

Lesson Plan

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

Monthly Teaching Plans (Third Semester)

Session – (2024-25)

Name of the Teacher/s : Ms. Anvee

Department English

Class B.Sc. II Subject : English(Compulsory)

Semester – III

Month	Literature Syllabus	Language Syllabus
July 22, 2024 to August 31, 2024	Prescribed Book: <i>Varieties of Expression</i> ➤ Prose: Chapter 1	➤ Letter Writing ➤ Notices
September 2, 2024 to September 30, 2024	➤ Prose: Chapter 2 and Chapter 3	➤ Vocabulary text based
October 1, 2024 to October 31, 2024	➤ Prose: Chapter 4 and Drama 1	➤ Notice Writing: Public, Memo, Tender, Auction
November 1, 2024 to November 30, 2024	➤ Prose: Drama 2	➤ Business Communication
December 1, 2024 to December 31, 2024	End Semester Examination	

ENGLISH (Compulsory) (FOR B.Sc. CANDIDATES ONLY) SEMESTER-III

Note: There will be one paper of 40 marks, 5 marks are reserved for the Internal Assessment and 5 for the Practical Work. Total is 50.

Teaching Hours per week: 04

The paper shall consist of Two Units. Unit I will be text specific and Unit II shall deal with different aspects of Communication and Language skills.

For Unit I, the prescribed text is *Varieties of Expression*, Ed. A. H. Tak, Foundation Books. Only four prose chapters and two dramas have been recommended for the study. The relevant sections, however, are as follows:

Unit I

Prose : Chapters 1-4

Drama : Dramas 1-2

Unit II

Business Communication: It shall focus on different aspects of communication in general and business communication in particular, communication within organizations, types of communication and significance of positive attitude in improving communication.

Writing Skills: This section shall focus on letters of all kinds, tender notices, auction notices, public notices; and memos.

Note (iv) No text book is recommended for Unit II, but a few books that may be used for this Unit are listed towards the end.

Unit II shall consist of the following:

Practical work:-

Teacher should assign some project or practical work to the students. This should be in the nature of guided activity, which the students shall have to complete under the direct supervision of the teacher. The students may be given projects on a variety of subjects relating to their discipline i.e. business, commerce, accounts etc. Preferably, they should be given minor projects (to be completed

within less than two weeks, and length not exceeding 20 pages) in consultation with teachers of commerce. However, the evaluation of the projects should be done only by the Language Teachers, who must keep all the basic criteria of good writing in mind while doing so.

(Note: In case of private candidates and students of Centre for Distance and Online Education, the marks obtained by them out of 40 will be proportionately increased out of 50).

Testing Scheme:

The examination paper shall be divided into two sections, corresponding to two units already proposed in the syllabus. The distribution of questions and marks in Unit I shall be as follows:

Section I (It is text-based and corresponds to Unit I in the syllabus)

Q.1. It shall consist of six short questions. Three from Prose and three from drama (not exceeding 50-60 words) out of which a student will be expected to attempt any two from Prose and two from Drama. This question shall be based upon the prescribed text Varieties of Expression and cover a wide range of issues, topics and problems.

10 marks

Q.2. It shall consist of four long questions – Two from Prose and two from Drama (not exceeding 100-150 words) out of which a student will be expected to attempt two- one from Prose and one from Drama.

5 marks

Note: The question 1 & 2 should be so designed as to cover all the chapters prescribed (Prose & Drama)

Q.3. It shall exclusively be a test of vocabulary, but designed strictly on the lines of various exercises given at the end of each chapter in the prescribed text. The candidate shall be given five words in one column and asked to match them with

words/meanings in the next column.

5 marks

Unit II

Q.4. This question shall test a student's ability to write letter of various kinds (not more than 200 words). Again, there will be internal choice here.

5 marks

Q.5. Memos/Tender Notices/Auction Notices/Public Notices.

10 marks

Q.6. One short question to test the students' understanding of various aspects of Business Communication.

5 marks