

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**(Second Semester)**

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Subject: **Functional English**

S. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	16 January, 23	31 January, 23	<ul style="list-style-type: none"> <li>● Elements of Writing - Features and sub skills.</li> <li>● Figure of Speech, Synonyms, Antonyms</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, 23	25 February, 23	<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>	Classroom Presentations Problem Solving Practice in Class
3.	26 February, 23	25 March, 23	<ul style="list-style-type: none"> <li>● Consulting Dictionaries and Thesaurus</li> <li>● Precis Writing</li> <li>● Note Making</li> </ul>	Practical Demonstration in Class Exercises for Practice
4.	27 March, 23	15 April, 23	<ul style="list-style-type: none"> <li>● Preparing Bibliography</li> <li>● Classification of Books</li> </ul>	Visit to Library Assignments from Students
5	16 April, 23	Beginning of Exams	<ul style="list-style-type: none"> <li>● Practice</li> <li>● Tests and Problem Solving</li> </ul>	