

Lecture Plan - ENGLISH LANGUAGE II					
Text Book		Communicating Effectively in English, Book-I by Revathi Srinivas; Abhishek Publications, Chandigarh.			
Text Book		Communication Techniques and Skills by R. K. Chadha; Dhanpat Rai Publications, New Delhi.			
Course		DIPLOMA	Branch	CIVIL/ME	2nd Semester
Paper code:					Name of the Subject: English Language II
Lecture No.	Topics to be covered	Learning Objective		Books	Mode of Teaching
1	Prepositions	The Student will be able to know about Prepositions		Text Books	White Board/PPT
2	Prepositions	The Student will be able to know about Prepositions		Text Books	White Board/PPT
3	Prepositions	The Student will be able to know about Prepositions		Text Books	White Board/PPT
4	Framing Questions	The Student will be able to know about Framing		Text Books	White Board/PPT
5	Framing Questions	The Student will be able to know about Framing		Text Books	White Board/PPT
6	Framing Questions	The Student will be able to know about Framing		Text Books	White Board/PPT
7	Conjunctions	The Student will be able to know about Conjunctions		Text Books	White Board/PPT
8	Conjunctions	The Student will be able to know about Conjunctions		Text Books	White Board/PPT
9	Conjunctions	The Student will be able to know about Conjunctions		Text Books	White Board/PPT
10	Tenses	The Student will be able to know about Tenses		Text Books	White Board/PPT
11	Tenses	The Student will be able to know about Tenses		Text Books	White Board/PPT
12	Tenses	The Student will be able to know about Tenses		Text Books	White Board/PPT
13	Tenses	The Student will be able to know about Tenses		Text Books	White Board/PPT
14	Tenses	The Student will be able to know about Tenses		Text Books	White Board/PPT
15	Tenses	The Student will be able to know about Tenses		Text Books	White Board/PPT
16	Unseen Passage for Comprehension	The Student will be able to know about Unseen Passage		Text Books	White Board/PPT
17	Unseen Passage for Comprehension	The Student will be able to know about Unseen Passage		Text Books	White Board/PPT
18	Unseen Passage for Comprehension	The Student will be able to know about Unseen Passage		Text Books	White Board/PPT
19	Unseen Passage for Comprehension	The Student will be able to know about Unseen Passage		Text Books	White Board/PPT
20	Prefixes and Suffixes	The Student will be able to know about Prefixes and		Text Books	White Board/PPT
21	Prefixes and Suffixes	The Student will be able to know about Prefixes and		Text Books	White Board/PPT
22	Prefixes and Suffixes	The Student will be able to know about Prefixes and		Text Books	White Board/PPT
23	one word substitution	The Student will be able to know about one word		Text Books	White Board/PPT
24	one word substitution	The Student will be able to know about one word		Text Books	White Board/PPT
25	one word substitution	The Student will be able to know about one word		Text Books	White Board/PPT
26	Synonym and Antonym	The Student will be able to know about Synonym and		Text Books	White Board/PPT
27	Synonym and Antonym	The Student will be able to know about Synonym and		Text Books	White Board/PPT
28	Synonym and Antonym	The Student will be able to know about Synonym and		Text Books	White Board/PPT
29	Unseen Passage for Comprehension	The Student will be able to know about Unseen Passage		Text Books	White Board/PPT
30	Unseen Passage for Comprehension	The Student will be able to know about Unseen Passage		Text Books	White Board/PPT
31	Business Letters- Floating Quotations, Placing Orders,	The Student will be able to know about Business Letters-		Text Books	White Board/PPT
32	Business Letters- Floating Quotations, Placing Orders,	The Student will be able to know about Business Letters-		Text Books	White Board/PPT
33	Business Letters- Floating Quotations, Placing Orders,	The Student will be able to know about Business Letters-		Text Books	White Board/PPT
34	Business Letters- Floating Quotations, Placing Orders,	The Student will be able to know about Business Letters-		Text Books	White Board/PPT
35	Business Letters- Floating Quotations, Placing Orders,	The Student will be able to know about Business Letters-		Text Books	White Board/PPT
36	Official Letters- Letters to Government and other Offices	The Student will be able to know about Official Letters-		Text Books	White Board/PPT
37	Official Letters- Letters to Government and other Offices	The Student will be able to know about Official Letters-		Text Books	White Board/PPT
38	Official Letters- Letters to Government and other Offices	The Student will be able to know about Official Letters-		Text Books	White Board/PPT
39	Official Letters- Letters to Government and other Offices	The Student will be able to know about Official Letters-		Text Books	White Board/PPT
40	Official Letters- Letters to Government and other Offices	The Student will be able to know about Official Letters-		Text Books	White Board/PPT
41	Memos, Circular, Office Orders	The Student will be able to know about Memos, Circular,		Text Books	White Board/PPT
42	Memos, Circular, Office Orders	The Student will be able to know about Memos, Circular,		Text Books	White Board/PPT
43	Memos, Circular, Office Orders	The Student will be able to know about Memos, Circular,		Text Books	White Board/PPT
44	Memos, Circular, Office Orders	The Student will be able to know about Memos, Circular,		Text Books	White Board/PPT
45	Agenda & Minutes of Meeting	The Student will be able to know about Agenda &		Text Books	White Board/PPT
46	Agenda & Minutes of Meeting	The Student will be able to know about Agenda &		Text Books	White Board/PPT
47	Agenda & Minutes of Meeting	The Student will be able to know about Agenda &		Text Books	White Board/PPT
48	Agenda & Minutes of Meeting	The Student will be able to know about Agenda &		Text Books	White Board/PPT

**Note for Faculty:** Any variation in Lecture plan and actual syllabus coverage is to be notified to HOD/Principal with valid reason and measures to cover that variation.