

INDIRA GANDHI (P.G.) MAHILA MAHAVIDYALAYA, KAITHAL

Affiliated to Kurukshetra University, Kurukshetra

Department Of English

Lesson Plan (Session 2025-2026)

Class: UG

Name of the Course: English Language and Communication Skills: Level 1

Dates: 22 July, 2025 – 24 Nov., 2025

Semester: **I**

Course Code : B23-AEC-111

SYLLABUS

Maximum Marks: 50 Marks

Time: 3 hours

End Term Exam Marks: 35 Marks

Assessment: 15 Marks

Note: Examiner will be required to set nine questions in all. First question will be compulsory, consisting of short type question covering the entire syllabus in addition to that eight more questions will be set, two question from each unit. Students will be required to attempt in all. In addition to the compulsory question, student will have to attempt four more questions selecting one question from each unit.

| Unit | Topics |
|------------------|---|
| Unit: I | Theory and Types of Communication Verbal and Non-Verbal Communication |
| Unit: II | Workplace and Interpersonal Communication Introducing Oneself, Introducing Others, Making Requests, Offering Help, Congratulating, Making Enquiries and Seeking Permission |
| Unit: III | Importance of Listening Skills and their types Barriers to Effective Listening and how to overcome them Note-taking Techniques to capture the main ideas |
| Unit: IV | Parts of Speech |

Text Books :

- Sharma, Suruchi. English Language and Communication Skills, Unique Publications.

Course Outcomes

After completing this course, the learner will be able to:

1. The students will learn various types of verbal and non-verbal communication.
2. Demonstrate effective interpersonal and workplace communication skills such as introducing oneself and others, making requests, enquiries, offering help, congratulating, and seeking permission.
3. Develop and apply effective listening skills by identifying different types of listening, recognizing barriers to listening, and using strategies to overcome them, including note-taking techniques.
4. Identify and correctly use the parts of speech in simple sentences to improve accuracy and clarity in spoken and written English.

Lesson Plan

| SR · No | Date | Course Content |
|---------------|-----------------------|---|
| | | Theory (2) |
| 1 | 22 July -25July 2025 | Course Introduction & Basics of Communication Introduction to the course, objectives, evaluation Meaning and process of communication Importance of communication in daily and professional life |
| 2 | 28 July - 2 August | Types of Communication Verbal Communication Non-Verbal Communication Formal vs Informal Communication |
| 3 | 4 August -8 August | Non-Verbal Communication (Detailed) Body language Facial expressions Gestures, posture, eye contact |
| 4 | 11 August - 14 August | Workplace Communication Meaning and importance Professional behaviour and etiquette |
| 5 | 18 August - 23August | Interpersonal Communication Features and significance Effective interpersonal skills |
| 6 | 25 August -30 August | Functional Communication – I Introducing oneself Introducing others Making requests |
| 7 | 1 Sept. - 6 Sept. | Functional Communication – II Offering help Congratulating Making enquiries Seeking permission |
| 8 | 8 Sept. - 13 Sept. | Listening Skills – Introduction Meaning and importance of listening Difference between hearing and listening |
| 9 | 15 Sept. - 20 Sept. | Types of Listening Active listening Passive listening Empathetic listening |
| 10 | 22 Sept. - 27 Sept. | Barriers to Effective Listening Physical barriers Psychological barriers Linguistic barriers |
| 11 | 29 Sept.- 4 Oct. | Overcoming Listening Barriers Techniques to improve listening Good listener traits |
| 12 | 6 Oct.- 11 Oct. | Note-Taking Techniques Importance of note-taking Methods: outlining, keywords, abbreviations |
| 13 | 13 Oct.- 18 Oct. | Parts of Speech – I Noun Pronoun Verb |
| 14 | 27 Oct. - 1 Nov. | Parts of Speech – II Adjective Adverbs Preposition |
| 15 | 3 Nov. - 8Nov | Conjunction & Interjection |
| 16 | 10 Nov-15 Nov | Revision |
| 17 | 17 Nov -22 Nov | Revision |
| 18 | 24 Nov. | Revision |

Signature of Teacher

Head of Department

INDIRA GANDHI (P.G.) MAHILA MAHAVIDYALAYA, KAITHAL

Affiliated to Kurukshetra University, Kurukshetra

Department Of English

Lesson Plan (Session 2025-2026)

Class: UG

Name of the Course: English Language and Communication Skills: Level 3

Dates: 22 July, 2025 – 24 Nov., 2025

Semester: **III**

Course Code : B23-AEC-311

SYLLABUS

Maximum Marks: 50 Marks

End Term Exam Marks: 35 Marks

Time: 3 hours

Assessment: 15 Marks

Note: Examiner will be required to set nine questions in all. First question will be compulsory, consisting of short type question covering the entire syllabus in addition to that eight more questions will be set, two question from each unit. Students will be required to attempt in all. In addition to the compulsory question, student will have to attempt four more questions selecting one question from each unit.

| Unit | Topics |
|------------------|---|
| Unit: I | Cloze Reading and Comprehension Summarizing and Paraphrasing |
| Unit: II | Interview Skills, Seminar Skills, Presentation Skills Data Interpretation – Bar Graph, Pie Chart, Tree Diagram |
| Unit: III | Vocabulary: Homonyms, Homophones, Pair of words Rearranging jumbled sentences |
| Unit: IV | Common errors in the use of English (Noun, Pronoun and Articles) |

Text Books :

- Sharma, Suruchi. English Language and Communication Skills, Unique Publications.

Course Outcomes

After completing this course, the learner will be able to:

- The students will understand the importance of close reading and comprehension.
- They will learn the practical use of interview and presentation skills.
- They will enhance their vocabulary for better communication.
- They will be introduced to the correct use of articles and other parts of speech.

Lesson Plan

| SR · No | Date | Course Content |
|---------------|-----------------------|---|
| | | Theory (2) |
| 1 | 22 July -25July 2025 | Introduction to course Basics of Cloze Reading (concept & strategies) Practice passages |
| 2 | 28 July - 2 August | Cloze Reading (advanced practice) Reading comprehension techniques (skimming & scanning) |
| 3 | 4 August -8 August | Reading Comprehension (short & long passages) Question-answer strategies |
| 4 | 11 August - 14 August | Summarizing (rules, techniques) Practice exercises |
| 5 | 18 August - 23August | Paraphrasing (methods & examples) Difference between summarizing & paraphrasing Practice work |
| 6 | 25 August -30 August | Interview Skills (types, preparation, body language) Mock interview practice |
| 7 | 1 Sept. - 6 Sept. | Seminar Skills (presentation structure, confidence building) Group seminar activities |
| 8 | 8 Sept. - 13 Sept. | Presentation Skills (PPT making, delivery techniques) Individual presentations |
| 9 | 15 Sept. - 20 Sept. | Data Interpretation Bar Graph (concept + practice) Pie Chart (concept + practice) |
| 10 | 22 Sept. - 27 Sept. | Data Interpretation Tree Diagram Mixed practice sets |
| 11 | 29 Sept.- 4 Oct. | Vocabulary: Homonyms Homophones (usage & examples) Practice exercises |
| 12 | 6 Oct.- 11 Oct. | Pair of Words Vocabulary revision activities Quiz / test |
| 13 | 13 Oct.- 18 Oct. | Rearranging Jumbled Sentences (basic rules) Practice exercises |
| 14 | 27 Oct. - 1 Nov. | Advanced sentence rearrangement Error detection in sentences |
| 15 | 3 Nov. - 8Nov | Common Errors in English Noun Pronoun |
| 16 | 10 Nov-15 Nov | Common Errors Articles |
| 17 | 17 Nov -22 Nov | Revision |
| 18 | 24 Nov. | Revision |

Signature of Teacher

Head of Department