

**Lesson Plan**  
**MCM DAV College for Women, Sector – 36A, Chandigarh**  
**Monthly Teaching Plans (V Semester)**  
**Session – (2023-24)**

**Department:** PG Department of English

**Class:** BA III

**Subject:** Functional English (V Semester)

**Teacher:** Ms Neena Sharma

<b>Sr No.</b>	<b>Months</b>	<b>Topics to be Covered</b>	<b>Academic Activity Undertaken*</b>
1.	23 <sup>rd</sup> August-30 <sup>TH</sup> September	<ul style="list-style-type: none"> <li>• Unit 1 <b>Introduction to Communication and Mass Media</b></li> <li>• Unit 2 : <b>Reporting</b></li> <li>• Unit 3: <b>Investigative Journalism</b></li> <li>• Unit 7 <b>Packaging Stories</b></li> </ul>	<ul style="list-style-type: none"> <li>• Introduction and discussion of syllabus</li> <li>• Classroom discussion</li> <li>• Critical analysis and interactive discussions on Mass Media</li> <li>• Elucidating from live Examples from the Newspapers</li> <li>• PowerPoint Presentations</li> </ul>
2.	1 <sup>st</sup> October -31 <sup>st</sup> October	<ul style="list-style-type: none"> <li>• Unit 4 <b>Writing News Stories</b></li> <li>• Unit 5 <b>Areas in News reporting</b></li> </ul>	<ul style="list-style-type: none"> <li>• Classroom Teaching with examples from the contemporary media</li> <li>• Discussion and Critical Analysis</li> <li>• Hands-On Practice</li> </ul>
3.	1 <sup>st</sup> November-20 <sup>th</sup> November	<ul style="list-style-type: none"> <li>• Unit 6 <b>Editing</b></li> <li>• Unit 8 <b>The Reader</b></li> <li>• Unit 9 <b>Feature Writing</b></li> </ul>	<ul style="list-style-type: none"> <li>• Presentations</li> <li>• Practice of Writing News Stories</li> <li>• Revision</li> </ul>

**Session (2023-24)**

**Department :**English

**Class :** BA III **Subject :** Functional English VI Semester

<b>S.No.</b>	<b>Date (Monthly)</b>	<b>Topics to be Covered Academic Activity Undertaken</b>	
1.	8 <sup>th</sup> January- 31 <sup>st</sup> January	<ul style="list-style-type: none"> <li>• <b>Unit I</b> Mode: Face to Face: Business Contacts</li> <li>• <b>Unit II</b> Telephonic Interaction</li> </ul>	<ul style="list-style-type: none"> <li>• Introducing the syllabus</li> <li>• Class room discussion</li> <li>• Detailed Introduction of Formal Communication and Business Communication</li> <li>• Practical Exercises to learn and understand nuances of Telephonic Communication</li> </ul>
2.	1 <sup>st</sup> February - 28 <sup>th</sup> February	<ul style="list-style-type: none"> <li>• <b>Unit III:</b> Mode: Face to Face Public Address</li> <li>• <b>Unit IV</b> Presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Detailed class room discussion of the Concept of Public Address</li> <li>• Simulation of Business Situations</li> <li>• PPT's of effective Presentations</li> <li>• Testing of students' Presentation Skills</li> </ul>
3.	1 <sup>st</sup> March- 31 <sup>st</sup> March	<ul style="list-style-type: none"> <li>• <b>Unit V</b> Business Correspondence</li> <li>• <b>Unit VI</b> Business Meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Detailed class room discussion Of the style</li> <li>• Practical Exercises in Business Communication</li> <li>• Letter/ Invitation Writing</li> <li>• Understanding of Concepts by Simulation method</li> </ul>
4	1 <sup>st</sup> April- May till Exams begin	<ul style="list-style-type: none"> <li>• <b>Unit VII</b> Business Reports</li> <li>• REVISION</li> </ul>	<ul style="list-style-type: none"> <li>• Official Notices, Agenda, Minutes Writing</li> <li>• Practical Exercises in Business Communication Reference Reports of various kinds</li> <li>• Detailed Concept Understanding through Practical Exercises</li> </ul>