

**TEACHING PLAN - MA English (odd semesters): 2020- 21**  
**(Semester I)**

**Course I - Literature in English 1550- 1660 (Part I)**

<b>Month</b>	<b>Topic</b>
<b>November</b>	General introduction to literature & Philip Sidney
<b>December</b>	Phillip Sidney (contd.) & Doctor Faustus Seminar for internal assessment
<b>January</b>	Twelfth Night & Paradise Lost-Book I
<b>February</b>	Paradise Lost-Book I (contd.) & Revision

**Course II - Literature in English 1660- 1798 (Part I)**

<b>Month</b>	<b>Topic</b>
<b>November</b>	General introduction to literature & The Way of the World
<b>December</b>	The Way of the World (contd.)& The School for Scandal Seminar for internal assessment
<b>January</b>	The School for Scandal (contd.) & The Rape of the Lock
<b>February</b>	Absalom & Achitophel & Revision

**Course III - Literature in English 1798- 1914 (Part I)**

<b>Month</b>	<b>Topic</b>
<b>November</b>	William Wordsworth
<b>December</b>	John Keats Seminar for internal assessment
<b>January</b>	The Mill on the Floss
<b>February</b>	Oliver Twist & revision

**Course IV - Literature in English 1914- 2000 (Part I)**

<b>Month</b>	<b>Topic</b>
<b>November</b>	The Wasteland
<b>December</b>	The Wasteland (contd.), A Passage to India Seminar for internal assessment
<b>January</b>	Philip Larkin
<b>February</b>	Lucky Jim & Revision

**Course V - Study of a Genre-Fiction (Part I)**

<b>Month</b>	<b>Topic</b>
<b>November</b>	Aspects of the Novel
<b>December</b>	Aspects of the Novel(contd.), Pride & Prejudice Seminar for internal assessment
<b>January</b>	Pride & Prejudice (contd.) & The Scarlet Letter
<b>February</b>	A Portrait of the Artist as a Young Man & Revision

**(Semester III)**

**Course XI - Critical Theory (Part I)**

<b>Month</b>	<b>Topic</b>
<b>October</b>	General introduction to Critical Theories
<b>November</b>	Poetics
<b>December</b>	Preface to Shakespeare Seminar for internal assessment
<b>January</b>	Arts Poetica & Natyashastra
<b>February</b>	Natyashastra (contd.)& Revision

**Course XII - American Literature (Part I)**

<b>Month</b>	<b>Topic</b>
<b>October</b>	The Portrait of a Lady
<b>November</b>	The Portrait of a Lady (contd.)& Emily Dickinson
<b>December</b>	Walt Whitman Seminar for internal assessment
<b>January</b>	The Adventures of Huckleberry Finn
<b>February</b>	The Adventures of Huckleberry Finn (contd.) & Revision

**Course XIII - Indian Writing in English (Part I)**

<b>Month</b>	<b>Topic</b>
<b>October</b>	Coolie
<b>November</b>	Coolie(contd.), Kamala Das
<b>December</b>	Kamala Das(contd.) & Jayant Mahapatra Seminar for internal assessment
<b>January</b>	Savitri (book IV)
<b>February</b>	Revision

**Course XIV (option ii) - English Language (Part I)**

<b>Month</b>	<b>Topic</b>
<b>October</b>	Phonetics: speech mechanics
<b>November</b>	Role of different organs of speech, Sounds of English, Description of sounds, Syllables and stress, Intonation and its functions
<b>December</b>	Transcribing words phonemically with primary stress; Marking stress and tones in sentences Seminar for internal assessment
<b>January</b>	History of English language; Word formation process: Coinage, Borrowing, Compounding, Blending, Clipping, Back formation, Conversion, Acronyms, Derivations, Prefixes, Suffixes, Affixes
<b>February</b>	Translation Hindi to English & Revision

**Course XV - Literature & Gender (Part I)**

<b>Month</b>	<b>Topic</b>
<b>October</b>	A Room of One's Own
<b>November</b>	A Room of One's Own (contd.) & To the Lighthouse
<b>December</b>	To the Lighthouse (contd.) Seminar for internal assessment
<b>January</b>	Jane Eyre & The Golden Notebook
<b>February</b>	The Golden Notebook (contd.) & Revision

## Teaching Plan (2020-2021)

### B.Com.-I, Semester-I Subject: Business Communication Course Code: BC 106

#### •October

Business Communication: Meaning; Forms of electronic communication;

#### •November

Models and processes; Theories of communication. Practices in business communication: group discussion, mock-interview and seminars; Report writing: principles and contents.

#### •December

Corporate Communication: Audience analysis; Formal and informal communication network; Communication barriers; Improving communication;

Effective presentation skills: individual and group presentation;

#### •January

Self-development and Communication: Development of positive attitude; SWOT analysis; Body language: kinesics, proxemics, para language; Interviewing skills: appearing and conducting; Writing resume; Writing business letters and emails; Etiquettes in verbal, written and online communication.

#### •February

Principles of effective listening: oral, written and video session. Revision.

**B.voc-II (Fashion Technology) (2020 -2021)**  
**Semester III**  
**Paper: Business Communication -1**

- **October**

Business communication Meaning. Basic forms of communicating, Communication models and processes, Effective communication.

- **November**

Theories of Communication, Audience Analysis. Self-Development and Communication Development of positive personal attitudes: SWOT analysis, Votes model of independence, Whole communication.

Assignment 1

- **December**

Body Language: Kinesics. Proxemics, and Para Language. Effective listening: Principles of effective listening. Factors affecting listening exercise, Oral, written and video sessions. Corporate communication: Formal and informal communication network

Assignment 2

- **January**

Miscommunication (Barriers); Improving communication, Practices in Business Communication, Group discussion; Mock interviews; Seminars, Effective listening exercises. Individual and Group Presentation: Report writing and its contents.

Test

- **February**

Modern Forms of Communicating: Fax, E-mail, Video Conferencing, etc.

Revision

## **TEACHING PLAN (2020-21)**

### **BBA-II Semester –III**

#### **Subject: Business Communication**

#### **Course Code: BBA: 206**

- **October**

Importance and Nature of Business Communication  
Effective Communication Skills  
Barriers and Gateways in Communication

- **November**

Process of Communication  
Oral and Non-Verbal Communication  
Listening and Negotiation  
Effective Listening  
Mechanics of Writing: Punctuation, Abbreviation, Numbers, References

- **December**

Do's and Don'ts of business writing  
Commercial letters; Writing business and academic reports  
Presentations of reports; public speaking  
Conducting and attending interview and meetings  
Telephonic conversation, Interviews  
Face to Face Conversation

- **January**

Organization Communication: components of organization communication Internal and external communication in organization  
Importance of communication in management, and communication structure in an organization.  
Revision

- **February**

Revision  
Test

## Teaching Plan

**BVoc (Fashion technology)      Semester-Ist      Session: 2020-2021      Subject: Communication skills**

### **October 2020**

Common errors in the use of noun, pronoun, adjectives and adverbs,

Subject verb agreement, active passive voice .

### **November 2020**

Idioms & phrases, words often confused, one word substitutes.

### **December 2020**

Communication its meaning and importance, essentials of good communication, methods of communication,

### **January 2021**

Transcription, Word Accent, intonation, weak forms in English

### **February 2021**

Slogan Writing, Theme building exercises, Dialogue writing, interpreting pictures/Cartoons



# Teaching Plan

BVoc Semester-V

Session: 2020-2021

Subject: Communication Skills

## **October 2020**

Introduction to Communication Skills, Communication skills in English

## **November 2020**

The importance of English, English as First and Second Language, Uses of English

## **December 2020**

Listening Skills, Reading Skills

## **January 2021**

Writing Skills

## **February 2021**

Speaking Skills

# Teaching Plan

**BSc. Semester-I**

**Session: 2020 -2021**

**Subject: English**

## **October 2020**

Translation from Hindi to English, Paragraph Writing

## **November 2020**

Poems: Let me not to the marriage of true minds, Death be not proud, On his blindness

## **December 2020**

Poems: know then thyself, The little black boy, Shadwell

## **January 2021**

Poems: Three years she grew in Sun and Shower, England in 1819, Crossing the bar

## **February 2021**

Prepositions and common errors

# Teaching Plan

BCA Semester-I

Session: 2020-2021

Subject: Communicative English

## **October 2020**

Paragraph writing, Role Play activity and student interaction in English in Imaginary situations

## **November 2020**

Reflections: Chapter 1 to 5, Email and Text Compositions

## **December 2020**

Reflections: Chapter 6 to 8, Voice, Reported Speech, English in Situations, Role play.

## **January 2021**

Reflections: Chapter 9, Case Study of RTI

## **February 2021**

Revision

**Lesson Plan (2020-21)****Name of Assistant Professors : Dr.Isha & Ms Shivangi****Class : BA I Sem I****Subject : English (Text and Composition)****Prescribed Text : *Literature & Language I*****From November 2020-February 2021**

<b>November 2020</b>		<b>Grammar</b>
<b>Week 1</b> <b>25/11/2020</b> <b>to</b> <b>30/11/2020</b>	A general overview of the syllabus and the scheme of examination	A general introduction to the various concepts of grammar
	A very short introduction to Speech Sounds	
	Definition of Phonetic Transcription	
	Phoneme & Vowels	
<b>December 2020</b>		
<b>Week 2</b> <b>01/12/2020</b> <b>to</b> <b>05/12/2020</b>	Diphthongs and Consonants	The Noun
	Diphthongs and Consonants	
	Syllable	
<b>Week 3</b> <b>07/12/2020</b> <b>to</b> <b>12/12/2020</b>	Revision of Chapter 1	Pronouns
<b>Week 4</b> <b>14/12/2020</b> <b>to</b> <b>19/12/2020</b>	Class Test of Chapter 1	Adjectives
	Close Reading & Critical Analysis of Essay: "Choosing Our Universe"	
	Close Reading & Critical Analysis of Essay: "Choosing Our Universe"	
	Comprehension Exercises	
	Vocabulary Exercises	
<b>Week 5</b> <b>21/12/2020</b> <b>to</b> <b>26/12/2020</b>	Revision of Chapter 2	Verbs
	Class Test of Chapter 2	
	Close Reading & Critical Analysis of Essay: "Are Dams the Temples of Modern India?"	
	Comprehension Exercises	
<b>Week 6</b> <b>28/12/2020</b> <b>to</b> <b>02/01/2021</b>	Comprehension Exercises	Tenses
	Revision of Chapter 3	
	Class Test of Chapter 3	

	<b>Assignment I</b>	
	<b>January 2021</b>	
<b>Week 7</b> <b>04/01/2021</b> to <b>09/01/2021</b>	Close Reading & Critical Analysis of Essay: “The Generation Gap”	Tenses
	Comprehension Exercises	
	Vocabulary Exercises	
	Revision of Chapter 4	
<b>Week 8</b> <b>11/01/2021</b> to <b>16/01/2021</b>	Class Test of Chapter 4	Prepositions
	Close Reading & Critical Analysis of Essay: “Language & National Identity”	
	Close Reading & Critical Analysis of Essay: “Language & National Identity”	
	Comprehension Exercises	
	Vocabulary Exercises	
	Revision of Chapter 5	
<b>Week 9</b> <b>18/01/2021</b> to <b>23/01/2021</b>	Class Test of Chapter 5	Conjunctions
	Close Reading & Critical Analysis of Essay: “Wounded Plants”	
	Comprehension Exercises	
	Vocabulary Exercises	
	<b>Assignment II</b>	
	Revision of Chapter 6	
<b>Week 10</b> <b>25/01/2021</b> to <b>30/01/2021</b>	Class Test of Chapter 6	Parts of Speech
	Close Reading & Critical Analysis of Essay: “Playing the English Gentleman”	
	Comprehension Exercises	
	Vocabulary Exercises	
	Revision & Class Test of Chapter 7	
	<b>English Sessional</b>	
	<b>February 2021</b>	
<b>Week 11</b> <b>01/02/2021</b> to <b>06/02/2021</b>	Close Reading & Critical Analysis of Essay: “Great Books Born Out of Great Minds”	Revision
	Comprehension & Vocabulary Exercises of Chapter 8	
	Close Reading & Critical Analysis of Essay: “The Responsibility of Young Men”	
	Comprehension & Vocabulary Exercises of Chapter 9	

<b>Week 12</b> <b>08/02/2020</b> to <b>13/02/2020</b>	Close Reading & Critical Analysis of Essay: "Bharat Mata"	Revision
<b>Week 13</b> <b>15/02/2021</b> to <b>20/02/2021</b>	Comprehension & Vocabulary Exercises of Chapter 10	Revision
	Group Discussion	
<b>Week 14</b> <b>21/02/2021</b> to <b>27/02/2021</b>	Problems/Discussions of Previous Years' Question Papers Class Test: Oral/Written	Tests

**Lesson Plan (2020-21)**

**Name of Assistant Professors : Dr. Anju Narwal, Dr. Deepti Sharma, Dr. Isha**

**Class : BA II Sem III**

**Subject : English (Text and Composition)**

**Prescribed Text : *Fragrances***

**From November 2020-February 2021**

<b>November 2020</b>		<b>Grammar</b>
<b>Week 1</b> <b>25/11/2020</b> <b>to</b> <b>30/11/2020</b>	A general overview of the syllabus and the scheme of examination	A general introduction to the various concepts of grammar
	Introduction to Important Poetic Forms and Devices	
	Explanation and discussion of Poetic Forms: Sonnet, Lyric, Free Verse Transcription contd.	
	Explanation and discussion of Poetic Forms: Ode, Elegy, Dramatic Monologue	
<b>December 2020</b>		
<b>Week 2</b> <b>01/12/2020</b> <b>to</b> <b>05/12/2020</b>	Explanation and discussion of Poetic Devices: Rhythm and rhyme, Simile, Metaphor, Personification, Hyperbole, Allusion	Non-Finite Verbs: A General Overview
	Conclusion of Chapter I: Important Poetic Forms and Devices— Alliteration, Irony, Imagery	
	Transcription	
<b>Week 3</b> <b>07/12/2020</b> <b>to</b> <b>12/12/2020</b>	Transcription contd...	Non- Finite Verbs: Infinitive
<b>Week 4</b> <b>14/12/2020</b> <b>to</b> <b>19/12/2020</b>	Transcription contd...	Non-Finite Verbs: Gerund
	A detailed study of the following poem I: “ Sonnet XVIII” by William Shakespeare	
	Vocabulary: Antonyms, Synonyms, Make Sentences	
	Question Answers, Very short, Very long, Reference to context	
	Group discussion and test of poetic forms and devices	
<b>Week 5</b> <b>21/12/2020</b> <b>to</b> <b>26/12/2020</b>	A thorough study of the following poem II: “ Know Thyself Then”, Alexander Pope	Non-Finite Verbs: Participle
	Vocabulary: Antonyms, Synonyms, Make Sentences	

	Question Answers, Very short, Very long, , Reference to context	
	Group discussion and test of the poems covered	
<b>Week 6</b> <b>28/12/2020</b> <b>to</b> <b>02/01/2021</b>	An exhaustive study of the following poem III: “Elegy Written in the Country Churchyard”, by Thomas Gray	Prepositions: Part I
	Vocabulary: Antonyms, Synonyms, Make Sentences	
	Question Answers, Very short, Very long, , Reference to context	
	Group discussion and test of the poems.	
	<b>Assignment I</b>	
<b>January 2021</b>		
<b>Week 7</b> <b>04/01/2021</b> <b>to</b> <b>09/01/2021</b>	A comprehensive study of the following poem IV: “The World is Too Much With Us”, by William Wordsworth	Prepositions: Part II
	Vocabulary: Antonyms, Synonyms, Make Sentences	
	Question Answers, Very short, Very long, , Reference to context	
	Group discussion and test of the poems covered	
<b>Week 8</b> <b>11/01/2021</b> <b>to</b> <b>16/01/2021</b>	Revision of Poem: 1, 2,3,4	Class Test: Nonfinite Verbs Class Test: Prepositions
	Class Test: Oral/Written	
	Comprehensive study of poem V: “Ode to Grecian Urn”, by John Keats	
	Vocabulary: Antonyms, Synonyms, Make Sentences	
	Question Answers, Very short, Very long, , Reference to context	
	Group discussion and test of the poems covered	
<b>Week 9</b> <b>18/01/2021</b> <b>to</b> <b>23/01/2021</b>	An extensive study of the poem VI: “My Last Duchess” by Robert Browning	Introduction to Clauses Sentence and its types Relative Clause
	Vocabulary: Antonyms, Synonyms, Make Sentences	
	Question Answers, Very short, Very long, , Reference to context	
	Group discussion and test of the poems covered	
	<b>Assignment II</b>	
	A study of the poem VII: “When You are Old”. By W.B. Yeats	



<b>Week 10</b> <b>25/01/2021</b> <b>to</b> <b>30/01/2021</b>	An elaborate study of the poem VIII “Where is the Mind is Without Fear”, by Rabindranath Tagore	Subordinate Clauses: Noun Clauses
	Vocabulary: Antonyms, Synonyms, Make Sentences	
	Question Answers, Very short, Very long, , Reference to context	
	Group discussion and oral test of the poems covered	
	Revision of Chapter: 5, 6, 7	
	<b>English Sessional</b>	
<b>February 2021</b>		
<b>Week 11</b> <b>01/02/2021</b> <b>to</b> <b>06/02/2021</b>	An elaborate study of the poem IX “The Bangle Seller”, by Sarojni Naidu Poem X “Another Women”, by ImtiazDharkar	Clauses: Adverb Clauses
	Vocabulary: Antonyms, Synonyms, Make Sentences	
	Question Answers, Very short, Very long, , Reference to context	
	Group discussion and test of the poems covered	
	Revision of the poem 1,2,3,4	
<b>Week 12</b> <b>08/02/2020</b> <b>to</b> <b>13/02/2020</b>	Class Test: Oral/Written Group discussion and queries	Conditionals Verb Patterns
<b>Week 13</b> <b>15/02/2021</b> <b>to</b> <b>20/02/2021</b>	Revision of the syllabus: 5,6,7	Prefixes and Suffices
	Group Discussion	
<b>Week 14</b> <b>21/02/2021</b> <b>to</b> <b>27/02/2021</b>	Problems/Discussions of Previous Years’ Question Papers Class Test: Oral/Written	Revision of syllabus and tests

## Lesson Plan

### KVA DAV College For Women, Karnal

**Session** 2020-21

**Semester** V

**Subject** English

**Teacher** Ms. Sunit Bhandari and Dr. Anju Narwal

**Class** B.A. III year

**Date**

<b>Month</b>	<b>Week/Date</b>	<b>Topic</b>
<b>Oct</b>	13.10.2020 17.10.2020	General Introduction about Indian writing in English and Indian English writers. Brief introduction of novel and its author-Raja Rao.
	19.10.2020 24.10.2020	Text: Elements of novel Composition: Practice of Transcription
	26.10.2020 31.10.2020	Text: Chapter I of novel Composition: Paragraph writing
<b>Nov</b>	02.11.2020 07.11.2020	Text: Chapter I Grammar And composition: Transcription and sentences
	9.11.2020 14.11.2020	Text: Chapter 2-3 Grammar And composition: Sentences and its structure
	16.11.2020 21.11.2020	Text: Chapter 3-4 Grammar And composition: Word Accent
	23.11.2020 28.11.2020	Text: Chapter 4-5 Grammar And composition: Word accent Assignment-I
<b>Dec</b>	01.12.2020 05.12.2020	Text: Chapter-6-7 Grammar and Composition: Paragraph making with outlines
	07.12.2020 12.12.2020	Text: Chapter- 8-9 Grammar and Composition: Intonation

	14.12.2020 19.12.2020	Text: Chapter- 12,13 Grammar and Composition: Word trees and Intonation
	21.12.2020 26.12.2020	Text: Chapter 14,15 Grammar and Composition: Compound sentences Assignment -II
	28.12.2020 02.01.2021	Text:16-17 Grammar and Composition: Complex sentences
<b>Jan</b>	04.01.2021 09.01.2021	Text:18 Grammar and composition: Practice of sentences and its types
	11.01.2021 16.01.2021	Text: Essay type Questions Grammar and Composition: Practice of paragraph writing
	18.01.2021 23.01.2021	Text: Short answer type questions Grammar and Composition: Transcription Practice
	25.01.2021 30.01.2021	Text: Short answer type question Grammar and Composition: Transcription Practice
<b>Feb</b>	01.02.2021 06.02.2021	Text: Comprehension passage from novel Grammar and Composition: Practice