

## Lesson Plan

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

Monthly Teaching Plans (First Semester)

Session – (2024-25)

Name of the Teacher/s : Ms. Anvee

Department English

Class BBA I Subject : Ability Enhancement Course – Language Skills – Listening and Speaking

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken
	From	To		
1.	22.07.2024	31.07.2024	<b>Unit 3. Art of Public Speaking</b> <b>Group Discussion &amp; Interview</b>	<b>Arranging activities in class to help students build on their communication skills in a more structured way. Tips and tricks for Group Discussion and Interview.</b>
2.	01.08.2024	30.09.2024	<b>Unit I - Sounds of English</b>	<b>Introduction and discussion of syllabus. Extensive Pre-Reading activity, Class room discussion. Introduction to Phonetics.</b>

3.	1.10.2024	31.10.2024	<b>Unit 2. Language Use in different situations</b>	<p>Transcription exercises in class. (introduced in Unit I)</p> <p>Role play in class (including booking a hotel, visiting a doctor, introducing yourself, engaging in a conversation/ dialogue). Understanding the correct usage of modals. Learning basics of debates and discussion.</p>
4.	1.11.2024	-11.2024	<b>Revision</b>	<p>Discussing the role of communication. Understanding the application of communication in daily life. Sharing of resources with students in the form of YouTube Videos followed by practical tips.</p>

## **SYLLABUS**

### **ABILITY ENHANCEMENT COURSE**

**Course Title: AEC–I: Language Skills: Listening and Speaking**

**Course Code: ENG(AEC)—030**

**Typology of Course: AEC**

**Course Duration: 60 hours of practical in one semester (4hr/week)**

**Credits: 2 credits**

**Maximum Marks: 50 marks (30 Theory+15 Practical+5 Internal Assessment)**

### **Learning Objectives of the Course:**

- ☐ To understand the structure of language and how language varies over time, across social situations and social groups
- ☐ To be proficient in articulating thoughts and communicating ideas in English language
- ☐ To participate in debates and discussions where ideas are tested and sharpened and honing the skill of public speaking
- ☐ Students should be able to hold meaningful conversations
- ☐ Student should be able to effectively use English language to meet professional and personal goals

### **Pedagogy of the Course:**

- a) The paper requires 4 hours of practicals per week during which students will be taught and explained the theory of communication through practical and hands-on training in various aspects of communication.
- b) The practical evaluation, which carries 15 marks, will be done by an external examiner either from the same institution/department or from outside.

### **Course Content:**

**Unit I: Sounds of English (Text: English Language Skills: A Practical Approach, Cambridge).**

**Unit 2: Language Use in Various Situations (Text: English Language Skills: A Practical Approach, Cambridge).**

**Unit 3: Art of Public Speaking (Text: Communication Skills by Sanjay Kumar & Pushp Lata. OUP 2023)**

**a. Group Discussion**

**b. Interview**

### **Suggested Readings:**

**Fluency in English Part II, Oxford University Press.2**

**Business English, Pearson**

**Language, Literature and Creativity, Orient BlackSwan.**

Language through Literature, Gauri Mishra, Ranjana Kaul, Brati Biswas (Eds),  
Primus Books.

English Communication, Macmillan Education.

Enrich Your English, S.R. Inthira and V. Saraswathi, Oxford University Press.

Communication and Language Skills, Sanghita Sen, et al, Cambridge University  
Press.

English and Communication Skills I, Tasneem Shahnaaz, C. Savitha and Cherlyl  
Rao, Cambridge University Press.

Practical English, K.K. Singh, APH Publishing Corporation.

Testing Scheme:

Max. Marks: 50 marks

Theory: 30 marks

Practical: 15 marks

Internal Assessment: 05 marks

Time: 1.5 Hours

Note- Question no. 1 is compulsory. Attempt any four questions from Q 2to 7.

Q.1. Short notes. Two out of five to be attempted in not more than 150 words each.

(10 marks)

Q2. to Q.7. from the prescribed syllabus of Listening and Speaking. Four out of six  
questions to be attempted in not more than 150 words each.

(20 marks)