

Teaching Lesson Plan

AEC-2

English (2 Credits)

Lecture hours: 30

OBJECTIVES: To enable the students to acquire and demonstrate the knowledge and understanding of contemporary India with its historical perspective

| SN | Subject and Objectives | Lectures Hrs | Methodology | Evaluation Mode |
|----------|--|--------------|-----------------------------|--------------------|
| Unit-I | What is communication? Definition and Aspects | 6Hrs | PPT, Discussion, Group work | Q & A, Assignments |
| Unit-II | Reading Comprehension, Note-making and Summarising | 6Hrs | PPT, Discussion, Group work | Q & A, Assignments |
| Unit-III | Short compositions: Notice, Advertisement, Posters, Invitation | 6Hrs | PPT, Discussion, Group work | Q & A, Assignments |
| Unit-IV | Letter writing: Letter of Enquiry, Letter of Placing Order, Letter of Complaint, Letter of Request, Letter to the Editor, Letter to the Principal, Application for Job | 6Hrs | PPT, Discussion, Group work | Q & A, Assignments |
| Unit-V | Article writing, Resume writing | 6Hrs | PPT, Discussion, Group work | Q & A, Assignments |

Reference Books:

1. V. C. Mahto & Sushmita Chakraborty, Basics of Communication: Opportunities and Challenges, Rudra Publishers and Distributors, New Delhi
2. Prescribed Text: R. K. Sharma & Nidhi Singh, Essential English for Better Communication, Cambridge University Press
3. Reader's Digest- How to Write and Speak Better
4. Gangal & Dere- Developing Writing Skills in English
5. N. Lal- New Style English Grammar and Composition

Prepared by: Department