**POST GRADUATE GOVERNMENT COLLEGE FOR GIRLS**

**SECTOR-42, CHANDIGARH**

**Teaching Plan Even Semester (UG and PG)**

**Session (2022-2023)**

**Class: MA-II**   **Name of the Teacher: Jasreet Kaur**

**Subject: Writings from Punjab Period: 4th**

**Paper: Room No: communication skills lab**

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| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 16/01/2023 – 21/01/2023 | Introduction to Indian literature in translation |
| Week 2 | 23/01/2023-28/01/2023 | Reading- Tughlaq |
| Week 3 | 30/01/2023- 04/02/2023 | Reading- Tughlaq- contd. |
| Week 4 | 06/02/2023-11/02/2023 | Reading- Tughlaq- contd. |
| Week 5 | 13/02/2023-17/02/2023 | Discussion |
| Week 6 | 20/02/2023-25/02/2023 | Discussion |
| Week 7 | 27/02/2023-04/03/2023 | Reading and discussion – six acres and a third |
| Week 8 | 06/03/2023-11/03/2023 | Reading and discussion – six acres and a third |
| Week 9 | 13/03/2023-18/03/2023 | Reading and discussion – six acres and a third |
| Week 10 | 20/03/2023-25/03/2023 | Namdeo dhasal- hunger  Reading and discussion |
| Week 11 | 27/03/2023-01/04/2023 | I slew the seven horses of the sun- reading and analysis |
| Week 12 | 03/04/2023-08/04/2023 | Faiz Ahmad Faiz-  Introduction and Reading of poems |
| Week 13 | 10/04/2023-15/04/2023 | Reading and discussion Contd. |
| Week 14 | 17/04/2023-21/04/2023 | Reading and discussion Contd. |
| Week 15 | 24/04/2023-29/04/2023 | Assignments |

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**SECTOR-42, CHANDIGARH**

**Teaching Plan Even Semester (UG and PG)**

**Session (2022-2023)**

**Class: BA-III**   **Name of the Teacher: Jasreet Kaur**

**Subject: Functional English Period: 3rd**

**Paper: Communication Skills Room No: Communication Skills Lab**

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| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 16/01/2023 – 21/01/2023 | Unit 1-face to face interaction |
| Week 2 | 23/01/2023-28/01/2023 | Unit 2- telephonic interaction |
| Week 3 | 30/01/2023- 04/02/2023 | telephonic interaction- contd. |
| Week 4 | 06/02/2023-11/02/2023 | Unit 3- public address |
| Week 5 | 13/02/2023-17/02/2023 | public address- contd. |
| Week 6 | 20/02/2023-25/02/2023 | Letter writing- formats |
| Week 7 | 27/02/2023-04/03/2023 | Fax writing and Format  Abbreviations in business correspondence |
| Week 8 | 06/03/2023-11/03/2023 | Memo writing- format  Memo writing –practice  Notice writing- format |
| Week 9 | 13/03/2023-18/03/2023 | Writing Agendas, minutes of a meeting, preparing notes |
| Week 10 | 20/03/2023-25/03/2023 | Report writing |
| Week 11 | 27/03/2023-01/04/2023 | Report writing- contd. |
| Week 12 | 03/04/2023-08/04/2023 | Project work and Scoop work |
| Week 13 | 10/04/2023-15/04/2023 | Project work and Scoop work |
| Week 14 | 17/04/2023-21/04/2023 | Project work and Scoop work |
| Week 15 | 24/04/2023-29/04/2023 | Assignments |

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**SECTOR-42, CHANDIGARH**

**Teaching Plan Even Semester (UG and PG)**

**Session (2022-2023)**

**Class: PGDMC**  **Name of the Teacher: Jasreet Kaur**

**Subject: Print media 107 Period: 6th**

**Paper: Room No: Communication Skills Lab**

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| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 16/01/2023 – 21/01/2023 | Introduction |
| Week 2 | 23/01/2023-28/01/2023 | Unit 1: Criteria for judging news copy |
| Week 3 | 30/01/2023- 04/02/2023 | Organizational structure : editorial department |
| Week 4 | 06/02/2023-11/02/2023 | Functions of news editor: Chief Editor |
| Week 5 | 13/02/2023-17/02/2023 | Functions of news editor; Sub Editor |
| Week 6 | 20/02/2023-25/02/2023 | Assignments |
| Week 7 | 27/02/2023-04/03/2023 | Head line writing; kinds; patterns  Page make up |
| Week 8 | 06/03/2023-11/03/2023 | Selection: editing and cropping pictures  Placements and Caption Writing |
| Week 9 | 13/03/2023-18/03/2023 | Contd… |
| Week 10 | 20/03/2023-25/03/2023 | Ethics of journalism |
| Week 11 | 27/03/2023-01/04/2023 | Press council of India |
| Week 12 | 03/04/2023-08/04/2023 | Press Laws: Copy Right Act defamation |
| Week 13 | 10/04/2023-15/04/2023 | Law of Obscenity/ Assignments |
| Week 14 | 17/04/2023-21/04/2023 | Press Laws: contempt of court; official secrets act |
| Week 15 | 24/04/2023-29/04/2023 | RTI Act; Contempt of Legislature |