



DEPARTMENT OF MATH & SCIENCE

LESSON PLAN

Discipline: CIVIL/ DRILLING/MINING/ELECTRICAL			Name of the Teaching Faculty: SHRI H.S.BHUNIA
Subject: Communication Skills in English. (Th-1A)			Semester Start Date: 16.08.2024 Semester End Date: 10.12.2024 NO OF WEEKS:15
MONTH	WEEK	NO. OF PERIODS AVAILABLE	THEORY TOPICS TO BE COVERED
AUGUST	1ST	02 P	Briefing of syllabus and introduction Poetry: Stopping By Woods in A Snowy Evening
	2nd	02 P	Poetry: Stopping By Woods in A Snowy Evening Writing Personal letters
SEPTEMBER	1ST	02 P	Writing Personal letters Writing Official and Business letters
	2nd	02 P	Writing Official and Business letters Report writing
	3RD	02 P	Report writing Poetry:Where The Mind Is Without Fear
	4TH	02 P	Poetry:Where The Mind Is Without Fear Monthly Test-I
OCTOBER	1ST	02 P	Drafting Email Internal Assessment-I
	2ND	02 P	Drafting Notices Writing Agenda or minutes of Meeting
	3RD	02 P	Filling of Different Forms Vocabulary of commonly used words
	4TH	02 P	Commonly used administrative terms Commonly used administrative terms
	5TH	02 P	One word Substitution Parts of speech
NOVEMBER	1ST	02 P	Tenses Tenses
	2ND	02 P	Tenses Voice change
	3RD	02P	Internal Assessment-II Voice Change
	4TH	02P	Prose:The Missing Mail Prose:The Missing Mail
DECEMBER	1ST	02P	Punctuation
			Revision & VST

Prepared by
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HOD
MATH & SCIENCE
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