Name of the Teacher: Mamta Guglani Class: B.Com III Sem (OMSP)

**Lesson Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **S No** | **Period** | **Topics to be Covered** | **Academic Activity to be Organized** |
|  | **17-31 July 2017** | History of typewriter& its types |  |
|  | **01-31 Aug 2017** | Techniques of stencil cutting, correction of stencil papers – use of correcting fluid, graft methods and use of Gumcoate paper method, signatures and lining on stencil paper with the help of stylus pen and backing sheet.; Duplicating –Kinds of duplicators taking out copies on duplicators, duplicating ink.; Correspondence: Business and Official | **Group discussion** |
|  | **01-30 Sept 2017** | Carbon manifoilding: Carbon papers and their kinds, carrying out correction on Carbon copies i.e. use of eraser, erasing shield, while correcting fluid etc. Squeezing and spreading carbon economy.; Electric and Electronic typewriters:. | **Group discussion & oral tests** |
|  | **01-31 Oct 2017** | Salient features of Electronics Typewriters, Computers Salient Features, and Typing on Computers | **Group discussion & oral tests** |
|  | **01-13 Nov 2017** | **Revision session** |  |

**Tpics of Assignments/ Class Tests to be given to the Students:**

|  |  |
| --- | --- |
| **Assignment 1** | **Carbon manifolding** |
| **Assignment 2** | **Stencil cutting** |
| **Class Test** | **Stencil cutting, Carbon manifolding, History of typewriter, Business correspondence** |

Name of the Teacher: Mamta Guglani Class:B.Com OMSP (IIIrd Sem.)

**Lesson Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **S No** | **Period** | **Topics to be Covered** | **Academic Activity to be Organized** |
|  | **17-31 July 2017** | **General INSTRUCTIONS FOR TYPING** | **Practice session** |
|  | **01-31 Aug 2017** | **Knowledge of Key board& practice of home Row & Upper Row** | **Revision session** |
|  | **01-30 Sept 2017** | **Practice For Paragraph & Punctuation Signs** | **Typing test** |
|  | **01-31 Oct 2017** | **Practice about letters ;knowledge for making table** | **Typing test** |
|  | **01-13 Nov 2017** | **Revision session** |  |

**Topics of Assignments/ Class Tests to be given to the Students:**

|  |  |
| --- | --- |
| **Assignment 1** | **Typing practice(assignments of paragraph)** |
| **Assignment 2** | **Typing practice(letter)** |
| **Class Test** | **Paragraph & letters, tables** |

Name of the Teacher: Mamta Guglani Class: B.Com OMSP(Vth Sem.)

**Lesson Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **S No** | **Period** | **Topics to be Covered** | **Academic Activity to be Organized** |
|  | **17-31 July 2017** | **General INSTRUCTIONS FOR TYPING** | **Practice session** |
|  | **01-31 Aug 2017** | **Knowledge of Key board& practice of home Row & Upper Row** | **Revision session** |
|  | **01-30 Sept 2017** | **Practice For Paragraph & Punctuation Signs** | **Typing test** |
|  | **01-31 Oct 2017** | **Practice about letters ;knowledge for making table** | **Typing test** |
|  | **01-13 Nov 2017** | **Revision session** |  |

**Topics of Assignments/ Class Tests to be given to the Students:**

|  |  |
| --- | --- |
| **Assignment 1** | **Typing practice(assignments on paragraph)** |
| **Assignment 2** | **Typing practice(letter)** |
| **Class Test** | **Paragraph & letters, tables** |