



LESSON PLAN FOR YEAR 2024-25 (SUMMER)

SUBJECT: COMMUNICATIVE ENGLISH

DATE OF CLASS START:

TOTAL PERIODS: 45

DEPT. OF ENGLISH: Ms KRISHNA KUMARI KHANDA

UNIT 1: Communication: Theory and Practice

SL NO	TOPICS	DATE	FACULTY SIGN	REVIEW SIGN
01	Basics of communication: Introduction, meaning and definition, process of communication etc.			
02	Types of communication: formal and informal, verbal, non-verbal and written Barriers to effective communication.			
03	7 Cs for effective communication (considerate, concrete, concise, clear, complete, correct, courteous).			
04	Art of Effective communication Choosing words , Voice ,Modulation , Clarity , Time , Simplification of words			

UNIT 2: Soft Skills for Professional Excellence

SL NO	TOPICS	DATE	FACULTY SIGN	REVIEW SIGN
01	Introduction: Soft Skills and Hard Skills.			
02	Importance of soft skills.			
03	Life skills: Self-awareness and Self-analysis, adaptability, resilience, emotional intelligence and empathy etc.			
04	Applying soft skills across cultures.			

UNIT 3: Reading Comprehension**SECTION 1 [PROSE]**

SL NO	TOPICS	DATE	FACULTY SIGN	REVIEW SIGN
01	Malgudi Days: R.K. Narayan			
02	The Room on Roof: Ruskin Bond			
03	“The Gift of the Magi” by O. Henry			
04	“Uncle Podger Hangs a Picture” Jerome K. Jerome			

UNIT 3: Reading Comprehension**SECTION 2 [POEM]**

SL NO	TOPICS	DATE	FACULTY SIGN	REVIEW SIGN
01	Night of the Scorpion by Nissim Ezekiel			
02	Stopping by Woods on a Snowy Evening by Robert Frost			
03	Where the Mind is Without Fear by Rabindranath Tagore			
04	Ode to Tomatoes by Pablo Neruda			

UNIT 4: Professional Writing

SL NO	TOPICS	DATE	FACULTY SIGN	REVIEW SIGN
01	The art of précis writing Letters			
02	Drafting e-mail, notices, minutes of a meeting etc.			
03	Filling-up different forms such as banks and on-line forms for placement etc.			

UNIT 5: Vocabulary and Grammar

SL NO	TOPICS	DATE	FACULTY SIGN	REVIEW SIGN
01	Vocabulary of commonly used words			
02	Glossary of administrative terms (English and Hindi) One-word substitution, Idioms and phrases etc..			
03	Parts of speech, active and passive voice, tenses etc., Punctuation			

