Lesson Plan

Name of the teacher: Ms. Mamta Guglani

Department: Commerce

Lesson plan: ( July -Nov.2018)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Week | Date | B.Com(OMSP)5th Sem Vocational Typing Practical English  | B.Com(OMSP)3rd Sem Vocational Typing Theory | B.Com(OMSP)3rd Sem Vocational Typing Practical English |
| 1st  | 17-24 July | Telling the importance of developing speed | Carbon Mani folding Carbon Papers & their kinds, Carrying out correction on carbon Copies | Importance of Computer typing  |
| 2nd | 25-1 August |  Rules of typewriting  | Use of Eraser, Erasing Shield, while Correcting fluid etc. Spreading and squeezing carbon economy | Sitting posture Basic knowledge of computer |
| 3rd | 2-8 August | Rules of typing a paragraph  | Stencil Cutting and its techniques | Knowledge of up keeping computer neat and clean essential parts of computer |
| 4th | 9-14 August | Spacing and setting of margin for typing a paragraph  | Duplicating and its techniques | Position of hands setting of fingers on keyboard |
| 5th | 16-23 August | Keys uses in typing | Meaning and types of correspondences | Telling spacing after punctuation Signs |
| 6th | 24-31 August |  Role of punctuation marks paragraph | Define paragraph, letters, Tables | Knowledge about keyboard left hand right hand fingers  |
| 7th | 1-7 September | Importance of choosing font while typing | Typewriting Concept  | Practice of home row keys Asdf ;lkj  |
| 8th | 8-14 September | Double Spacing and correct paragraphing | Need and usefulness of Typewriter | Asdfg ;lkjh |
| 9th | 15-21 September | Practicing of paragraph | Early Innovation and Standardization  | Words of home row keys  |
| 10th | 22-30 September | Rule for typing a letter  | Electric Designs/Models | Practice of Upper row keys qwert poiuy |
| 11th | 1- 7 October | Spacing and setting of margin in letter  | Typewriter/printer hybrids | Words practice of upper row keys  |
| 12th | 8-13 October | Official and business letters  | QWERTY and other Keyboard layouts  | Word practice of home and upper row |
| 13th | 15-22 October | Making tables rules for tables spacing and margin | Typewriters Conventions  | Practice of lower row  |
| 14th | 23- 31 October | Rules for typing a manuscript | Electronics Typewriters features and usefulness |  Practice of third row words  |
| 15th | 1-13 November | Practice of making paragraphs, letters tables  | Computers Introduction Features Components and revision of whole syllabus | Practice of numbers Making lines and paragraphs and letters  |
|  |  |  |  |  |