

## Lesson Plan

Mehr Chand Mahajan DAV College for Women,  
Sector – 36A, Chandigarh  
Monthly Teaching Plans  
Session 2023-24

Subject: **Communicative English (ADD-ON)**

Name of the teacher: Ms. Avnoor Makhu

Ms. Samridhi Sharma

(First Semester)

S. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	July 24, 2023	August 31, 2023	<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><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>	<ul style="list-style-type: none"><li>● Class room discussion, Introduction and discussion of syllabus.</li><li>● Practice of conversation beginnings and endings through oral, written exercises and role playing videos pertaining to this area shown.</li></ul>
2.	September 1, 2023	September 30, 2023	<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><li>● Stress</li></ul>	<ul style="list-style-type: none"><li>● Discussion and Power Point Presentations.</li><li>● Practice of conversation beginnings and endings through oral, written exercises and role playing.</li><li>● Sharing of</li></ul>

			<ul style="list-style-type: none"> <li>● Weak Forms and Contractions</li> <li>● Accentual Patterns</li> <li>● Conversations centering around extending invitation/accepting and declining invitation</li> <li>● Learning to describe people, process, procedure, objects/ Narrative events</li> <li>● Detailed introduction too Organs of Speech</li> </ul>	<p>videos and pictures pertaining to organs of speech.</p> <ul style="list-style-type: none"> <li>● Practice of conversation through oral, written exercises and role playing.</li> </ul>
4.	October 1, 2023	November 20, 2023	<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>	<ul style="list-style-type: none"> <li>● Assignments from students.</li> <li>● Solving of queries, and revision work of the entire syllabus.</li> <li>● Practice of conversation through oral, written exercises and role playing.</li> </ul>
			<ul style="list-style-type: none"> <li>● End Semester</li> <li>● PU Examination: 1-12-2023 to 31-12-2023</li> </ul>	

(Second Semester)

S. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	January 9, 2024	February 10, 2024	<ul style="list-style-type: none"><li>● Elements of Writing - Features and sub skills. Linguistic and Discoursal (mechanics, structure, Diction, Idioms and Phrases, Figure of Speech, coherence, style, format, text-type, context &amp; content, functions of language, linguistic inventiveness)</li><li>● Paragraph writing: Types, formats and structural organization of a paragraph</li></ul>	Class room discussion, Introduction and discussion of syllabus
2.	February 11, 2024	March 15, 2024	<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>	Written practice of the syllabus taught.
3.	March 16, 2024	April 15, 2024	<ul style="list-style-type: none"><li>● Consulting Dictionaries and Thesaurus Locating Information Indexing</li><li>● Interpreting Information</li><li>● Using Computer</li><li>● Preparing Bibliography and Glossaries</li></ul>	Assignments from students
4.	April-May 2024		<ul style="list-style-type: none"><li>● Revision of the entire syllabus.</li></ul>	Conduct class tests (both oral and written)

			Preparatory Break and End Semester Examination	
--	--	--	---	--