

# 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**