

**GOVT. POLYTECHNIC SUNDERNAGAR**  
**LESSON PLAN**

Name of the Teacher - Prerna Sharma

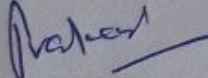
Subject: English and Communication Skills- II

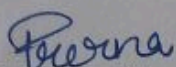
Branch: Mechanical Engg.

Session - March- June 2022

Sem:- 2nd

Sr. No.	Lecture Number	Name of the Chapter	Contents to be taught	Remarks
1	1,2,3,4	Short- story: The Portrait of a Lady	About the author, about the story, reading of the story, explanation with discussion of difficult words and phrases. Exercise: Fill-ups, True/ False, Short and long Answer type questions	
2	5,6,7,8	Short- story: The Refugees		
3	9,10	Poem: All the World's A Stage	About the poet, theme of the poem, reading and explanation, central idea, difficult words and phrases, reference to the context. Exercise: Fill-ups and short answer type questions.	
	11,12	Poem: No Men Are Foreign		
4	13,14	Prose: Forgetting	About the author, about the prose, reading with explanation of difficult words and phrases. Exercise: Fill-ups, True/ False, Short and long Answer type questions	
	15,16	Prose: Walking Tours		
5	17,18,19,20	The art of Precis Writing	Basics of precis writing, qualities of a good precis, practice with examples	Class Test-1
6	21, 22,23,24	Narration	Rules for coverting direct speech into indirect speech, practicing sentences of various tenses, moods, imperative sentences, exclamatory sentences etc.	
7	25,26,27,28			
8	29,30	Idioms and Phrases	The meaning, importance and usage of English Idioms and phrases	
	31,32	One word substitution	Discussion over important and frequently asked one word substitutions	
9	33,34,35,36	Correspondence	Business Letters	Class Test-2
10	37,38,39,40		Personal Letters, Job Application ( Resume and Covering Letter)	
11	41,42,43,44	Communication	Media and modes, Channels of Communication	
12	45,46,47,48		Barriers, Listening skills, Types of listening, Body language.	
13	49,50,51,52	Drafting	Essentials of Report Writing, Inspection notes, Memos, Circulars and Notes	
14	53,54,55,56		Press Release, Agenda and Minutes of Meeting	House Test
15	57,58,59,60			
16	61,62,63,64	Glossary	Glossary of Technical and Scientific terms	

  
HOD (AS&H)

  
Signature of the Teacher

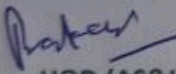
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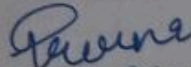
Name of the Teacher - Prerna Sharma

Subject: English and Communication Skills- II ( Practical)

Branch: Mechanical Engg. Session - March- June 2022 Sem:- 2nd

Sr. No	Description of Practical/ Date	(Group -1)	(Group-2)	Remarks
1	Exercises on Conversion of Phonetic Transcription to words and vice versa	14-Mar-22	25-Mar-22	
2	Group Discussions	21-Mar-22	01-Apr-22	
3	Group Discussions	28-Mar-22	08-Apr-22	
4	Mock Interviews	04-Apr-22	22-Apr-22	
5	Mock Interviews	11-Apr-22		
6	Telephone Etiquettes- Demonstration and Practice	18-Apr-22	29-Apr-22	
7	Situational Conversation with feedback through video recording	25-Apr-22	06-May-22	
8	Viva-voce	02-May-22	13-May-22	
9	Presentation on a given theme using powerpoint	09-May-22	20-May-22	
10	Presentation on a given theme using powerpoint	23-May-22		
11	Exercises leading to personality development like mannerism, etiquettes and body language etc.	30-May-22	27-May-22	
12	Reading Unseen Passages	06-Jun-22	03-Jun-22	
13	Writing a paragraph	13-Jun-22	10-Jun-22	
14	Just a minute session- Extempore Speech	20-Jun-22	17-Jun-22	
15	Viva-voce	27-Jun-22	24-Jun-22	

  
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