**Post Graduate Govt. College for Girls, Sector-42, Chandigarh**

**Teaching Plan for Bachelors (First Semester)**

**Session (2020-2021)**

**Class: BA I**   **Name of the Teacher: Dr Shweta Bali**

**Subject: Functional English Paper: Speech Skills**

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| **S. No** | **Dates** | **Topics to be Covered** |
| Week 1 | 01/09/2020-05/09/2020 | Introduction to Linguistics and Phonetics as Science. |
| Week 2 | 07/09/2020-12/09/2020 | Teaching of phonetic symbols and transcription of consonants; Unit I: Student presentations: Spoken exercises: introduce yourself. |
| Week 3 | 14/09/2020-19/09/2020 | Teaching of phonetic symbols and transcription of vowels. |
| Week 4 | 21/09/2020-26/09/2020 | Teaching of phonetic symbols and transcription of diphthongs |
| Week 5 | 28/09/2020-03/10/2020 | Organs of speech.  Student presentations: Unit I -Leave taking |
| Week 6 | 05/10/2020-10/10/2020 | Introduction to sounds of English: vowels and Diphthongs and practice of transcription. |
| Week 7 | 12/10/2020-16/10/2020 | Description of Consonants (place of Articulation);  Student presentations: Unit II Making /Granting /Refusing requests |
| Week 8 | 19/10/2020-24/10/2020 | Description of consonants (manner of Articulation), Unit III Making inquiries/ Giving/Withholding information; Giving directions/withholding information. |
| Week 9 | 27/10/2020-30/10/2020 | Consonant Clusters; Student presentations 4 The Syllable; /Giving Information/Giving Directions/. Student presentations Unit IV Describing people, processes, procedures, objects; Narrating events |
| Week 10 | 03/11/2020 – 07/11/2020 | Weak Forms; Student presentations : Unit V Extending/Accepting/Declining Invitation |
| Week 11 | 09/11/2020 – 12/11/2020 | Practice of transcription.  Weak Forms and contractions (continued)  Unit VI Making complaints and suggestions/Apologizing/Offering Excuses |
| Week 12 | 16/11/2020 – 21/11/2020 | Syllabic division.  Phonetic transcription exercises  Unit VII Negotiating; Persuading people/ Expressing Dissent and Caution. |
| Week 13 | 23/11/2020 – 28/11/2020 | Accentual patterns of English |
| Week 14 | 01/12/2020 – 05/12/2020 | Intonation and Use of Tone.  Unit VIII: Offering Emotional Support/ Motivating People/ Expressing Condolences |
| Week 15 | 07/12/2020 – 12/12/2020 | Unit IX: Making Announcements/Public Addressing  Revision and Question Paper Solving exercises |
| Week 16 | 14/12/2020 – 18/12/2020 | Revision and Question Paper Solving exercises |
| Week 17 | 21/12/2020 – 26/12/2020 | Mock Practical |