

**Government Polytechnic Meham(Rohtak)**

Name of Faculty: Sh. Jaidev

Discipline: Computer Engg

Subject: English Language-I

Lesson Plan Duration: 2018-19

Week	Theory		Practical	
	Lecture Day	Topic	Practical Day	Topic
Week 1	Day 1	<b>Basics of Communication</b>	Day 1	Listening Exercises G-I
	Day 2	Definations of communication	Day 2	Listening Exercises G-II
Week 2	Day 3	Process of Comunication	Day 3	Self and Peer Introdudation G-I
	Day 4	Types of Communication Introduction	Day 4	Self and Peer Introdudation G-II
Week 3	Day 5	Verbal - Listning	Day 5	Debate G-I
	Day 6	Verbal - Speaking	Day 6	Debate G-II
Week 4	Day 7	<b>Functional Grammar Introduction</b>	Day 7	Situational Conversation offering responding to offers G-I
	Day 8	Noun	Day 8	Situational Conversation offering responding to offers G-II
Week 5	Day 9	Noun	Day 9	Requesting - Respondng to requests G-I
	Day 10	Pronoun	Day 10	Requesting - Respondng to requests G-II
Week 6	Day 11	Pronoun	Day 11	Quiz Contest G-I
	Day 12	<b>Writing skill Introduction</b>	Day 12	Quiz Contest G-II
Week 7	Day 13	Correspondence - business	Day 13	Written Test - G-I
	Day 14	Correspondence - business	Day 14	Written Test - G-II
Week 8	Day 15	Correspondence - business	Day 15	Congratulating G-I
	Day 16	Correspondence - Official	Day 16	Congratulating G-II
Week 9	Day 17	Correspondence - Official	Day 17	Expressing sympathy and Condolence G-I
	Day 18	Correspondence - Official	Day 18	Expressing sympathy and Condolence G-II
Week 10	Day 19	<b>1st Internal Assesment Exam</b>	Day 19	Apologizing and forgiving G-I
	Day 20	Punctuation	Day 20	Apologizing and forgiving G-II
Week 11	Day 21	Punctuation	Day 21	Complaining G-I
	Day 22	Punctuation	Day 22	Complaining G-II
Week 12	Day 23	Punctuation	Day 23	Warning G-I
	Day 24	Notice	Day 24	Warning G-II
Week 13	Day 25	Notice	Day 25	Quiz Contest G-I
	Day 26	Notice	Day 26	Quiz Contest G-II
Week 14	Day 27	Notice Press Releases	Day 27	Written Test - G-I
	Day 28	Notice Press Releases	Day 28	Written Test - G-II
Week 15	Day 29	Test	Day 29	Asking and giving information G-I
	Day 30	Memo	Day 30	Asking and giving information G-II
Week 16	Day 31	Memo	Day 31	Getting and giving permission G-I
	Day 32	Memo	Day 32	Getting and giving permission G-II
Week 17	Day 33	<b>2nd Internal Assesment Exam</b>	Day 33	Asking for and giving opinions G-I
	Day 34	Verbal Communication	Day 34	Asking for and giving opinions G-II
Week 18	Day 35	Reading and writing skill	Day 35	Talking about Like and Dislikes G-I
	Day 36	Non - verbal Communication	Day 36	Talking about Like and Dislikes G-II
Week 19	Day 37	Non - verbal Communication	Day 37	Just a Minut sessions - Extempore G-I
	Day 38	Preposition	Day 38	Just a Minut sessions - Extempore G-II
Week 20	Day 39	Preposition	Day 39	Quiz Contest G-I
	Day 40	Preposition	Day 40	Quiz Contest G-II
Week 21	Day 41	Preposition	Day 41	Written Test - G-I
	Day 42	Conjunction	Day 42	Written Test - G-II
Week 22	Day 43	Conjunction	Day 43	Group Discussion - G-I
	Day 44	Conjunction	Day 44	Group Discussion - G-II
Week 23	Day 45	Conjunction	Day 45	Group Discussion - G-I
	Day 46	Tenses (Main Verb)	Day 46	Group Discussion - G-II
Week 24	Day 47	Tenses (Main Verb)	Day 47	News Paper Reading G-I
	Day 48	<b>Tense (Auxiliary verb)</b>	Day 48	News Paper Reading G-II
Week 25	Day 49	<b>Tense (Auxiliary verb)</b>	Day 49	News Paper Reading G-I
	Day 50	Introduction of Reading Skills	Day 50	News Paper Reading G-II
Week 26	Day 51	Questions from the passage	Day 51	Quiz Contest G-I

<b>Week 20</b>	Day 52	Questions from the passage	Day 52	Quiz Contest G-II
<b>Week 27</b>	Day 53	Questions from the passage	Day 53	Written Test - G-I
	Day 54	One word substitution	Day 54	Written Test - G-II
<b>Week 28</b>	Day 55	One word substitution	Day 55	Mock Interviews G-I
	Day 56	One word substitution	Day 56	Mock Interviews G-II
<b>Week 29</b>	Day 57	Prefixes	Day 57	Mock Interviews Telephonic - G-I
	Day 58	Suffixes	Day 58	Mock Interviews Telephonic - G-II
<b>Week 30</b>	Day 59	Antonyms	Day 59	Mock Interviews Personal G-I
	Day 60	Synonyms	Day 60	Mock Interviews Personal G-II
<b>Week 31</b>	Day 61	Synonyms	Day 61	Quiz Contest G-I
	Day 62	Circular	Day 62	Quiz Contest G-II
<b>Week 32</b>	Day 63	Circular	Day 63	Written Test - G-I
	Day 64	Basics of Report Writing	Day 64	Written Test - G-II
<b>Week 33</b>	Day 65	Basics of Report Writing	Day 65	Presentation - G-I
	Day 66	Resume Writing	Day 66	Presentation - G-II
<b>Week 34</b>	Day 67	Writing E-mails	Day 67	Practical Work, Exercise and Viva-Voice - G-I
	Day 68	Paragraph writing	Day 68	Practical Work, Exercise and Viva-Voice - G-II
<b>Week 35</b>	Day 69	Picture composition	Day 69	Practical Work, Exercise and Viva-Voice - G-I
	Day 70	Picture composition	Day 70	Practical Work, Exercise and Viva-Voice - G-II