

Teaching Lesson Plan

MDC

GRAMMATICAL SKILLS AND NON-PROFESSIONAL WRITING (Functional English-B)

Lecture hours: 45

OBJECTIVES: To enable the students, handle the grammatical issues and how these may be used in non-professional writings.

SN	Subject and Objectives	Lectures Hrs	Methodology	Evaluation Mode
Unit-I	Basics of Grammar – 1	15Hrs		
	1. Parts of Speech 2. Subject, Verb, Object, Complement, Adjunct 3. Sentence and its types	15	PPT, Illustrations	Q & A, Assignments
Unit-II	Basics of Grammar – 2	10Hrs		
	1. Subject – Verb Agreement 2. Time and Tense 3. Voice: Active and Passive 4. Transformation of Sentences	10	PPT, Illustrations	CIA
Unit-III	Non-Professional Writing – 1	10Hrs		
	1. Personal Letters 2. Expansion of an Idea 3. Precis, Paragraph and Essay Writing	10	PPT, Illustrations	Q & A, Assignments
Unit-IV	Non-Professional Writing – 2	10Hrs		
	1. Process Writing and its Meaning 2. Writing Letters to the Newspaper Editors (for social causes) 3. Writing Letters to Government Authorities	10	PPT, Illustrations	Q & A, Assignments

Reference Books:

1. R. K. Sharma & B. Singh – A Comprehensive English Grammar, Atlantic Publishers, New Delhi
2. Reader's Digest- How to Write and Speak Better R. K. Sharma. Exploring English Syntax. Cambridge University Press
3. Wren and Martin- High School English Grammar and Composition
4. Gangal & Dere- Developing Writing Skills in English
5. B. N. Lal- New Style English Grammar and Composition
6. R.K.Sharma, Exploring English Syntax, Cambridge University Press

Prepared by Department