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

**Teaching Plan Session Odd Semester**

**(2017-18)**

**Class: BCom (Sem1) Name of the Teacher:Ms Sonia Sikand**

**Subject: English and Bus. Comm. Skills Period :5th**

**Paper : Room No : 301** **(IT block)**

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| **S. No** | **Date From** | **Date Upto** | | **Topics to be coveredç** |
| Week 1 | July 22 & July 24 2017 | July 29, 2017 | | Ice breaking session.  The Model Millionaire -text |
| Week 2 | July 31 2017 | Aug 5, 2017 | | Model Millionaire -text and questions |
| Week 3 | Aug 7, 2017 | Aug 12, 2017 | | The Gift of Magi -text and questions |
| Week 4 | Aug 14, 2017 | Aug 19, 2017 | | Letters |
| Week 5 | Aug 21, 2017 | Aug 26, 2017 | | The Judgement Seat of Vikramaditya-text |
| Week 6 | Aug 28, 2017 | Sept 2, 2017 | | The Judgement Seat of Vikramaditya- questions .  Memo, Public notice |
| Week 7 | Sept 4, 2017 | Sept 9, 2017 | | Auction notice |
| Week 8 | Sept 11, 2017 | Sept 16, 2017 | | *Public notice* |
| Week 9 | Sept 18, 2017 | Sept 23, 2017 | | *Business communication* |
| Week 10 | Sept 25, 2017 | Sept 29, 2017 | | *Revision* |
| **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 | Paper distribution and discussion |
| Week 12 | Oct 23, 2017 | | Oct 28, 2017 | Fur-text and questions |
| Week 13 | Oct 30, 2017 | | Nov 4, 2017 | A Marriage Proposal -text |
| Week 14 | Nov 6, 2017 | | Nov 11, 2017 | A Marriage proposal -text and questions |
| Week 15 | Nov 13, 2017 | | Nov 18, 2017 | Tender notice |
| Week 16 | Nov 20, 2017 | | Nov 25, 2017 | Advertisement.  Interview Skills |
| Week 17 | Nov 27, 2017 | | Dec 1, 2017 | Revision |

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

**Teaching Plan Session Even Semester**

**(2017-18)**

**Class: B.Com(Sem2) Name of the Teacher:Ms Sonia Sikand**

**Subject: English & Bus Comm. Skills Period :5th**

**Paper : Room No : 301(IT Bl)**

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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | Jan 08, 2018 | Jan 13, 2018 | | Pre-reading exercise.  Bores -text |
| Week 2 | Jan 15, 2018 | Jan 20, 2018 | | Bores -text and questions |
| Week 3 | Jan 22, 2018 | Jan 27, 2018 | | Chandlika -text |
| Week 4 | Jan 29, 2018 | Feb 3, 2018 | | Chandlika -text |
| Week 5 | Feb 5, 2018 | Feb 10, 2018 | | Chandlika -text and questions |
| Week 6 | Feb 12, 2018 | Feb 17, 2018 | | A Bachelor's Complaint of the behaviour of married people -text. |
| Week 7 | Feb 19, 2018 | Feb 24, 2018 | | A Bachelor's complaint of the behavior of married people -text and questions |
| Week 8 | Feb 26, 2018 | Mar 03 , 2018 | | *Modern forms of communication (E-mail, FAX, teleconference)*  *Effective listening*  *Revision* |
| **2nd week March (Mid Semester Exam)** | | | | |
| Week 9 | March 12, 2018 | | March 17, 2018 | Paper distribution and discussion.  El dorado -text and questions |
| Week 10 | March 19 , 2018 | | March 24, 2018 | The art of the essayist -text |
| Week 11 | March 26, 2018 | | March 31, 2018 | The art of the essayist -text |
| Week 12 | April 02, 2018 | | April 07, 2018 | The art of essayist -text and questions  Comprehensive  Precis writing |
| Week 13 | April 09, 2018 | | April 14 , 2018 | A. V. Aids and PPT.  Group discussion  Curriculum vitae |
| Week 14 | April 16, 2018 | | April 21, 2018 | Practical practice |
| Week 15 | April 23, 2018 | | April 28, 2018 | Practical practice |
| Week 16 | April 30, 2018 | | May 05, 2018 | Revision |