

Name : Dr. Jyoti Gupta
 Subject : English and communication skill -1
 Discipline : Common for all branches 1st Sem.
 Code : 220011/210011
 Session : 2024-2025
 Work Load : 2 Lectures and 2 Practical Per Week

Day	Lecture Topic	Practical 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	Incomprehension 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	
10.	Questions	Vocabulary enrichment and grammar exercises based on the selected readings.
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	

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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)	
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.
36.	Tenses	Practical Book Checking
37.	Significance, essentials and effectiveness of Written Communication	Exercises on pronunciation
38.	Significance, essentials and effectiveness of Written Communication	Exercises on pronunciation
39.	Notice Writing	
40.	Official Letters	
41.	Official Letters	
42.	E-mails.	
43.	Business Letter	
44.	Business Letter	Exercises on pronunciation

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45.	Frequently-used Abbreviations used in Letter-Writing	Greeting for different Occasican
46.	Frequently-used Abbreviations used in Letter-Writing	Greeting for different Occasican
47.	Paragraph Writing	Greeting for different Occasican
48.	Paragraph Writing	
49.	Netiquettes	
50.	Netiquettes	
51.	Abbreviations used in letter writing	Situational Conversation
52.	Abbreviations used in letter writing	Adaptability