

Government College for Women, Sonipat
Lesson Plan
Class : BA 3rd Semester

Session : 2023-24

Subject : English

Months	Topics
September 2023	<ul style="list-style-type: none">❖ All the world is a stage by William Shakespeare❖ The Road not taken by Robert Frost
October 2023	<ul style="list-style-type: none">❖ My Lost Mistress by Robert Browning❖ Woman Work by Maya Angelou❖ Where the Mind is Without Fear by Rabindrnath Tagore
November 2023	<ul style="list-style-type: none">❖ The Palanquin Bearers by Sarojini Naidu❖ Woman by Hira Bansode
December 2023	<ul style="list-style-type: none">❖ Evil by Dinesh Kumar❖ Revision and Tests

Ruchi

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Extension Lecturer in English

Government College for Women, Sonipat

Lesson Plan

Class : BA 5th Semester

Subject : English

Session : 2023-24

Months	Topics
September 2023	<ul style="list-style-type: none">❖ Brief introduction of transcription❖ Novel : The Invisible Man by HG Wells (10 chapters with short question answer and MCQ)❖ Subject verb agreement❖ Prefixes and suffixes❖ Writing an email
October 2023	<ul style="list-style-type: none">❖ Novel : The Invisible Man by HG Wells (11-18 chapters with short question answer and MCQ)❖ Pronoun❖ Precis writing
November 2023	<ul style="list-style-type: none">❖ Novel : The Invisible Man by HG Wells (19-28 chapters with short question answer and MCQ)❖ Parallelism❖ comparatives
December 2023	<ul style="list-style-type: none">❖ Novel : The Invisible Man by HG Wells (Long question answer)❖ Revision of all above syllabus

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Lesson Plan

Class : BA 4th Semester.

Session : 2023-24

Subject : English

Months	Topics
January 2024	<ul style="list-style-type: none">❖ Refund by Fritz Karinthy❖ Mother's Day by J.B Priestly❖ Homonyms
February 2024	<ul style="list-style-type: none">❖ ASOKA :- The King who turned non-violent by Christine Riberio❖ Essay on Current Social Problems❖ Writing Minutes of a Meeting❖ Conjunction
March 2024	<ul style="list-style-type: none">❖ The Envoy by Bhasa❖ Chandalika by Robindranath Tagore
April 2024	<ul style="list-style-type: none">❖ Never Never Nest by Cedric Mount❖ Narration❖ Revision and Tests

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Government College for Women, Sonipat
Lesson Plan
Class : BA second Semester

Session : 2023-24

Subject : English

Months	Topics
January 2024	❖ Tenses
February 2024	❖ Articles ❖ Words Describing Weather
March 2024	❖ Words describing Feelings ❖ Report Writing with Hints
April 2024	❖ Letter Writing ❖ Revision and Tests

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Lesson Plan

Class : B.Com second Semester

Subject : English

Session : 2023-24

Months	Topics
January 2024	<ul style="list-style-type: none"> ❖ Meaning of Communication ❖ Nature/Feature/Characteristics/Scope of Communication ❖ Process of communication ❖ Types of communication (Verbal or Non Verbal) ❖ Importance of Communication ❖ Different forms of Communication ❖ Barriers / Obstacles/Limitation/Causes Linguistic, Psychological, Inter-personal, Cultural, Physical, Organizational Barriers
February 2024	<ul style="list-style-type: none"> ❖ Letter writing ❖ Presentation ❖ Inviting Quotations ❖ Sending Quotations ❖ Placing Orders ❖ Inviting orders/Tender ❖ Sales Letters ❖ Claim and adjustment letters and social correspondence ❖ Memorandum ❖ Inter-office Memo ❖ Notice, Agenda, Minutes, Job application letter, Preparing Resume
March 2024	<ul style="list-style-type: none"> ❖ Business Reports ❖ Types, Characteristics, Importance ❖ Elements of structure ❖ Process of Writing ❖ Order of Writing ❖ The Final Draft ❖ Check lists for Reports
April 2024	<ul style="list-style-type: none"> ❖ Words often Confused ❖ Words often misspelt ❖ Common Errors in English ❖ Oral Presentation ❖ Importance ❖ Characteristics ❖ Presentation Plan ❖ Power point Presentation (PPT) ❖ Visual aids ❖ Revision and Tests

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