LESSON PLAN

Name of Faculty: Ms. Rachna
Discipline: Electrical Engineering ,Civil Engineering ,Computer Engineering
Semester: 2nd
Subject: English Language-II
Lesson Plan Duration: 15 Weeks

Work Load (Lecture / Practical) Per Week (In Hours) :- Lectures- 03 & Practicals- 02

Week	Lecture Day	Theory	Practical Day	Practical
		Topic (Including Assignment / Test)		Topic
1st	1	Prepositions	1	Debate
	2	Prepositions		
	3	Framing Questions		
2nd	4	Framing Questions	2	Debate
	5	Conjunctions		
	6	Conjunctions		
3rd	7	Tenses	3	Debate
	8	Tenses		
	9	Tenses		
4th	10	Assignment & Value added Lecture	4	Telephonic conversation
	11	Assignment evaluation and Viva-voce		
	12	Problem solving session & Test		
5th	13	Analysis of Test & its solution	5	Offering-Responding to offers
	14	Unseen paragraph for comprehension		
	15	Unseen paragraph for comprehension		
6th	16	Unseen paragraph for comprehension	6	Requesting-Responding to requests
	17	Vocabulary enhancement (Prefixes)		
	18	Vocabulary enhancement (Prefixes)		
7th	19	Vocabulary enhancement (Suffixes)	7	Congratulating
	20	Vocabulary enhancement (Suffixes)		
	21	Vocabulary enhancement (one word sub.)		
8th	22	Vocabulary enhancement (Synonym)	8	Exploring sympathy and condolences
	23	Vocabulary enhancement (Antonym)		
	24	Assignment & Value added Lecture		
9th	25	Assignment evaluation and Viva-voce	9	Asking questions- Polite responses
	26	Problem solving session & Test		
	27	Analysis of Test & its solution		
10th	28	Business Letters—Introduction & Floating quotations	10	Apologizing-Forgiving
	29	Business Letters—Floating quotations		
	30	Business Letters—Placing orders		
11th	31	Business Letters—Complaint letters	11	Complaining
	32	Business Letters—Complaint letters		
	33	Official Letters		
12th	34	Official Letters	12	Warning
	35	Memos		
	36	Memos		
13th	37	Circular	13	Asking and giving information
	38	Circular		
	39	Office orders		
14th	40	Agenda for a meeting	14	Getting and giving permission
	41	Minutes of the meeting		
	42	Assignment & Value added Lecture		
15th	43	Assignment evaluation and Viva-voce	15	Asking for and giving opinions
	44	Problem solving session & Test		
	45	Analysis of Test & its solution		