

PVC Naib Subedar Sanjay Kumar Govt. Polytechnic Bilaspur at Kalol

| Semester | Department | Paper Title | Course Planner | Lectures | Practicals |
|-----------------|---------------------------------|-----------------------------------|-----------------------|-----------------|-------------------|
| First | Applied Sciences and Humanities | English & Communication Skills -I | Monica Tanwar | 42 | 11 |

Reference Books

| Sr. No. | Title of the Book | Author | Publication |
|----------------|--|---|-------------------------|
| 1 | English and Communication Skills, Book-I | Kuldip Jaidka, Alwinder Dhillon and Parmod Kumar Singla | Abhishek Publication |
| 2 | High School Grammar | Wren and Martin | S. Chand |
| 3 | Business Communication and Personality Development | Sri Jin Kushal | V K Global Publications |

| LTP week distribution: (LTP Weeks) | |
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| Weeks before Class Test I | 5 |
| Weeks After Class test I | 3.5 |
| Weeks After Class test II | 3.5 |
| Weeks After House test | 1 |
| Revision | 1 |

Learning Outcome of the Course:

The objectives of the course in English and Communication Skills-I is to equip students with the basic language skills like listening, speaking, writing and reading along with adequate grounding in the elements of English grammar and composition to substantiate the basic language skills.

Time Table:

| | 9:00-10:00 | 10:00-11:00 | 11:20-12:20 | 12:20-1:20 | 2:20-3:20 | 3:20-4:20 | 4:20-5:20 |
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| Monday | | ECS-I (ME) | <i>PCS G1 ME</i> | | | | |
| Tuesday | | ECS-I (ME) | ECS-I Lab G1 EE | | | <i>PCS G2 ME</i> | |
| Wednesday | ECS-I (EE) | | | ECS-I (EE) | | | |
| Thursday | | | | | ECS-I Lab G1ME | | |
| Friday | | ECS-I Lab G2 EE | | ECS-I (EE) | | | |
| Saturday | | ECS-I (ME) | | | ECS-I Lab G2ME | | |

Theory-06 Practical-08

Detailed Lesson Plan

| Week No. | Lecture No. | Broad Topic(Sub Topic) | Chapters | Lecture Description | Learnig Outcomes | Pedagogical Tool |
|----------|-------------|------------------------|-----------------|--|--|---|
| | Lecture 1 | Grammar and Usage | Parts of Speech | 1. Introduction about Parts of Speech; 2. Noun and its types | Students will review noun and its types. They will identify and use them in sentences properly | Inductive Method, Discussion Method and Pair Activity |
| | Lecture 2 | Grammar and Usage | Parts of Speech | 1. Pronoun and its types; 2. Verb and its types | Students will review the concept pronoun and verb. They will identify and use them in sentences properly | Inductive Method, Discussion Method and Pair Activity |

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| Week 1 | Lecture 3 | Grammar and Usage | Parts of Speech | 1. Adverb and its types; 2. Adjective and its types | Students will review the concept Adverb and Adjective. They will identify and use them in sentences properly | Inductive Method, Discussion Method and Pair Activity |
| Week 2 | Lecture 4 | Grammar and Usage | Parts of Speech | Articles: definite article and indefinite article | Students will know about Articles and its types. They will identify and use them in sentences properly | Inductive Method, Question-Answer Method and Pair Activity |
| | Lecture 5 | Grammar and Usage | Parts of Speech | Prepositions; Its usage and difference between Article and Preposition | Students will review the concept preposition and its importance in sentence. They will identify and use them in sentences properly | Lecture Method, Discussion Method and Pair Activity |
| Week 2 | Lecture 6 | Grammar and Usage | Parts of Speech | Conjunction, Interjection and Identification of parts of speech | Students will review the concept conjunction and interjection. They will identify and use them in sentences properly. Students will undergo exercise pertaining to identification of | Inductive Method, Question-answer Method. |
| | Lecture 7 | Grammar and Usage | Tenses | 1. Introduction about Tenses and its importance in sentence formation. 2. Present Tense and its types | the importance of tense in the daily routine. They will be able to identify the present tense and its types. They will also be able to | Inductive method and Question-Answer Method |
| | Lecture 8 | Grammar and Usage | Tenses | 1. Past Tense and its Types 2. Future Tense and its Types | Students will be able to identify the tenses. They will be able to correct the incorrect sentences. | Inductive method and Question-Answer Method |

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| Week 3 | Lecture 9 | Voice | Passive : i) is done/ was done ii) be/ been/ being done | Example or situation or conversation will be given to the students to study and identify the tense. Later the rules and usage will be taught | The students will be able to: i) identify Active and Passive Voice ii) rewrite the Active sentences into Passive | Inductive method and Question-Answer Method |
| | Lecture 10 | Voice | Passive: i) it is said that ii) He is said to ii) (be) supposed to ... | Example or situation or conversation will be given to the students to study and identify the tense. Later the rules and usage will be taught | The students will be able to: i) identify Active and Passive Voice ii) rewrite the Active sentences into Passive | Inductive method and Question-Answer Method |
| | Lecture 11 | Grammar and Usage | One Word Substitution | Sentences will be given to the students to study and write them in brief. Later the art of precise writing and importance of one words will be taught. | the students will be able to: i) know the importance of concise writing ii) rewrite the long sentences briefly | Inductive method and Question-Answer Method |
| | Lecture 12 | Literature | Homecoming | 1. Introduction of author, early stage of Indian writing in English. 2. Explanation of the lesson in simple words | know about the early stage of Indian-English Literature and about the contribution of eminent Nobel Laureate | Narration Method |
| | Lecture 13 | Literature | Homecoming | Explanation of the lesson in simple words | know about the sentence pattern used in story writing. They will be able to tell the story in their words along with character sketch of the | Explanation skill and Discussion method |
| | Lecture 14 | Literature | The Diamond Necklace | 1. Introduction of author. 2. Explanation of the lesson in simple words | The students will be able to know about the about the contribution of the author. | Narration Method |

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| Week 5 | Lecture 15 | Literature | The Diamond Necklace | Explanation of the lesson in simple words | know about the about the 'moral of contentment in life' | skill and Discussion method |
| | Lecture 16 | Literature | I Have A Dream | 1. Introduction of author. 2. importance of Martin luther king in apartheid movement. 3.Explanation of the lesson in simple words | The students will be able to know about the Apartheid movement in USA and about the contribution of Martin luther King. | Narration Method |
| | Lecture 17 | Literature | On Habits | 1. Introduction of author. 2. Explanation of the lesson in simple words | The students will able to understand the importance of habits. | Explanation Method |
| | Week 6 | Lecture 18 | Literature | On Habits | 1. Reading of the text and Explanation of the lesson in simple words | The students will able to understand the importance of habits. |
| | Lecture 19 | Literature | Ozymandias | 1. Introduction to the poet and Romantic Period of English Literature. 2. Reading of the text and explanation | i) paraphrase the text of the poem ii) write the summary of the poem in their own words | Illustration Method and Explanation Skill |
| | Lecture 20 | Literature | Ozymandias | Reading of the text and explanation | i) paraphrase the text of the poem ii) write the summary of the poem in their own words | Illustration Method and Explanation Skill |
| Week 7 | Lecture 21 | Literature | Daffodils | 1. Introduction to the poet and Romantic Period of English Literature. 2. Reading of the text and explanation | i) paraphrase the text of the poem ii) write the summary of the poem in their own words | Illustration Method and Explanation Skill |
| | Lecture 22 | Literature | Daffodils | Reading of the text and explanation | poem ii) write the summary of the poem in their own words | Illustration Method and Explanation Skill |

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| Week 8 | Lecture 23 | Literature | Stopping by Woods on a Snowy Evening | 1. Introduction to the poet and his importance in English Literature. 2. Reading of the text and explanation | i) paraphrase the text of the poem ii) write the summary of the poem in their own words | Illustration Method and Explanation Skill |
| | Lecture 24 | Translation | Glossary of Administrative Terms | Important terms used in the administration will be explained | i) write the hindi equivalent of the administrative terms and vice-versa | Explanation Method |
| Week 9 | Lecture 25 | Translation | Translation from Hindi to English | knowledge of tenses and its usage translation exercise will be done. | i) translate the sentences from hindi to English and vice-versa | Method and Question-answer Method |
| | Lecture 26 | Translation | Re-translation | With the help of previous knowledge of tenses and its usage translation exercise will be done. | i) translate the sentences from hindi to English and vice-versa | Inductive Method and Question-answer Method |
| | Lecture 27 | Communication | Communication: Definition and Meaning | Basics of Communication | i) meaning, nature and importance of communication ii) role of communication | Discussion Method and Question-Answer Method |
| Week 10 | Lecture 28 | Communication | Elements of communication | Role and meaning of elements of Communication | name and explain the role of elements of communication. | Discussion Method and Question-Answer Method |
| | Lecture 29 | Communication | Process of Communication | 1. Cyclic Process of Communication 2. Main components of process | i) explain the process of communication ii) name the important components of the process | Discussion Method and Question-Answer Method |
| | Lecture 30 | Communication | Levels of Communication | Four fold pattern of levels of Communication | The students will be able to categorise the levels of communication | method and Question-Answer Method |

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| Week 11 | Lecture 31 | Communication | Levels of Communication | Differentiation between levels of communication | identify the levels of communication and will be able to differentiate between | method and Question-Answer Method |
| | Lecture 32 | Communication | Objectives of communication | communication playing essential role in the success of any individual or business organisation. | The students will be able to judge the importance of communication from the objectives | Inductive method and Question-Answer Method |
| | Lecture 33 | Communication | Verbal and Non-verbal communication | Verbal and Non-verbal Communication: Definition, Nature and Types | i) differentiate between verbal and non-verbal communication ii) know the importance of verbal as well as non-verbal communication | Inductive method and Question-Answer Method |
| Week 12 | Lecture 34 | Comprehension | Unseen passages of literature for comprehension exercises | A comprehension passage will be given and students will be asked to explain the passage. Later questions will be given to be solved. | i)comprehend and grasp the theme of the passage ii) choose the correct statement iii) know author's point of view | Inductive method and Question-Answer Method |
| | Lecture 35 | Comprehension | Unseen passages: science based for comprehension exercises | A comprehension passage will be given and students will be asked to explain the passage. Later questions will be given to be solved. | i)comprehend and grasp the theme of the passage ii) choose the correct statement iii) know author's point of view | Inductive method and Question-Answer Method |
| | Lecture 36 | Comprehension | Unseen passages: data /graph based for comprehension exercises | A comprehension passage will be given and students will be asked to explain the passage. Later questions will be given to be solved. | i)comprehend and grasp the theme of the passage ii) choose the correct statement iii) know author's point of view | Inductive method and Question-Answer Method |
| | Lecture 37 | Paragraph Writing | Writing Skills | Students will be asked to write a paragraph on given topic. Students will read the paragraphs written by them. Later tips of paragraph writing will be given. Essentials of writing | The students will be able: i) to form sentences. ii) arrange the ideas logically | Inductive method and Illustrative skill |

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| | Lecture 38 | Paragrah Writing | Writing Skills | Students will be asked to write a para on given topic. Students will read the paras written by them. Later tips of paragraph witing will be given. Essentials of writing | The students will be able: i) to frmae sentences. ii) arrange the ideas logically | Inductive method and Illustrative skill |
| Week 13 | Lecture 39 | Paragrah Writing | Writing Skills | Students will be asked to write a para on given topic. Students will read the paras written by them. Later tips of paragraph witing will be given. Essentials of writing | The students will be able: i) to frmae sentences. ii) arrange the ideas logically | Inductive method and Illustrative skill |
| | Lecture 40 | Revision | | | | |
| | Lecture 41 | Revision | | | | |
| Week 14 | Lecture 42 | Revision | | | | |