

**MCM DAV College for Women, Sector – 36A, Chandigarh**

**Monthly Teaching Plans**

**Session – (2023-24)**

**Name of the Teacher/s.: Dr. H Gill, Dr. A Sharma, M Arora, A Makhu and S Sharma**

**Department: English**

**Class: B.Com (Semester I) Section /s: A, B, C, and D**

**Subject: English and Business Communication Skills**

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
•	26.07.2023	31.07.2023	<b>Unit 1. The Model Millionaire</b>	<b>Introduction and discussion of syllabus. Extensive Pre-Reading activity, Class room discussion followed by reading of stories. Learning vocabulary. Practice of writing skills in class and presentations.</b>
2.	01.08.2023	30.09.2023	<b>Unit 2. The Gift of the Magi Writing Skills: Letters of all kinds, Tender Notices Unit 3. The Judgement Seat of Vikramaditya Writing Skills: Auction notices, public notices.</b>	<b>Reading of stories in today's context followed by discussions on how answers should be framed/structured. Practice of writing skills in class and presentations.</b>
3.	1.10.2023	31.10.2023	<b>Unit 4. Fur Unit 5. A Marriage Proposal Writing Skills: Advertisements relating to Sales and Marketing</b>	<b>Reading and analysis of story. Assignment of roles for characters for play and reading in class. Practice of writing skills in class and presentations.</b>
4.	1.11.2023	18.11.2023	<b>Business Communication Writing Skills: Memos</b>	<b>Discussing the role of communication in daily lives to build a</b>

			<b>Practical Work: Sharing of tips for Personal Interview and public speaking like Debate and Declamation</b>	<b>backdrop. Understanding of the concepts in detail. Sharing of resources with students in the form of YouTube Videos followed by practical tips.</b>
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**Monthly Teaching Plan**

**Session – (2023-24)**

**Name of the Teacher/s.: Dr. H Gill, Dr. A Sharma, M Arora, A Makhu and S Sharma**

**Department: English**

**Class: B.Com (Semester II) Section /s: A, B, C, and D**

**Subject: English and Business Communication Skills**

S.No.	Date (Monthly)			Academic Activity Undertaken*
	From	To		
•	09.01.2024	31.01.2024	<b>Unit 6. Chandalika Writing Skills: Business précis-writing, curriculum vitae</b>	<b>Introduction and discussion of syllabus. Consolidating the lessons learnt. Reading and Understanding play after assigning roles. Practice of writing skills in class. Vocabulary tests</b>
2.	01.02.2024	28.2.2024	<b>Unit 7. A Bachelor's Complaint of the Behaviour of Married People Writing Skills: Short formal reports</b>	<b>Detailed pre-reading activity in context of the essay. Reading and analyzing the essay. Practice of writing skills in class using the right tone and grammar structure. Vocabulary tests</b>
3.	01.03.2024	31.03.2024	<b>Unit 8. El Dorado Unit 9. Bores Modern Forms of</b>	<b>Reading and discussing text in class followed by detailed</b>

			<b>Communication</b>	<b>class interaction. Activities to learn the practical aspects of communication and modern forms of communication</b>
4.	1.4.2024	22.04.2024	<b>Unit 10. The Art of the Essayist Imparting the skills of Group Discussion</b>	<b>Reading and discussing text in class followed by detailed class interaction. Activities to learn the skills of group discussion</b>