**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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 6 | **2-7 September 2024** | Prose : Mulk Raj Anand: “The Gold Watch”  Composition: Interjection  Revision and Test | * Revision of the same will be done * Oral/written test will be taken * Group discussion will be organised. |
| 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 |
| 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 |
| 11 | **14-19 October 2024** | Oscar Wilde: “The Model Millionaire” | * Revision of the same will be done * Oral/written test will be taken |
| 12 | **21-26 October 2024** | Zora Neale Hurston: “Sweat”  Revision | * Revision of the same will be done * Oral/written test will be taken |
| 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 |
| 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**

**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/ 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** |
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| 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**