Name of the Teacher:Bhim Singh Class: B.sc IT( sem 1)

**Lesson Plan**

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| S No | Period | Topics to be Covered | Academic Activity to be Organized |
|  | 17-31 July 2017 | Unit 1  Communication: Meaning, need objectives, significance and elements of communication essentials for effective communication, barriers to communication.  Channels of communication: Formal, informal, downward, upward, horizontal written, oral, internal, external communication means of communications: selection of means conversation, lecture, interview, telephone, radio broadcast, Dictaphone, meeting conference, seminar, group discussion, speech, announcement over public address system. | Vocabulary  Class test  Comprehension Exercises  Group Discussion |
|  | 01-31 Aug 2017 | unit 2  Letters, circulars, memo, minutes, reports, manual, expression, gesture ,table, diagram, chart, graph, poster, slide, film strip, television, camera, cinema, video player, fax, telex & teleprinter, e-mail ,cellular phone, pager, internet, signals, messenger service etc. |
|  | 01-30 Sept 2017 | unit 3  Remedial Grammar: Articles, agreement between verb and subject, uses of tenses, active and passive voice, reported speech, Modal and their uses, Phrasal verbs. |
|  | 01-31 Oct 2017 | unit 4  Precis Writings  &  Revision |
|  | 01-13 Nov 2017 | Revision |

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

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| **Assignment 1** | Question based on unit 1 |
| **Assignment 2** | Question based on unit 2 |
| **Class Test** | Question based on unit 1&2 |