TENTATIVE LESSON / TEACHING PLAN (Month Wise) FOR THE SESSION:2022-23

### DEPARTMENT OF ENGLISH

(B.A./B.COM/B.SC./M.A.) SESSION 2022-23

### English-1 Core English Compulsory (ENGCE101)

MONTH	UNIT/TOPIC	WEEK	DAY	ASSIGNME NT	PRESENT ATION
	Syllabus Introduction/ Pattern of Testing	1 <sup>st</sup> Week	1		
JULY  UGUST  EPTEMBER  OCTOBER  NOVEMBER  DECEMBER  FEBRUARY		1 <sup>st</sup> Week	2		
II II V	Ozymandias		3		
JULI	Blow Blow Thou Winter Wind		2-3 day		
		3rd Week	1	2-3(d)	
91		4 <sup>th</sup> week			1-3(d)
			1-3 day		
	11.10		3		
			1-2 day		3(d)
			1	2	
UGUST  EPTEMBER  OCTOBER  NOVEMBER	Unit II (Short Stories & Essays:				
		4th Week	1-3 day		
	Syllabus	1		2-3(d)	
		1 <sup>st</sup> Week	1-3 day		
		2 <sup>nd</sup> Week	1-3 day		
			1-3 day		1-3(d)
		4 <sup>th</sup> Week	1-3 day		
	The Parrot in the Cage	1	3(d)		
			1-3 day		
			1-3 day		
OCTOBER			3 1 2-3 day 1 1-2 day 3 1-2 day 1 1 1-3 day 1 1 1-3 day		
OOTOBER		4th Week		3(d)	1-2 day
		5 <sup>th</sup> week			
	Unit III (Applied Grammar)				
		1 <sup>st</sup> Week			
NOVEMBER	Practice	2nd Week	1-3 day		
	The Use of Prepositions			3(d)	1-2 day
	Practice		1-3 day		
	House Test			ay 2-3(d) ay ay 2 ay 2 ay 3(d) ay 3(d)	
DECEMBER	Verb Forms	The state of the s		-	
	Practice	Control of the confidence of	2-3 day	2-3(d) 2-3(d) 3(d) 3(d) 1(d) 3(d)	
(1)	Phrasal Verbs	2 <sup>nd</sup> Week		2-3(d)  2-3(d)  2  2  3(d)  3(d)  3(d)  4  4  7  7  7  7  7  7  7  7  7  7  7	1-2 day
FEBRUARY		3rd Week	1-3 day		
		4 <sup>th</sup> Week			1-3(d)
MARCH					1-3(d)

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Page 1 of 17

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### TENTATIVE LESSON / TEACHING PLAN (Month Wise) FOR THE SESSION:2022-23

### DEPARTMENT OF ENGLISH (B.A./B.COM/B.SC./M.A.) SESSION 2022-23

### DSC-1A [ENGDSC102] EnglishLiterature-1(Essays, Stories and poems)

монтн	UNIT/TOPIC	WEEK	DAY	ASSIGNME NT	PRESENT ATION
	Syllabus Introduction/ Pattern of Testing	1 <sup>st</sup> Week	1		
	Unit-1(Caste/Class:Overview)	1 <sup>st</sup> Week	2		
	Deliverance	1 <sup>st</sup> Week 2 <sup>nd</sup> Week	3 1-2 day		
JULY	Joothan	2nd Week 3rd week	3		
	Kallu	3rd Week	2-3 day		
	Bossom Friend	4 <sup>th</sup> week	1-2 day	2-3(d)	
	ClassTest/Assignment	4th Week	3		1-3(d)
	Syllabus Introduction/ Pattern of Testing	1-3 day			
		5 vveek	1-3 day		3(d)
	Unit-II	4 St 1 A / 1 -	1		
	(Gender:Overview)	1 vveek	1		
		1st Week	2		
	A Prayer for my Daughter	2 <sup>nd</sup> Week	1-3 day		
			1		
AUGUST	Reincarnation of Captain Cook		2-3 day		2-3(d)
		4 <sup>th</sup> Week	1-2 day		
		4 <sup>th</sup> Week	3		
			1-2 day		1-3(d)
	CLASS TEST/ASSIGNMENT	5 <sup>th</sup> Week	3	2	
			1		
			2		
			3		
			1		
	T Tak ( Tak )		2-3 day		
SEPTEMBER			1-2 day	3(d)	
oer rember.			3	0(0)	
	Group Discussion/Speaking		1-3 day	3(d)	1-2 day
	Group Discussion/Speaking	5 <sup>th</sup> Week	1	3(d)	1-2 day
	Unit IV (Violence and War: Overview)	1 <sup>st</sup> Week	1		
	Conscientious Objector	1stWeek	2		
007075	General, Your Tank is a Powerful	1stWeek	3		
OCTOBER	The Dogs of Tetwal		1-3 day		
	A Chronicle of the Peacocks	3rd Week 4th	2-3 day 1-2 day	1(d)	

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Page 2 of 17

	Discussion on Questions	4th	3		
	ClassTest/Assignment	1st Week	1-3 day	3(d)	1-2 day
	Ghosts of Mrs.Gandhi	2nd & 3rd Week	1-3 day		
NOVEMBER	Group Discussion/Speaking Skill/Presentation	4 <sup>th</sup> Week	1-3 day	3(d)	1-2 day
	Discussion on Questions	5 <sup>th</sup> Week	1-3 day	3(d)	1-2 day
	HouseTest	1 <sup>st</sup> Week			
	Unit V (Living in a Globalized World: Overview)	2 <sup>nd</sup> Week	1		
	Toys	2 <sup>nd</sup> Week	03-Feb		
DECEMBER	IndianMovie,NewJersey	3rd Week	1-2 day		
	ClassTest/Assignment		3		
	Group Discussion/Speaking Skill/Presentation	4 <sup>th</sup> week	1-3 day	3(d)	1-2 day
	At the Lahore Karhai	5 <sup>th</sup> week	1-2 day		
	ClassTest/Assignment	2 <sup>nd</sup> Week	1-3 day		
	Class Test/Assignment	3rd Week	1-2 day		1-2 day
FEBRUARY	The Brand Evenne	3rd Week	3		
	The Brand Expands	4th Week	1		
	Discussion on Questions	4 <sup>th</sup> Week	2-3 day		
MARCH	Class Test/Assignment	1 <sup>st</sup> Week	1-3 day	3(d)	1-3(d)

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TENTATIVE LESSON / TEACHING PLAN (Month Wise) FOR THE SESSION:2022-23

#### DEPARTMENT OF ENGLISH (B.A./B.COM/B.SC./M.A.) SESSION 2022-23

#### DSC-1B[ENGDSC103] English Literature-2(Poems, Short Stories and Essays)

	UNIT/TOPIC	WEEK	DAY	ASSIGNME NT	PRESENT ATION
	Syllabus Introduction/Pattern Of Testing	1 <sup>st</sup> Week	1		
	Unit-1 (Linguistic Plurality within Sufi And Bhakti Traditions: Overview)		2		
JULY	The Mad Lover	1 <sup>st</sup> Week	3	0	
001,		2 <sup>nd</sup> week	1		
	Kafi	2 <sup>nd</sup> week	2-3 day		
	Baul Song	3rd Week	1		
	Discussion on Questions	4 <sup>th</sup> Week	2-3 day		
	Diodection on agreement	5th Week		1-2(d)	3(d)
ALIQUIST	Unit-II (Language Politics- Hindi and Urdu: Overview)	1 <sup>st</sup> Week	1		
	Introduction: A Conspectus in a House Divided	1 <sup>st</sup> Week	2-3 day	LST	
	Ghazal	2 <sup>nd</sup> Week	1		
AUGUST	Lajwanti	2nd Week 3rd Week	2-3 day		
	Discussion on Questions	3rd Week	2-3 day		
	Unit – III (Tribal Verse: Overview) An Anthology of Tribal Verse	4th Week		1-2(d)	
	A Munda Song	1 <sup>st</sup> Week	1-3 day		
	A Kondh Song	2 <sup>nd</sup> Week	2		
	Adi Song for the recovery of Lost Health	2 <sup>nd</sup> Week	3		
	Discussion on Questions	3rd Week	1	2(d)	3(d)
SEPTEMBER	Unit IV (Dalit Voice: Overview)	3rd Week	1		
	Dalit Sahitya: The Historical Background	曲	2-3 day		
	Habit	4 <sup>th</sup> Week	1		
	An Untitled Poem		2		
	Discussion on Questions		3		1
	Karukku	1 <sup>st</sup> Week	2-3 day	1(d)	
	Unit V (Writing in English:Overview)	2 <sup>nd</sup> week	1		
	Mother Tongue	2nd Week	2		
	Kanthapura	2nd Week	3	Pi I	
	Discussion on Questions	3rd Week	1		
OCTOBER	Unit VI: Women Speak – Examples from Kannada and	3rd Week	2		
	Bangla:Overview)  A Flowering Tree	3rd Week 4th	3		

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	A Howering Tree	Week	1		1
	A Women Telling of Rama Tale	5th Week	2-3 day		
	Unit VII ( Literary Cultures- Gujrati and Sindhi: Overview)	1stWeek	3	1(d)	2(d)
NOVEMBER	At The Crossroads of Indic and Iranian Civilizations	2nd Week	1-3 day		
	Reading and Critical Analysis	3rd Week	1	2-3(d)	
	Discussion on Questions	4 <sup>th</sup> Week	1		
	Unit VIII (Nationalism: Overview)	1st Week			
DECEMBER	Nationalism in West	2nd Week			
DECEMBER	Reading and Critical Analysis	3rd Week	2-3 day	1-2(d)	3(d)
	Discussion on Questions	4 <sup>th</sup> week			
	Unit IX (Aspects of Civilization:Overview)	2 <sup>nd</sup> Week		1(d)	
<b>FEBRUARY</b>	What is Civilization?	2 <sup>nd</sup> Week	2-3 day		
	Civilization	3rd Week	1-3 day		
	Discussion on Questions	4 <sup>th</sup> Week	1	2-3(d)	
MARCH	Revision and class tests	1 <sup>st</sup> Week			1-3(d)

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### TENTATIVE LESSON / TEACHING PLAN (Month Wise) FOR THE SESSION: 2022-23

#### DEPARTMENT OF ENGLISH

### TENTATIVE LESSON/TEACHING PLAN (BA/BSC/B.COM1styEAR) AECC2 WritingSkill

MONTH	UNIT/TOPIC	WEEK	DAY	ASSIGNME NT	READING /SPEAKIN G (D=Day)
	Syllabus	1 <sup>st</sup> Week	1		
	Introduction/ Pattern of Testing		001		
JULY	Diary Writing	1 <sup>st</sup> Week	2-3 day		
	Practice & Discussion on questions	2 <sup>nd</sup> Week			1-3(d)
	Paragraph Writing	3rd Week	1-3 day		
	Practice & Discussion on questions			1-3(d)	1-3(d)
			1-3 day		
AUGUST	Practice & Discussion on questions	2 <sup>nd</sup> Week		1-3(d)	
	Formal Letter Writing	3rd Week			1-3(d)
	Practice & Discussion on questions	4th Week	1-3 day		
	Summary/ Note Making				
	Informal Letter Writing	1 <sup>st</sup> Week		1-3(d)	
		2 <sup>nd</sup> Week			1-3(d)
SEPTEMBER	Practice & Discussion on questions				1-3(d)
		4 <sup>th</sup> Week		1-3(d)	
					1-3(d)
0070050	CV & Resume Writing		1-3 day 1-3 day		, ,
OCTOBER	Practice & Discussion on questions	3rd Week	100		1-3(d)
	Practice & Discussion on questions	4th Week			1-3(d)
	Report Writing	1 <sup>st</sup> Week	1-3 day		
	Practice & Discussion on questions	2nd Week	1-3 day		
JULY  AUGUST  SEPTEMBER  OCTOBER  NOVEMBER  DECEMBER  FEBRUARY		3rd Week		1-3(d)	
		4th Week 5 <sup>th</sup>	1-3 day		
		1st/Week         1-3 day           estions         2nd Week         1-3(d)           3rd Week         1-3 day           estions         4th Week         1-3 day           estions         5th Week         1-3(d)           2nd Week         1-3(d)           estions         3rd Week           estions         4th Week         1-3(d)           5th Week         1-3 day           estions         3rd Week           estions         4th Week           1st Week         1-3 day           estions         2nd Week         1-3 day           estions         2nd Week         1-3 day           estions         1st Week         1-3 day           estions         2nd Week         1-3 day			
	Interview/Feature Articles	1 <sup>st</sup> Week			
DECEMBED	Interview/reature Articles	2 <sup>nd</sup> Week			1-3(d)
DECEMBER	Practice & Discussion on questions	3rd Week			1-3(d)
	HouseTest	4 <sup>th</sup> Week	1-3 day	1-3(d) 1-3(d) 1-3(d) 1-3(d) 1-3(d) 1-3(d) 1-3(d)	
	Notice Making	2 <sup>nd</sup> Week			
<b>FEBRUARY</b>	Practice & Discussion on questions	3rd Week		19 .000 ex 60	1-3(d)
Tari a		4 <sup>th</sup> Week		1-3(d)	
MARCH	Revision	1 <sup>st</sup> Week		1-3(d)	

Page 6 of 17

TENTATIVE LESSON / TEACHING PLAN (Month Wise) FOR THE SESSION: 2022-23

### DEPARTMENT OF ENGLISH

(BA & B COM 2nd YEAR) ENGCE 201

English-2 Core English Compulsory

монтн	UNIT/TOPIC	WEEK	DAY	ASSIGNME NT	PRESENT ATION
	Syllabus Introduction/Pattern of Testing	1 <sup>st</sup> Week	1		
	Unit-1(Poetry: Overview)	1 <sup>st</sup> Week	2		
	A Psalm of Life	1 <sup>st</sup> Week 2 <sup>nd</sup> Week	3		
JULY	Animals, When I am Dead My Dearest	2 <sup>nd</sup> week	2-3 day		
	Discussion On Questions	3rd Week	1-2 day	3(d)	
	If	4 <sup>th</sup> week			1-3(d)
	Discussion On Questions	5 <sup>th</sup> Week	1-3 day		
	The Lake Isle of Innisfree, The Olive Tree	1 <sup>st</sup> Week	1-3 day		
	Discussion On Questions	1 Week			
	Refugee Mother and Child	2 <sup>nd</sup> Week	1-3 day		
		3rd	-	27.10	
AUGUST	Discussion on Questions	Week	1-2 day	3(d)	
	Unit II (Short Stories & Essays: Overview)				
	The Power of Prayer	4th Week	1-3 day		
	Discussion on Questions	5 <sup>th</sup> Week	1	_	
		5 <sup>th</sup> Week		2	3(d)
	Vivekananda: The Great Journey to the West	1 <sup>st</sup> Week	1-3 day		
	Discussion on Questions	2 <sup>nd</sup> Week	1-3 day		
SEPTEMBER	More Than 100 Million Women are Missing	3rd Week	1-3 day		
	Discussion on Questions	4 <sup>th</sup> Week	ek 2-3 day ek 1-3 day	3(d)	1-2(d)
	C. The leaves of the Learned	5 <sup>th</sup> Week		2(4)	1 - (-)
	On The Ignorance of the Learned Discussion on Questions	5 <sup>th</sup> Week	1-0 day		1-3(d)
	-	1 <sup>st</sup> Week	1-3 day		1. 4(4)
	Simply Living Towards Creating a Poverty Free World	2 <sup>nd</sup> Week	1-3 day		
OCTOBER	Discussion on Questions	2nd Week	1	2(d)	
OOTOBER	Climate Change and Human Strategy	3rd Week	1-3 day		
	Discussion On Questions	4th Week			1-3(d)
	Unit III (Applied Grammar)				
	One Word Substitution	1 <sup>st</sup> Week			
		2nd Week			
NOVEMBER		3rd Week	1-3 day		0(4)
	Words Used as Nouns and Verbs	4th Week	4.0	1-2 day	3(d)
		5 <sup>th</sup> Week	1-3 day		
	House Test	1 <sup>st</sup> Week			

Page 7 of 17

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	Transformation (i) interchange of	2nd Week 3rd	1-3 day		
	Degrees	Week	1-3 day		
DECEMBER		4th Week	1	2(d)	3
	(ii) Homonyms, Homographs and	5th Week	1-3 day		
	Homophones	Oth Wook			
	Revision of Short stories & essays	2 <sup>nd</sup> Week	1-3 day		
FEBRUARY		3rd Week		1	2-3 day
LDITORUT		4 <sup>th</sup> Week			1-3 day
MARCH	Revision of Poetry and grammar	1 <sup>st</sup> Week			1-3 day

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TENTATIVE LESSON / TEACHING PLAN (Month Wise) FOR THE SESSION: 2022-23

# DEPARTMENT OF ENGLISH TENTATIVE LESSON/TEACHING PLAN (BA 2<sup>st</sup>YEAR) DSC-1A[ENGDSC202/203]

### English Literature-1(Essays, Stories and poems)

MONTH	UNIT/TOPIC	WEEK	DAY	ASSIGNME NT	PRESENT ATION
	Unit-1British Literature and Plays	1 <sup>st</sup> Week	1-3 day		
	Syllabus Introduction/ Pattern of Testing	1 <sup>st</sup> Week	4th day		V
JU LY	Merchant of the Venice Character overview	1 <sup>st</sup> Week	1-6 day		-
	ACTI	2 <sup>nd</sup> Week	1-6 day		
	ACTII	3rd Week	1-6 day		
	ACTII-III	4 <sup>th</sup> week	1-6 day		
	ACTII-III		1-6 day	3(d)	1-3(d)
	CLASS TEST	1 <sup>st</sup> Week			
AUGUST	Chapter 5-8	2 <sup>nd</sup> Week	1-6 day		
AUGUST	Chapter 9-12	3rd Week			
	Chapter 13-16	4 <sup>th</sup> week	1-3 day	1	
	Chapter 17-20	1stWeek	4th day		3
	Chapter 21-24	2nd Week	1-3 day	2/15	
	Class Test	2nd Week	4th day	3(d)	
	Chapter 25-28	3rd Week	1-3 day		
CEDTEMBER	Chapter 29-32	3rd Week	4th day		
SEPTEMBER	Chapter 33-36	4th Week	1-3 day		3(d)
	Chapter 37-40	4 <sup>th</sup> Week	4th day	2	
	Chapter 41-44	5 <sup>th</sup> Week	1-6 day		
	Class Test	5 <sup>th</sup> Week			
	Chapter 45-48	1 <sup>st</sup> Week	1-6 day		
	Chapter 49-53	2 <sup>nd</sup> Week	1-6 day	1	1-2(d)
	Class Test	2 <sup>nd</sup> Week	,	3(d)	
OCTOBER	Unit II (Literary Cross Currents)	3rd Week 4th	1-6 day		
	Before Dying, Windy Night, Shall I	week	1-2 day		1-3(d)
	Discussion on Questions/ClassTest	4th	03-Jun		
	ForwardMarch,FromSomePeople Laugh, Some People Cry, The Void, So Very Far	2nd Week	1-6 day		
NOVEMBER	Enterprise, Night of the Scorpion, Good by Party for Miss Pushpa	3rd Week	1-6 day		
	Hunger, Dhauli, Grandfather, A Country	4 <sup>th</sup> Week	1-6 day	2(d)	
	Discussion on Questions/ Class Test	5 <sup>th</sup> Week	1-6 day		1-3(d)
	HouseTest	1 <sup>st</sup> Week			
	The Holy Panchayat	2 <sup>nd</sup> Week	1-3 day		
	The Card-Sharpner's Daughter	2 <sup>nd</sup> Week	4th day		13

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Page 9 of 17

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DECEMBER	Toba Tek Singh	3rd Week 4th Week	1-6 day		
		81	1-3 day		3(d)
	Questions/Squirrel	4th Week	4th day	1-2 day	
	The Sacred Duty	5th Week	01-Apr		
	Discussion on Questions /Class Test	1st week	4th day		
	Unit II Autobiography Joothan	2nd Week 3rd	1-6 day		
		Week	1		3
FEBRUARY	Discussion on Questions	3rd Week	2	2(d)	
LDITOTIC	Unit-III(Play)	3rd Week 4th	03-Jun		2-3 day
	Silence, The Court is in Session	Week	1-2 day	1	1-3 day
	Discussion on Questions/Class Test	4 <sup>th</sup> Week	4th day		1-3 day
MARCH	Assignment/Presentation/revision of syllabus	1st & 2nd Week	1-6 day		

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TENTATIVE LESSON / TEACHING PLAN (Month Wise) FOR THE SESSION: 2022-23

### DEPARTMENT OF ENGLISH (BA2nd YEAR) DSC-1A [ENG204-205] English Literature-1(Essays, Stories and poems)

монтн	UNIT/TOPIC	WEEK	DAY	Assignment	Presentation n
1	Syllabus Introduction/ Pattern of Testing	1 <sup>st</sup> Week	1		
	AEEC/SEC-1: Creative Writing, Book and Media Reviews Unit-1 Literary Forms	1 <sup>st</sup> Week	2-3 day		
JULY	Poetry: Lyric, Sonnet, Epic, Ode, Ballad	2 <sup>nd</sup> Week	1-3 day		
	Drama: Tragedy and Comedy	3rd Week	1-3 day		
	Fiction: Short Story and Novel	4 <sup>th</sup> week	1-3 day	3d	2d
	Prose: Essay, Periodical, Article (Newspaper Article and Blog)	4th Week	1-3 day		
	Class test	5 <sup>th</sup> Week	1-3 day		
	Unit-II Literary Terms Plot, Characterization, Monologue, Soliloguy, Aside	1 <sup>st</sup> Week	1-3 day		
	Narrator, Persona, Irony, Metaphor, Simile, Metonymy, Alliteration	2nd Week	1-3 day		
AUGUST	Rhyme, Onomatopoeia, Oxymoron, Point of View and Theme	3rd Week	1-3 day		
	Discussion on Questions/Class Test	4th Week	1-3 day	3d	2d
	UNIT-III Reading Literature: Creativity		3		
	and Imagination: Gift of the Magi	5 <sup>th</sup> Week	1-3 day		
	Daffodils	1 <sup>st</sup> Week	1-3 day		
	The Dark Room	2nd Week	1-3 day		
	Discussion on Questions	3rd Week	3		
SEPTEMBER	UNIT-IV Media Reviews: Book, Film	4th Week 5th	1-3 day	3d	2d
	and TV Programme Reviews	Week	1-2 day		
	Class Test	5 <sup>th</sup> Week	3		
	AEEC/SEC-2				
	Translation Studies and Principles of Translation				
	(Basic Concepts and Readings)				
	UNIT-I				
	Introduction to Translation:		401		
	1.Definition of Translation—	1 <sup>st</sup> Week	1-3 day		-
OCTOBER	Translating from source language to				
	target language		-	-	
	Purpose of Translation— Translation as a literary, cultural, and knowledge bridge, self-other interaction	2 <sup>nd</sup> Week	1-3 day	3d	2d
	UNIT-II				
	Approaches to Translation:	3rd Week	1-3 day	V	

Page 11 of 17

	1.Domestication: Readability in the	JIU WYGER	1-0 day		
	target language				
	2.Foreignization: Faithfulness to the	Miles			
	source language	4th Week	1-3 day		_
	text				
	UNIT-III				
	Methods of Translation:	1 <sup>st</sup> Week	1-3 day		
	1.Meta-phrase—sense translation		2		
	Based on difference				
	2. Paraphrase—word-to-word	S TYPE Y	4.0.1		
	translation based on Equivalence	3rd Week	1-3 day	- 1	2.1
NOVEMBER	<ol><li>Imitation—regulated transformation</li></ol>	)		3d	2d
	4.Interpretation and Adaptation	1 110011			
	5. Reading: "Preface to Ovid's Epistles"		1-3 day		
	- (1680) by		III CONTINUE		
	John Dryden				
	Class Test/Questions	5 <sup>th</sup> Week	1-3 day		
	House Test	1 <sup>st</sup> Week			
	UNIT-IV Problems of Translation:	2 <sup>nd</sup> Week	1-3 day		
	1.Cultural Gap		150.00.00743996981		
DECEMBER	2.Untranslatability	3rd Week	1-3 day		
	3. Translation as appropriation of	4th Week	1-3 day	3d	2d
	indigenous languages	17,000,000,000,000	The second second		
	Class Test/ Discussion on Questions	5 <sup>th</sup> week	1-3 day		
	TranslationinIndia:1. Definitions:	2 <sup>nd</sup> Week	1-3 day		
	UNIT-VI		1-3 day		
	Translation:	3rd Week 4th	1	3d	2d
FEBRUARY	1.Translatingaliterary/non- literary	Week			
	passage from Hindi into English and	WEEK			
	English into Hindi (about 100 words)				
	Discussion on Questions/Class Test	4 <sup>th</sup> Week	2-3 day	3d	2d
MARCH	Assignment/Presentation	1 <sup>st</sup> Week	1-3 day		

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### TENTATIVE LESSON / TEACHING PLAN (Month Wise) FOR THE SESSION: 2022-23

# DEPARTMENT OF ENGLISH (BA3rdYEAR) AEEC/SEC-3 TECHNICAL WRITING [ENG AEEC/SEC 301]

HTMON	UNIT/TOPIC	WEEK	DAY	ASSIGNME NT	ATION
JULY	AEEC/SEC-3 TechnicalWriting ENG AEEC/SEC 301				
	Syllabus Introduction/Pattern of Testing	1st Week 2nd	1-3 day		
	UNIT-I Language Skills: Tenses	Week	1-3 day		
	Voice	3rd Week	1-3 day		
	Narration and Punctuation	4 <sup>th</sup> Week	1-3 day	3d	2d
	ClassTest/Assignment/Questions	5 <sup>th</sup> Week	1-3 day		
	UNIT-II				
AUGUST	Technical Writing: Definition and Preparation of Manual, Memorandum, Agenda, Minutes of a Meeting, And Power point Presentation	1 <sup>st</sup> Week 2 <sup>nd</sup> Week	1-3 day		
	UNIT-III Writing Skills: Basic Research Methodology Project Report a) Format -Margins, Headings, Indentation, Pagination, Type Face and	3rd Week	2-3 day		
ACCCC	Fonts, Common Abbreviations			3d	2d
	b) Organisation     Preparation of the Basic Plan-Ideas and Background Research     Outline with Headings and Subheadings	4 <sup>th</sup> Week	1-3 day		
	<ul> <li>Writing, Reading and Re-writing</li> </ul>				
	ClassTense/Assignment/Presentation	5 <sup>th</sup> week	1-3 day		
	c) Contents		1-3 day		
	Cover and Title Page		1-3 day		
	<ul> <li>TableofContents</li> </ul>	]	1-3 day	3d	2d
	<ul> <li>Preface/Acknowledgement</li> </ul>	1stWeek 2nd Week 3rd Week			_
	Abstract/Summary				
	Introduction				
SEPTEMBER	Heading and Sub-headings				
	Findings				
	Conclusion				
	Recommendations				
	<ul> <li>Works Consulted and Cited</li> </ul>				10.1
	Assignment/Presentation	4 <sup>th</sup> Week	1-3 day		2d
	Class Test/Questions	5 <sup>th</sup> week	1-3 day		
	ENGAEEC/ SEC 302				
	AEEC/SEC-4 Business				
	Communication				
	UNIT-I Introducing Business Communication:		1-3 day		

Page 13 of 17

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OCTOBER	Basic Forms of Communication Models and Processes: Linear.	week∠ week	1-3 day		
	Transitional and Interactive				
	Effective Communication	4th Week 5th week	1-3 day		
	Principles of Effective				
	Communication		1-2 day		
	Communication			3d	2d
	UNIT-II Corporate Communication: Formal and Informal Communication: Grapevine		Ę.		
	Class Test/Questions	5 <sup>th</sup> Week	3		
	Barriers and Gateways to Communication	1 <sup>st</sup> week	1-3 day		
	Practices in Business Communication Group Discussion	2nd Week	1-3 day		
NOVEMBER					
	Seminars	3rd Week	1-3 day -	2.1	2.4
	Individual and Group Presentations	1000		3d	2d
	Questions/ClassTest	4 <sup>th</sup> week	1-3 day		
	Assignment/Presentation	5 <sup>th</sup> week	1-3 day		
	UNIT-III Writing Skills and Modern Communication	2nd Week			22
	Business Letters and Memo Format		1-3 day		
	Good News and Bad News Letters				
DECEMBER	Sales Letter				
DEOLINDLIN	Selection Letter	3rd Week	1-3 day		
	Fax, E-mail-Formal and Informal				
	Video Conferencing				
	ClassTest/Questions	4th Week	1-3 day	3d	2d
	UNIT-IV(301)				
	DataAnalysis	1	1-3 day		
	(a)(i) Qualitative Interpretation	2nd Week 3rd Week			
	(ii) Quantitative Interpretation				
FEBRUARY	1				
FEBRUART	(i) Bar Graphs				
	(ii) Pie Charts	-			
	Class Test/Assignment/Presentation	4th Week	1-3 day		
	UNIT-IV Non-Verbal Aspects of	10	1 0 day		
	Communication(302)	1st week			
	Body Language		1-3 day		
MARCH	Kinesics				
	Proxemics		<b>∤</b> ⊢		
	ParaLanguage		1	0.1	12.1
	Discussion on Questions /Class Test	2nd week	1-3 day	3d	2d
	Assignment/Presentation	3rd Week	1-3 day		

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Page 14 of 17



TENTATIVE LESSON / TEACHING PLAN (Month Wise) FOR THE SESSION: 2022-23

# DEPARTMENT OF ENGLISH DSC-1A Soft Skills [ENGDSC303] DSE-1B Academic Writing and Composition [ENGDSE304]

HTMON	UNIT/TOPIC	WEEK	DAY	ASSIGNME NT	PRESEN'
	ENGDSE303DSE-1ASoftSkills			191	ATION
	Syllabus Introduction/ Pattern of				
	Testing	1 <sup>st</sup> Week	1-2 day		
	A) Listening Skills: Comprehending		4th day	3d	2d
	Retaining Responding Barriers to	1st Week			
	Listening				
	Overcoming Barriers to Listening	2nd Week	1		
	B) Teamwork:		02-Jun		
	Teamwork involves building	2nd Week & 3rd Week	4.0.1		
	relationships and working		1-6 day		
	With other people using several				
	important skills				
	And habits:				
	Working Cooperatively				
	Contributing to groups with				
	ideas, suggestions, and effort				
JULY	Communication (both giving and	4 <sup>th</sup> week			
	receiving)				
	Sense of Responsibility				
			1-6 day		2d
	Healthy respect for different opinions, customs, and individual preferences			3d	
	Ability to participate ingroup				-
	decision-making				-
	c) Emotional Intelligence:				
	Characteristics of Emotional				
	Intelligence:				-
	Self-Awareness     Self Persylation				-
	Self-Regulation				
	Motivation			3d	2d
	Empathy     Social and Cultural Social with			- Su	Zu
	Social and Cultural Sensitivity  Class Test/Question				
	Ways to Improve Emotional				-
			1-6 day		
	Intelligence:	1 <sup>st</sup> Week 2 <sup>nd</sup> week	1-6 day	-	
	Observe how you react to people		1-0 day		-
	Look at your work environment		-		
	Do a self-evaluation				-
	Examine how you react to				-
	Stressful situations		-	-	
	Take responsibility for your			-	_
	actions			2.1	24
	Examine how your actions affect			3d -	2d

Page 15 of 17

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AUGUS	others				-
	D) Adaptability:	3rd Week	L		
	See the big picture		-		
	Don't be afraid to improvise		1-6 day		
	Question the status quo				
	There's no—III in adaptability				
	Change your Routine				
	E) Problem Solving:		1-6 day		
	Four basic steps in solving a Problem:		1-2 day		
	Defining the Problem	4 <sup>th</sup> Week 5 <sup>th</sup>			
	Generating Alternatives	week		3d	2d
	Evaluating and Selecting	5 <sup>th</sup> Week			
	Alternatives				
	Implementing Solutions				
	Assignment/Class Test		4th day		
	ENG DSE304DSE-1B		1		
	Academic Writing and Composition	1 <sup>st</sup> Week			
	Types of Academic Writing:				
	Descriptive			3d	2d
	Analytical	1st Week	02-Jun		
	Persuasive				
	Critical	1	H		
	Features and Conventions of		E #20020000		
	Academic Writing:		1-6 day		
SELIEWREK	(a) Clear, Concise, Objective,		1-6 day		
	Accurate Writing	2nd Week 3rd week	1000)	3d	2d
	(b) Grammar: Subject-Verb				
	Agreement, Punctuation, Use of		1 1		1
			1 1		
	Apostrophe, Common				
	Abbreviations	4 <sup>th</sup> Week	1-6 day		
	Assignments/Presentation		-		
	Class Test/Questions	5 <sup>th</sup> Week	1-6 day		
	(c) Common Errors: Colloquialisms,				
	Jargon, Clichés,	.ch., .	4 0 4-11		
	Contraction, Repetition, Emotive	1 <sup>st</sup> Week	1-6 day		
	Language, Spelling and Grammatical				
	Errors				
	3. Process of Academic Writing: Pre-		1-6 day		
	Drafting - Research and Brainstorm		1-6 day		
<b>OCTOBER</b>	Drafting-Headings, Sub-headings and	2nd Week 3rd		3d	
	Development of the Idea				2d
	Revising-Making Changes, Correcting	week			
	and	-			
	Rewriting Editing-Removing Errors,				
	Proof Readings, Polishing		1 4 0 1		
	Proof Readings, Polishing Discussion on Questions/Class Test	4th	1-6 day		_
	Discussion on Questions/Class Test		1-6 day		
	Discussion on Questions/Class Test Assignment/Presentation	5 <sup>th</sup> week	1-6 day		
	Discussion on Questions/Class Test Assignment/Presentation 4.Critical Thinking: Analysis Evaluation				
	Discussion on Questions/Class Test Assignment/Presentation 4.Critical Thinking: Analysis Evaluation Synthesis	5 <sup>th</sup> week	1-6 day		
	Discussion on Questions/Class Test Assignment/Presentation 4.Critical Thinking: Analysis Evaluation Synthesis 5.Paragraph Writing:	5 <sup>th</sup> week	1-6 day		
	Discussion on Questions/Class Test Assignment/Presentation 4.Critical Thinking: Analysis Evaluation Synthesis 5.Paragraph Writing: Topic Sentence, Elaborative	5 <sup>th</sup> week 2nd Week	1-6 day		
NOVEMBER	Discussion on Questions/Class Test Assignment/Presentation 4.Critical Thinking: Analysis Evaluation Synthesis 5.Paragraph Writing: Topic Sentence, Elaborative Sentences—	5 <sup>th</sup> week	1-6 day		
NOVEMBER	Discussion on Questions/Class Test Assignment/Presentation 4.Critical Thinking: Analysis Evaluation Synthesis 5.Paragraph Writing: Topic Sentence, Elaborative Sentences— Supporting/Explaining/	5 <sup>th</sup> week 2nd Week	1-6 day		
NOVEMBER	Discussion on Questions/Class Test Assignment/Presentation 4.Critical Thinking: Analysis Evaluation Synthesis 5.Paragraph Writing: Topic Sentence, Elaborative Sentences— Supporting/Explaining/ Describing/Discussing/ Concluding	5 <sup>th</sup> week 2nd Week	1-6 day		
NOVEMBER	Discussion on Questions/Class Test Assignment/Presentation 4.Critical Thinking: Analysis Evaluation Synthesis 5.Paragraph Writing: Topic Sentence, Elaborative Sentences— Supporting/Explaining/	5 <sup>th</sup> week  2nd Week	1-6 day		

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Page 16 of 17

	Discussion on Questions/Class Test	5 <sup>th</sup> Week	1-6 day	3d	2d
	House Test	1 <sup>st</sup> Week			
	F) Interview Skills (303) Preparation	2 <sup>nd</sup> week	1-6 day -		
	Self-evaluation-SWOT Punctuality	2 week	1-0 day		
	First Impressions: Professional				
DECEMBER	Dressing, Body		1-6 day		
DECEMBER	Language and Non-verbal Cues	3rd Week			
	<ul> <li>Listening and Speaking Etiquette and</li> </ul>			3.4	2d
	Courtesy			Ju	24
	Assignment/Presentation	4th Week	1-6 day		
	Class/Questions	5th Week	1-6 day		
	5.Paragraph Writing:		1-6 day		
	Topic Sentence, Elaborative		1-6 day		
	Sentences-	2nd Week 3rd		- 12	
	Supporting/ Explaining/ Describing/	and         3d           4th Week         1-6 day           5th Week         1-6 day           1-6 day         1-6 day           2nd Week 3rd Week         1-6 day			
<b>FEBRUARY</b>	Discussing/ Concluding Sentence,				
	Transitional				
	Words and Phrases				
	Discussion on Questions/Class Test/Presentation	4 <sup>th</sup> Week	4th day		
MARCH	Assignment/Presentation	1 <sup>st</sup> Week	1-6 day	3d	2d

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