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

**Teaching Plan (Even Semester) Session (2019-2020)**

**Class: B.A.III**   **Name of the Teacher: Jasreet Kaur**

**Subject: Functional English Period: 4th**

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

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| **S. No** | **Dates** | **Topics to be Covered** |
| Week 1 | 09-01-2020 to 11-01-2020 | Unit 1-face to face interaction |
| Week 2 | 13-01-2020 to 18-01-2020 | Unit 2- telephonic interaction |
| Week 3 | 20-01-2020 to 25-01-2020 | telephonic interaction- contd. |
| Week 4 | 27-01-2020 to 01-02-2020 | Unit 3- public address |
| Week 5 | 03-02-2020 to 08-02-2020 | public address- contd. |
| Week 6 | 10-02-2020 to 15-02-2020 | Letter writing- formats |
| Week 7 | 17-02-2020 to 22-02-2020 | Fax writing and Format  Abbreviations in business correspondence |
| Week 8 | 24-02-2020 to 29-02-2020 | Memo writing- format  Memo writing –practice  Notice writing- format |
| Week 9 | 02-03-2020 to 05-03-2020 | **2nd week March (Mid Semester Exam)** |
| Mid Semester Exams (06-03-2020 to 13-03-2020) | | |  | Resume writing/ forwarding letter |
| Week 11 | 14-03-2020, 16-03-2020 to 21-03-2020 | Writing Agendas, minutes of a meeting, preparing notes |
| Week 12 | 24-03-2020 to 28-03-2020 | Report writing |
| Week 13 | 30-03-2020 to 04-04-2020 | Report writing- contd. |
| Week 14 | 07-04-2020 to 11-04-2020 | Project work and Scoop work |
| Week 15 | 15-04-2020 to 18-04-2020 | Project work and Scoop work |
| Week 16 | 20-04-2020 to 24-04-2020 | Project work and Scoop work |
| Week 17 | 27-04-2020 to 02-05-2020 | Presentation of the project |
| Week 18 | 04-05-2020 | Assignments |

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

**Teaching Plan (Even Semester) Session (2019-2020)**

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

**Subject: IWT Period: 3rd**

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

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| **S. No** | **Dates** | **Topics to be Covered** |
| Week 1 | 09-01-2020 to 11-01-2020 | Introduction to Indian literature in translation |
| Week 2 | 13-01-2020 to 18-01-2020 | Reading- Tughlaq |
| Week 3 | 20-01-2020 to 25-01-2020 | Reading- Tughlaq- contd. |
| Week 4 | 27-01-2020 to 01-02-2020 | Reading- Tughlaq- contd. |
| Week 5 | 03-02-2020 to 08-02-2020 | discussion |
| Week 6 | 10-02-2020 to 15-02-2020 | discussion |
| Week 7 | 17-02-2020 to 22-02-2020 | Reading and discussion – six acres and a third |
| Week 8 | 24-02-2020 to 29-02-2020 | Reading and discussion – six acres and a third |
| Week 9 | 02-03-2020 to 05-03-2020 | Reading and discussion – six acres and a third |
| Mid Semester Exams (06-03-2020 to 13-03-2020) | | |  | Reading and discussion – six acres and a third |
| Week 11 | 14-03-2020, 16-03-2020 to 21-03-2020 | Namdeo dhasal- hunger  Reading and discussion |
| Week 12 | 24-03-2020 to 28-03-2020 | I slew the seven horses of the sun- reading and analysis |
| Week 13 | 30-03-2020 to 04-04-2020 | Faiz Ahmad Faiz-  Introduction and Reading of poems |
| Week 14 | 07-04-2020 to 11-04-2020 | Reading and discussion Contd. |
| Week 15 | 15-04-2020 to 18-04-2020 | Reading and discussion Contd. |
| Week 16 | 20-04-2020 to 24-04-2020 | Assignments |
| Week 17 | 27-04-2020 to 02-05-2020 | Assignments |
| Week 18 | 04-05-2020 | Assignments and presentations |

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

**Teaching Plan (Even Semester) Session (2019-2020)**

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

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

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

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| **S. No** | **Dates** | **Topics to be Covered** |
| Week 1 | 09-01-2020 to 11-01-2020 | Introduction |
| Week 2 | 13-01-2020 to 18-01-2020 | Unit 1: Criteria for judging news copy |
| Week 3 | 20-01-2020 to 25-01-2020 | Organizational structure : editorial department |
| Week 4 | 27-01-2020 to 01-02-2020 | Functions of news editor: Chief Editor |
| Week 5 | 03-02-2020 to 08-02-2020 | Functions of news editor; Sub Editor |
| Week 6 | 10-02-2020 to 15-02-2020 | Assignments |
| Week 7 | 17-02-2020 to 22-02-2020 | Head line writing; kinds; patterns  Page make up |
| Week 8 | 24-02-2020 to 29-02-2020 | Selection: editing and cropping pictures  Placements and Caption Writing |
| Week 9 | 02-03-2020 to 05-03-2020 | Contd… |
| Mid Semester Exams (06-03-2020 to 13-03-2020) | | |  | Reading and discussion – six acres and a third |
| Week 11 | 14-03-2020, 16-03-2020 to 21-03-2020 | Ethics of journalism |
| Week 12 | 24-03-2020 to 28-03-2020 | Press council of India |
| Week 13 | 30-03-2020 to 04-04-2020 | Press Laws: Copy Right Act |
| Week 14 | 07-04-2020 to 11-04-2020 | . Press Laws: defamation |
| Week 15 | 15-04-2020 to 18-04-2020 | Press Laws: contempt of court; official secrets act |
| Week 16 | 20-04-2020 to 24-04-2020 | RTI Act; Contempt of Legislature |
| Week 17 | 27-04-2020 to 02-05-2020 | Law of Obscenity/ Assignments |
| Week 18 | 04-05-2020 | Revision |