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

**Teaching Plan Session Odd Semester**

**(2018-19)**

**Class: BA I Name of the Teacher: Ms. Sunita Kakkar**

**Subject: Functional English Period: 7th**

**Paper : Room No : 33**

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| **S. No** | **Date From** | | **Date Upto** | **Topics to be covered** |
| Week 1 | **(For ongoing classes)** | | | Ice -breaking session |
| July 24, 2018 | | July 28, 2018 |
| Week 2 | July 30, 2018 | August 4, 2018 | | Introduction to speech skills and its nuances |
| Week 3 | August 6, 2018 | August 11, 2018 | | Situational writing Introducing yourself , thanking |
| Week 4 | August 13, 2018 | August 18, 2018 | | Describing people, processes |
| Week 5 | August 20, 2018 | August 25, 2018 | | Extending Invitation/Accepting and Declining Invitation |
| Week 6 | August 27, 2018 | September 1, 2018 | | Making Enquiries face to face or telephonically: at the Railway station, post office, airport, admission procedure |
| Week 7 | September 3, 2018 | September 8, 2018 | | Making requests/declining requests and invitations Student presentations |
| Week 8 | September 10, 2018 | September 15, 2018 | | Giving directions. Tendering apology |
| Week 9 | September 17, 2018 | September 22, 2018 | | Motivating people |
| Week 10 | September 24, 2018 | September 29, 2018 | | negotiating and persuading people |
| Week 11 | October 1, 2018 | October 8, 2018 | | Revision of the syllabus. |
| **MID SEMESTER EXAMINATION (October 11, 2018 to October 17, 2018)** | | | | |
| Week 12 | October 20, 2018 | October 27, 2018 | | Making Complaints and Suggestions |
| Week 13 | October 29, 2018 | November 3, 2018 | | Describing Procedures, Student presentations on the topics discussed in the fortnight. |
| Week 14 | November 5, 2018 | November 10, 2018 | | Describing objects/Narrative Events |
| Week 15 | November 12, 2018 | November 17, 2018 | | Giving information and withholding information; offering emotional support/condolences |
| Week 16 | November 19, 2018 | November 22, 2018 | | Expressing Dissent and Caution |
| Week 17 | November 26, 2018 | December 1, 2018 | | Warning/expressing disapprovals and displeasure |