

Mehr Chand Mahajan DAV College for Women, Sector – 36A, Chandigarh
 Monthly Teaching Plans
Session 2023-24
(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.	21 July, 23	31 July, 23	<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.	1 August, 23	20 August, 2023	<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.	21 August, 23	15 September, 23	<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.	16 September, 23	15 October, 23	<ul style="list-style-type: none"> • Stress • Weak Forms and Contractions • Accentual Patterns • Conversations centering 	Assignments from Students Sharing of videos

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S. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	9 January, 24	31 January, 24	<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.	1 February, 24	29 February, 24	<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.	1 March, 24	25 March, 24	<ul style="list-style-type: none">• Consulting Dictionaries and Thesaurus• Precis Writing• Note Making	Practical Demonstration in Class Exercises for Practice
4.	26 March, 24	20 April, 24	<ul style="list-style-type: none">• Preparing Bibliography• Classification of Books	Visit to Library Assignments from Students
5	22 April, 24	Beginning of Exams	<ul style="list-style-type: none">• Practice• Tests and Problem Solving	
