

**Monthly Teaching Plans
B.SC II General English
2023-24**

Semester – III

Month	Literature Syllabus	Language Syllabus
July 24, 2023 to August 31, 2023	<p style="text-align: center;">Prescribed Book: <i>Varieties of Expression</i></p> <p>➤ Prose: Chapter 1</p>	<p>➤ Vocabulary text based</p>
September 1, 2023 to September 30, 2023	<p>➤ Prose: Chapter 2 and Drama 1</p>	<p>➤ Letter Writing</p>
October 1, 2023 to October 31, 2023	<p>➤ Prose: Chapter 3</p>	<p>➤ Business Communication</p>
November 1, 2023 to November 30, 2023	<p>➤ Prose: Chapter 4 and Drama 2</p>	<p>➤ Notice Writing: Public, Memo, Tender, Auction Notices</p>
December 1, 2023 to December 31, 2023	End Semester Examination	

Semester IV

Month	Literature Syllabus	Language Syllabus
January 9, 2024 to February 10, 2024	<p style="text-align: center;">Prescribed Book: <i>Varieties of Expression</i></p> <p>➤ Prose Chapters 5, 6</p>	<p>➤ Report Writing ➤ Precis Writing</p>
February 11, 2024 to March 15, 2024	<p>➤ Prose Chapter 7 and Drama 3</p>	<p>➤ Advertisements ➤ Curriculum Vitae</p>
March 16, 2024 to April 15, 2024	<p>➤ Prose Chapter 8 and Drama 4</p>	<p>➤ Fax , email, tele conferencing ➤ Audio- Visual Aids and PPT Presentations</p>

		➤ Listening Skills
April-May, 2024	➤ Revision of Chapters 5 to 8	➤ Non Verbal Communications ➤ Interview Skills ➤ Group Discussion
	➤ Preparatory Break and End ➤ Semester Examination	