

## **PERFORMA OF LESSON PLAN**

NAME OF THE FACULTY : Ms. Ezza (Lecturer)  
 DISCIPLINE : Civil, Mechanical & E.C.E.  
 SEMESTER : 1<sup>st</sup>  
 SUBJECT : English & communication skill  
 LESSON PLAN DURATION : 15 WEEKS

Week	Lecture Day	THEORY
		TOPIC (WITH ASSIGNMENT & TESTS)
1	1	Techniques of reading: Skimming and Scanning, Extensive and Intensive Reading: Textual Study
	2	Homecoming – R.N. Tagore
2	3	Life Sketch of Sir Mokshagundam Visvesvarayya,
	4	Nouns
3	5	Pronouns
	6	Significance, essentials and effectiveness of Written Communication
4	7	Revision
	8	Revision
<b>1<sup>st</sup> sessional test</b>		
5	9	Life Sketch of Dr. Abdul Kalam
	10	Concept and Process of Communication
6	11	Types of Communication (Verbal Communication)
	12	Barriers to communication
7	13	Articles
	14	Verbs(Main and Auxiliary)
8	15	Speaking Skill: Significance and essentials of Spoken Communication
	16	Listening Skill: Significance and essentials of Listening, Revision
<b>2<sup>nd</sup> sessional test</b>		
9	17	Narayan Murthy's speech at LBSNA
	18	Narayan Murthy's speech at LBSNA
10	19	Tenses
	20	Tenses
11	21	Notice Writing
	22	Notice Writing
12	23	Official Letters and E-mails
	24	Official Letters and E-mails
<b>3<sup>rd</sup> sessional test</b>		
13	25	Frequently-used Abbreviations used in Letter-Writing
	26	Paragraph Writing
14	27	Paragraph Writing
	28	Netiquettes
15	29	Revision
	30	Revision