**OFFICE OF THE PRINCIPAL GOVT. COLLEGE FOR GIRLS, PALWAL (KURUKSHETRA)**

**LESSON-PLAN (Session 2024-25)**

**Name of Assistant/ Associate Professor: Ms. Pooja Rani**

**Class: B.A 1st Semester**

**Subject/Paper: English / Introduction to Short-Story and Basic Grammar**

**Course Code: B23-ENG-101**

**Course Type: CC-1/MCC-1**

| **Sr. No.** | **Week** | **Topics to be covered** | **Remarks if any** |
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| 1 | **22-30 July 2024** |  Prose: Leo Tolstoy: “God Sees the Truth, But Waits” Composition: Tenses and Usage  | * Revision of the same will be done
* Oral/written test will be taken
* Handouts will be given to the students
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| 2 | **1-8 August 2024** | Prose: R.K. Narayan: “The Blind Dog” Composition: Parts of Speech: Noun, Pronouns | * Revision of the same will be done
* Oral/written test will be taken
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| 3 | **9-17 August 2024** | Prose : Munshi Prem Chand: “The Child”Composition: Part of Speech: Verbs, Adverb, | * Revision of the same will be done
* Oral/written test will be taken
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| 4 | **19-24 August 2024** |  Prose : Bhisham Sahni: “The Boy with a Catapult”Composition: Part of speech : Adjective, Conjunction,  | * Revision of the same will be done
* Oral/written test will be taken
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| 5 | **27-31 August 2024** | Revision of done syllabus will be done . Wriiten/Oral test will be taken .  | * The students will be assigned topic for Assignment/Presentation as per done syllabus
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| 6 | **2-7 September 2024** | Prose : Mulk Raj Anand: “The Gold Watch”Composition: InterjectionRevision and Test  | * Revision of the same will be done
* Oral/written test will be taken
* Group discussion will be organised.
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| 7 | **9-14September 2024** | Prose : Saadat Hasan Manto: “The Dog of Tithwal”Composition: Preposition |  |
| 8 | **16-21 September 2024** | Revision and test  | * Revision of the same will be done
* Oral/written test will be taken
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| 9 | **24-30September 2024** |  |  |
| 10 | **1,4,5,7-12, October 2024** | Prose : Shashi Deshpande: “The Beloved Charioteer”Anita Desai: “Games at Twilight” | * Revision of the same will be done
* Oral/written test will be taken
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| 11 | **14-19 October 2024** | Oscar Wilde: “The Model Millionaire” | * Revision of the same will be done
* Oral/written test will be taken
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| 12 | **21-26 October 2024** | Zora Neale Hurston: “Sweat”Revision  | * Revision of the same will be done
* Oral/written test will be taken
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| 13 | **4-9 November 2024** | Agatha Christie: “Wasp’s Nest”Revision  | * Revision of the same will be done
* Oral/written test will be taken
 |
| 14 | **11-16November 2024** | Prose : Nadine Gordimer “Once upon a Time” | * Revision of the same will be done
* Oral/written test will be taken
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| 14 | **18-22-November 2024** | Doubts classes will be taken | Online quiz Competition will be conducted  |

* **Vacations will be as per schedule**
* **Sessional exams will be held as per schedule**

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**LESSON-PLAN (Session 2024-25)**

**Name of Assistant/ Associate Professor: Ms. Pooja Rani**

**Class: B.A/ B.Com**

**Semester- 01**

**Subject/Paper: AEC**

**Nomenclature of the Course: English Language and Communication Skills: Level 1**

**Course Code: B23-AEC-1**

 **Course Type: AEC-1**

**Level of the Course: 100-199**

| **Sr. No.** | **Week** | **Topics to be covered** | **Remarks if any** |
| --- | --- | --- | --- |
| 1 | **22-30 July 2024** | * Theory and Types of Communication
 | Through presentation slides and handouts based on Lecture based teaching learning  |
| 2 | **1-8 August 2024** | Verbal and Non-Verbal Communication**Verbal Communication:*** **Definition:** Use of spoken or written words to convey a message.
* **Examples:** Conversations, speeches, interviews, written emails.
* **Key Points:** Tone, clarity, and effectiveness.
* Interactive Discussion
* Group Activity
 |  |
| 3 | **9-17 August 2024** | **Non-Verbal Communication:*** **Definition:** Communication without the use of words; body language, facial expressions, gestures.
* **Examples:** Eye contact, posture, hand movements.
* **Key Points:** How non-verbal cues can complement or contradict verbal messages.
 |  |
| 4 | **19-24 August 2024** | * Workplace and Interpersonal Communication
* Case Study
* Role-Play Exercise: Workplace Scenarios
 |  Presentation by Group of the students based on Group Teaching and learning |
| 5 | **27-31 August 2024** | Interpersonal Communication **a. Key Concepts:*** **Empathy and Emotional Intelligence:** Understanding and managing one’s own emotions and recognizing the emotions of others.
* **Conflict Resolution:** Strategies for resolving conflicts, such as negotiation, compromise, and problem-solving.
* **Building Relationships:** Techniques for establishing and maintaining positive relationships, including trust and respect.
* **Grammar**

 **Noun*** **Definition, Examples,** **Types**
 |  |
| 6 | **2-7 September 2024** | * Concept of Introducing Others
* Making Requests
* Offering Help
* Congratulating
 |  |
| 7 | **9-14September 2024** | * Introducing Oneself
* Making Enquiries and Seeking Permission.

**Pronoun****Definition, Examples,** **Types**  |   |
| 8 | **16-21 September 2024** | * Importance of Listening Skills

**Verb****Definition, Examples,** **Types** |  |
| 9 | **24-30September 2024** | **Definition and Types of Listening:*** **Active Listening:** Fully engaging with the speaker, showing empathy, and providing feedback.
* **Reflective Listening:** Paraphrasing or summarizing the speaker’s message to show understanding.
 |  |
| 10 | **1,4,5,7-12, October 2024** | * **Critical Listening:** Analyzing and evaluating the content of the message.
* **Selective Listening:** Hearing only parts of the conversation, often influenced by personal biases.
* Listening Exercise 1: Audio Clips
* Interactive Discussion
 | Brainstorming and Question Answers session based on Inquiry Learning |
| 11 | **14-19 October 2024** |  **Benefits of Effective Listening****Adjective****Definition, Examples,** **Types** |  |
| 12 | **21-26 October 2024** | **Barriers to Effective Listening:*** Distractions (environmental or internal).
* Prejudices and biases.
* Lack of interest or attention.
* Emotional reactions.

**d. Interactive Discussion****Adverb****Definition, Examples,** **Types** | **Assignment I**Assign a written assignment where students analyze a real-life communication challenge they faced and describe how they applied the principles learned in class based on Kinesthetic learning |
| 13 | **4-9 November 2024** | * How to overcome the barriers to Effective Listening?
* Note-taking Techniques to capture the main ideas

**Preposition****Definition, Examples,** **Types** |  |
| 14 | **11-16November 2024** | **Conjunction & Interjection****Definition, Examples,** **Types** |  |
| 14 | **18-22-November 2024** | Identifying Parts of Speech **a. Sentence Analysis** |  |

* **Vacations as per University Calendar**
* **Assignments and sessional will be taken as per schedule**