**PG.GOVT COLLEGE FOR GIRLS, SECTOR-42, CHANDIGARH**

**Teaching Plan Session Odd Semester**

**(2017-18)**

**Class: BA I Name of the Teacher: Mrs Monica Singh**

**Subject: Functional English Period : VII (1-3)**

**Paper : Speech Skills Room No : Comm. Eng Lab**

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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | July 22 & July 24 2017 | July 29, 2017 | | Ice -breaking session  Introduction to speech skills and its nuances |
| Week 2 | July 31 2017 | Aug 5, 2017 | | Situational writing  Introducing yourself , thanking |
| Week 3 | Aug 7, 2017 | Aug 12, 2017 | | Describing people, processes |
| Week 4 | Aug 14, 2017 | Aug 19, 2017 | | Extending Invitation/Accepting and Declining Invitation |
| Week 5 | Aug 21, 2017 | Aug 26, 2017 | | Making Enquiries face to face or telephonically: at the Railway station, post office, airport, admission procedure |
| Week 6 | Aug 28, 2017 | Sept 2, 2017 | | Making requests/declining requests.and invitations Student presentations |
| Week 7 | Sept 4, 2017 | Sept 9, 2017 | | Giving directions. Tendering apology |
| Week 8 | Sept 11, 2017 | Sept 16, 2017 | | Motivating people |
| Week 9 | Sept 18, 2017 | Sept 23, 2017 | | negotiating and persuading people |
| Week 10 | Sept 25, 2017 | Sept 29, 2017 | | Revision of the syllabus. |
| **Autumn Break (30 Sept 2017- 09 Oct 2017)**  **Mid Semester Exam (10 Oct 2017 – 17 Oct 2017)** | | | | |
| Week 11 | Oct 18, 2017 | | Oct 21, 2017 | making Complaints and Suggestions |
| Week 12 | Oct 23, 2017 | | Oct 28, 2017 | Describing Procedures, Student presentations on the topics discussed in the fortnight. |
| Week 13 | Oct 30, 2017 | | Nov 4, 2017 | Describing objects/Narrative Events;. |
| Week 14 | Nov 6, 2017 | | Nov 11, 2017 | Giving information and withholding information; offering emotional support/condolences |
| Week 15 | Nov 13, 2017 | | Nov 18, 2017 | Expressing Dissent and Caution |
| Week 16 | Nov 20, 2017 | | Nov 25, 2017 | Warning/expressing disapprovals and displeasure |
| Week 17 | Nov 27, 2017 | | Dec 1, 2017 | Making announcements/public addressing |

**PG.GOVT COLLEGE FOR GIRLS, SECTOR-42, CHANDIGARH**

**Teaching Plan Session Even Semester**

**(2017-18)**

**Class: B A I Name of the Teacher: Mrs Monica Singh**

**Subject: Functional English Period : VII (1-3)**

**Paper : Writing Skills Room No : Comm. English Lab**

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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | Jan 08, 2018 | Jan 13, 2018 | | Integral Elements of Writing - Features and sub skills. Linguistic and Discoursal (mechanics, structure, Diction, Idioms and Phrases, Figure of Speech, coherence, style, format, text-type, context & content, deshetic functions of language, linguistic invectiveness) |
| Week 2 | Jan 15, 2018 | Jan 20, 2018 | | Letter Writing: Formal letters |
| Week 3 | Jan 22, 2018 | Jan 27, 2018 | | Informal letters |
| Week 4 | Jan 29, 2018 | Feb 3, 2018 | | Precis Writing |
| Week 5 | Feb 5, 2018 | Feb 10, 2018 | | Decoding Information:  - Audio Recording to Paragraph/Dialogue |
| Week 6 | Feb 12, 2018 | Feb 17, 2018 | | - Video Recording to Paragraph/Dialogue |
| Week 7 | Feb 19, 2018 | Feb 24, 2018 | | Locating information from Library and then presenting the gathered information in various ways |
| Week 8 | Feb 26, 2018 | Mar 03 , 2018 | | Indexing of minutes, books etc |
| **2nd week March (Mid Semester Exam)** | | | | |
| Week 9 | March 12, 2018 | | March 17, 2018 | Report writing : for Press |
| Week 10 | March 19 , 2018 | | March 24, 2018 | Report writing for Companies. |
| Week 11 | March 26, 2018 | | March 31, 2018 | Interpreting information presented in charts, graphs & tables  - |
| Week 12 | April 02, 2018 | | April 07, 2018 | Transforming/Transcoding information contained in verbal description into visual forms such as maps, charts, graphs and tables. |
| Week 13 | April 09, 2018 | | April 14 , 2018 | using Electronic Gadgets:  - Such as Computer for operating new files, searching for existing files, rearranging files, |
| Week 14 | April 16, 2018 | | April 21, 2018 | Transferring information from one file to the other, searching for information under different heading and sub-heading. Such as Fax-feeding message to a Fax –Machine. |
| Week 15 | April 23, 2018 | | April 28, 2018 | Solving and discussion of previous years’ question papers |
| Week 16 | April 30, 2018 | | May 05, 2018 | Solving and discussion of previous years’ question papers |