

GOVT. POLYTECHNIC SUNDERNAGAR
LESSON PLANS (LABS)

Name of the Teacher: Vijay Lakshmi
Name of the Lab: Language Lab
Branch: Comp. Engg.

Designation: Lecturer
Session: Jan.-2024-May 2024
Semester: 6th

Sr. No.	DESCRIPTION OF PRACTICALS	PROPOSED DATES		
		GROUP-I	GROUP-II	Remarks
1	Exercises on Phonetics	5th week of Jan.	5th week of Jan.	
2	Group Discussion	1st week of Feb.	1st week of Feb.	
3	SWOT analysis, Listening Skills	2nd week of Feb.	2nd week of Feb.	
	SWOT analysis, Listening Skills	3rd week of Feb.	3rd week of Feb.	
4	Internet Communication and Correspondence	4th week of Feb.	4th week of Feb.	
	Resume Writing, Covering letter	1st week of March	1st week of March	
	Resume Writing, Covering letter	2nd week of March	2nd week of March	
	Agenda and Minutes of meeting, Business Correspondence	3rd week of March	3rd week of March	
5	Exercises on	4th week of March	4th week of March	
	Body language and Dress sense	1st week of April	1st week of April	
	Etiquettes and mannerism in business meetings, table manners	2nd week of April	2nd week of April	
	Telephone etiquettes, Manners related to opposite gender	3rd week of April	3rd week of April	
	Cross-culture Communication	4th week of April	4th week of April	
6	Mock Interviews	1st Week of May	1st Week of May	
	Mock Interviews	2nd Week of May	2nd Week of May	
7	Role play for effective Communication	3rd Week of May	3rd Week of May	
	Role play for effective Communication	4th Week of May	4th Week of May	

Vijay Lakshmi
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Lecturer English

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HOD
AS & H (Computer engineering)