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| Day | Lecture | **Practical** |
|  | Topic | **Topic** |
| 1. | Techniques of reading: Skimming and Scanning | Comprehension exercises of unseen passages along with the lessons  prescribed. |
| 2. | Extensive and Intensive Reading: Textual Study |
| 3. | Extensive and Intensive Reading: Textual Study | i.Comprehension exercises of unseen passages along with the lessons prescribed. |
| 4. | Homecoming – R.N. Tagore |
| 5. | Homecoming – R.N. Tagore | Reading Practice of lessons in the Lab Activity classes. |
| 6. | Life Sketch of Sir Mokshagundam Visvesvarayya |
| 7. | Life Sketch of Sir Mokshagundam Visvesvarayy | Practical Book Checking |
| 8. | Introduction |
| 9. | Summary | Vocabulary enrichment and grammar exercises based on the selected readings. |
| 10. | Questions |
| 11. | Life Sketch of Dr. Abdul Kalam |
| 12. | Life Sketch of Dr. Abdul Kalam |
| 13. | Biography of Dr. Abdul Kalam | .Vocabulary enrichment and grammar exercises based on the selected readings. |
| 14. | Narayan Murthy’s speech at LBSNA, Dehradun |
| 15. | Narayan Murthy’s speech at LBSNA, Dehradun | .Vocabulary enrichment and grammar exercises based on the selected readings. |
| 16. | Questions | Practical Book Checking |
| 17. | Fundamentals of Communication |
| 18. | Concept and Process of Communication, |
| 19. | Types of Communication (Verbal Communication) |
| 20. | Barriers to Communication |
| 21. | Media of Communication | iii.Reading aloud Newspaper  headlines and important articles. |
| 22. | Speaking Skill: Significance and essentials of Spoken Communication | i.Introducing oneself, others and leave- taking(talking about yourself) |
| 23. | Listening Skill: Significance and essentials of  Listening |
| 24. | Oral , Written Communication | i.Introducing oneself, others  and leave- taking(talking about yourself) |
| 25. | Oral , Written Communication |
| 26. | Barriers of Communication |
| 27. | Barriers of Communication |
| 28. | Nouns | Practical Book Checking |
| 29. | Pronouns | ii.Just a minute (JAM) sessions: Speaking extempore  for one minute on given topics |
| 30. | Articles |
| 31. | Verbs(Main and Auxiliary |
| 32. | Verbs(Main and Auxiliary) |

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| 33. | Verbs(Main and Auxiliary) | Situational Conversation: Offering-Responding to offers; Congratulating;  Apologising  and Forgiving; Complaining; Talking about likes and dislikes, Self-introduction Mock  Interviews. |
| 34. | Tenses |
| 35. | Tenses | Situational Conversation: Offering-Responding to offers; Congratulating;  Apologising  and Forgiving; Complaining; Talking about likes and dislikes, Self-introduction Mock  Interviews. |
| 35. | Tenses | Practical Book Checking |
| 36. | Subject verb agreement | Practical Book Checking |
| 37. | Conjunction of verb |
| 38. | Conjunction of verb | Practical Book Checking |
| 39. | Significance, essentials and effectiveness of  Written Communication | Exercises on pronunciation |
| 40. | Significance, essentials and effectiveness of  Written Communication | Exercises on pronunciation |
| 41. | Notice Writing |
| 42. | Official Letters and E-mails. |
| 43. | Official Letters and E-mails. |
| 44. | Business Letter |
| 45. | Business Letter | Exercises on pronunciation |
| 47. | Frequently-used Abbreviations used in Letter- Writing | Greeting for different Occasican |
| 48. | Frequently-used Abbreviations used in Letter- Writing | Greeting for different Occasican |
| 49. | Paragraph Writing | Greeting for different Occasican |
| 50. | Paragraph Writing |
| 51. | Email Writing |
| 52. | Email Writing | Exercises on pronunciation |
| 53. | Netiquettes |
| 54. | Netiquettes |
| 55. | Abbreviations used in letter writing | **Situational Conversation** |
| 56. | Abbreviations used in letter writing | Adaptability |