TEACHING PLAN (SYNOPSIS)

Month : October Subject : English

TOPIC : ~~04~~ Tryst with Destiny Paper : III (Sem. III)

Hours Required	04
Learning Objectives	It spoke of aspects that transcend the history of India
Previous Knowledge to be reminded	
Topic Synopsis	It is considered as one of the finest speeches of the 20th century

On August 14, 1947 approaching midnight, Pandit Nehru stood infront of the constituent Assembly of free and independent India and spoke some inspirational words.

Thrust areas	
Skill to be learnt by Student	speech work
Examples/Illustrations	
Additional Inputs	video of Nehru's Tryst with Destiny

Teaching Models used	Lecture & Supn
Teaching Aids used	Academic Supn video clippings, Text Book
References cited	"Great Speeches of the 20th century". The Guardian 5th Feb 2008
Student Activity planned after the teaching	Group Discussion on 'what does freedom and power Bring'
Activity planned outside classes	-
Any other	-

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V. V. [illegible]
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Lecturer

TEACHING PLAN (SYNOPSIS)

Month : November

Subject : English

TOPIC : Greetings & Introduction
Yes, we can

Paper : III

Hours Required	17
Learning Objectives	Enhance conversation skills, Introducing yourself
Previous Knowledge to be reminded	LSRW Skills
Topic Synopsis	Formal and Informal Greeting, Beginning, furthering a conversation, Ending an Introduction

Formal Greetings:
1. Good Morning / Good Afternoon / Good Evening
2. How do you do?
3. How are you
4. How have you been?
5. Nice to meet you / pleased to meet you

Informal Greetings:
1. Hello / Hi / Hey
2. How is it going
3. Morning / Afternoon / Evening
4. Long-time to see / It's been a while.
5. Nice to see you / It's great to see you / Good to see you

Beginning an Introduction
Let me Introduce myself
I just wanted to introduce myself. I am....
I don't think we've met before. My name is....

Furthering a conversation
what do you do?
where do you work?
what brings you here?

Ending an introduction
It was nice meeting you
Very nice meeting you.
I hope to see you soon.

Yes, we Can - President-elect Barack Obama spoke to the world from his home city of Chicago as he became the first black president of the United States.

Thrust areas	
Skill to be learnt by Student	Meet strangers, how do you introduce yourself and Introduce people to others.
Examples/Illustrations	Two strangers at a Conference hall, introduce themselves to each other.
Additional Inputs	Power Point Presentation, video

Teaching Models used	lecture
Teaching Aids used	PPT, video
References cited	English conversation practice: Greetings, questions and phrases, https://magoosh.com
Student Activity planned after the teaching	working in pairs, write some short dialogues
Activity planned outside classes	Imagine a situation where you have met a popular movie star, construct a dialogue of greeting each other and taking leave. and how to introduce yourself.
Any other	—

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TEACHING PLAN (SYNOPSIS)

Month : December Subject : English

TOPIC : Listening skills, Sounds of English Paper : I

Hours Required	10
Learning Objectives	Know the difference between hearing and listening understand and appreciate the process of listening, barriers to effective listening, Accent, intonation and rhythm.
Previous Knowledge to be reminded	L S R W Skills
Topic Synopsis	

(1) Stages & steps in the listening process – (1) Receiving
(2) Understanding
(3) Remembering
(4) Evaluating
(5) Responding

(2) Importance of listening

(3) Difference between hearing and listening

(4) Types of listening –
(1) Active / Comprehensive listening
(2) Sensitive / Empathic listening
(3) Critical listening
(4) Appreciative listening
(5) Informational listening / Content listening
(6) Passive listening / Pseudo / Fake / Superficial listen.

(5) Barriers & Obstacles to effective listening – (1) Physical Barriers
(2) Physiological Barriers
(3) Attitudinal / Psychological Barriers
(4) Linguistic and Semantic Barriers
(5) Bio-cultural Barriers

(6) Strategies for Effective Listening – (1) Be open minded (2) Control Emotions
(3) Listen for the gist & the central theme
(4) Concentrate on Non-verbal Cues
(5) Pay attention to implied content

Sounds of English :

Each language use a small set of distinct sounds called phonemes that are meaningful to that particular language. There are 44 (phonemes) in English language. They are classified into consonants (24) and vowels (20)

Thrust areas	Pronunciation
Skill to be learnt by Student	Listening Skill (Communication Skills), Improve the fluency in spoken English
Examples/Illustrations	"when people talk, listen completely. most people never listen". Ernest Hemingway
Additional Inputs	Power Point Presentation

Teaching Models used	lecture
Teaching Aids used	PPT cambridge Advanced Learner's Dictionary
References cited	Personality Development and Soft Skills - Barun K Mitran Teaching, Listening and Speaking - Kamalesh Sadanand
Student Activity planned after the teaching	listen to the announcement and answer the questions
Activity planned outside classes	write do's and don'ts of effective listening
Any other	write each phoneme with 3 examples

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TEACHING PLAN (SYNOPSIS)

Month : December Subject : English

TOPIC : A leader should know how to manage failure & Requests, Mandela's Interview with Cary Kay Paper : III

Hours Required	08
Learning Objectives	Failures are stepping stones to success
Previous Knowledge to be reminded	Vocabulary
Topic Synopsis	

Abdul Kalam was among India's best-known scientists befor he became the country's president. He played a leading role in the development of India's missile and nuclear weapon's programmes. This is a conversation between Kalam and India Knowledge at wharton in philadelphia. He talks about the six leadership traits.

Requests : (1) Making a request
(2) Agreeing to a request
(3) Declining a request

Asking and Giving Information

Giving Information :- (1) Informal
(2) More formal

Saying NO : Informal
More formal

Agreeing and Disagreeing
Expressing Agreement
Expressing disagreement
Expressing Partially disagreement
Interruptions
Settling an argument
Redirecting

Thrust areas	Soft Skills
Skill to be learnt by Student	overcome the failures, Making Requests, help, information, directions.
Examples/Illustrations	Cashing a cheque at the bank,
Additional Inputs	PPT

Teaching Models used	lecture & Syn.
Teaching Aids used	Power point Presentation
References cited	Learning how to make requests in English- DIVA http://www.diva-Portal.org.
Student Activity planned after the teaching	Some expressions could use to make a request
Activity planned outside classes	Exercises from Text Book.
Any other	

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TEACHING PLAN (SYNOPSIS)

Month : January-2022 Subject : English

TOPIC : concords Modals, Tenses Paper : I

Hours Required	03+02
Learning Objectives	subject - verb agreement [increase awareness of correct usage of grammar in writing & speaking
Previous Knowledge to be reminded	use Present, Past and future Tenses with appropriate time markers Parts of Speech
Topic Synopsis	concord literally means harmony & agreement.

concord means harmony & agreement between different parts of a sentence, especially the subject and the verb. Subjects and verbs must AGREE with one another in number (singular & plural) and person (1st, 2nd and 3rd person.)

Modals:- Modals are group of auxilary verbs used to express the speaker's attitudes and beliefs about the action represented by a main verb. Some modal verbs in English are "can", 'could', 'may', 'might' 'shall', 'should', 'will', 'would', 'must', 'need', 'dare' 'ought to' and 'used to'

Tenses:- (1) Present Tense → (1) Simple present Tense
(2) Present continuous Tense (Progressive)
(3) Present Perfect Tense
(4) Present Perfect continuous Tense

(2) Past Tense → (1) The Simple past Tense
(2) The Past Progressive Tense
(3) The Past Perfect Tense
(4) Past Perfect Progressive Tense

(3) Future Tense - (1) The Simple Future
(2) The Future Progressive
(3) The Future Perfect
(4) The Future Perfect Progressive Tense

Thrust areas	Errors in Subject - verb agreement
Skill to be learnt by Student	use Present, Past and Future Tenses with appropriate Time markers
Examples/Illustrations	Main verb - Auxilary verb (or) Helping verb
Additional Inputs	PPT

Teaching Models used	Lecture & Lpm
Teaching Aids used	Power Point Presentation.
References cited	1) Essential English Grammar - 2) Practical English usage - Michael 3) Barlow International complete English Grammar Zoley
Student Activity planned after the teaching	Practice
Activity planned outside classes	Practice
Any other	-

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TEACHING PLAN (SYNOPSIS)

Month : January - 2022 Subject : English

TOPIC : Dialogue Building - Giving instructions Directions Paper : III

Hours Required	06+04
Learning Objectives	How do you build a dialogue?
Previous Knowledge to be reminded	conversation skills
Topic Synopsis	

A dialogue is a conversation between two or more people. They are typically found in creative writing, as a part of play, film or book, but may also be used in a working environment & private conversations with friends and relatives on what to say & how to speak in certain situations.

Giving Instructions :- (1) use the imperative form (expressing command)

(2) use a modal verb to turn the order into a request

(3) use an introductory phrase to soften the order

(a) would you mind ----

(b) I was hoping ----

(c) Do you think you could ---

(d) I'd like you to ---

(e) I want you to ---

(4) 'Sequencing' words to show the steps in the process.

Giving Directions :- (1) specific Instructions

(2) Landmarks

(3) use preposition of direction

Thrust areas	L S R W Skills
Skill to be learnt by Student	speaking skill
Examples/Illustrations	Dialogues between friends, strangers
Additional Inputs	PPT

Teaching Models used	lecture / Expn.
Teaching Aids used	Power Point
References cited	Dialogues in French and English - William Caxton
Student Activity planned after the teaching	Devide into pairs and give some situations and build dialogue.
Activity planned outside classes	Practice
Any other	

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TEACHING PLAN (SYNOPSIS)

Month : February Subject : English

TOPIC : Voice, Paragraph Writing Paper : I

Hours Required	05
Learning Objectives	Increase awareness of correct usage of English grammar. Sentence transformation. Identify written expression of thought in writing and speaking.
Previous Knowledge to be reminded	Sentence transformation, writing skills
Topic Synopsis	

Voice is part of verb which shows whether subject does something or something is done to subject

ACTIVE VOICE

The subject performs / does the action

Eg: Rohit hits six

PASSIVE VOICE

A six The subject receives the action.

Eg: A six is hit by Rohit

RULES :
1. object of A.V. becomes Subject of P.V.
2. Write 'Be' form / helping verb.
3. changing the verb into past participle (V_3)
4. Put preposition 'by'
5. Subject of A.V. becomes object of P.V.

Paragraph Writing: A paragraph is a group of related sentences developed on a specific topic & theme arranged carefully in order to describe, narrate, exposit and persuasive.

Structure :- (1) The Topic Sentence
(2) Middle & Body
(3) Conclusion

Features : (1) unity of thought
(2) Cohesion
(3) Order
(4) Coherence
(5) Balance
(6) Style
(7) Emphasis

Types :- (1) The Descriptive paragraph
(2) The narrative paragraph
(3) The Expository paragraph
(4) The persuasive paragraph

Thrust areas	Writing and Speaking
Skill to be learnt by Student	Transform a sentence from one voice to another without change the meaning
Examples/Illustrations	Short paragraphs using hints
Additional Inputs	PPT

Teaching Models used	Lect & Sapn
Teaching Aids used	Power Point Presentation and video
References cited	Essential English Grammar -
Student Activity planned after the teaching	Excerises
Activity planned outside classes	Practice
Any other	

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TEACHING PLAN (SYNOPSIS)

Month : February Subject : English

TOPIC : Debate, You're Got to find what you love Paper : III

Hours Required	06
Learning Objectives	Inspiration, Encouragement, "Don't waste your time living someone else's life".
Previous Knowledge to be reminded	
Topic Synopsis	

This was the prepared text of commencement address of Standford university, delivered on 21st June, 2005, by Steve Paul Jobs, an American businessman, investor and co-founder and CEO of Apple Inc and CEO of Pixar Animation Studios. He told three stories from his life for explaining how he got present stage. Jobs encourages and urges the students of Standford Graduating class of 2005 to give their inner voice of chance and not suppress it by giving into other's opinions.

Debate :- A well-structured argument is called a debate. Two sides speak alternately for and against a particular argument usually based on a topical issue.

Features :- Maintain consistency by not drifting from one side to another.

The argument that is put forth should have logical consistency and not create any doubt in the others.

Rules : Know the format of the Debate and your role well in advance.

Proper time management is important

Due respect has to be paid to the judges.

Thrust areas	Public speaking
Skill to be learnt by Student	Speaking skills
Examples/Illustrations	Past arguments
Additional Inputs	Videos

Teaching Models used	lecture & Supn.
Teaching Aids used	Interactive Panel
References cited	How to win any argument - Robert Mayer. The Art of dealing with People - Les Giblin
Student Activity planned after the teaching	Practice
Activity planned outside classes	Practice
Any other	

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TEACHING PLAN (SYNOPSIS)

Month : March

Subject : English

TOPIC : Emotional Intelligence
Interpersonal Skills

Paper : I

Hours Required	04
Learning Objectives	Demonstrate a strong teamwork and be a team Player, with good leadership qualities.
Previous Knowledge to be reminded	Manage emotions
Topic Synopsis	

"Emotional Intelligence refers to the capacity for recognising our own feelings and those of others for motivating ourselves and for managing emotions well in ourselves and in our relationships" – Goleman, 1995

Characteristics of Emotional Intelligence:

(1) Self Awareness
(2) Self- Regulation
(3) Motivation
(4) Empathy
(5) Social Skills

Interpersonal skills are the skills we use every day when we communicate and interact with other people, both individually and in groups.

In work environment, it is important to develop the following interpersonal skills.

(1) communication
(2) Non- verbal communication
(3) problem solving
(4) Decision making

Thrust areas	Awareness of our actions and feelings.
Skill to be learnt by Student	How to improve Emotional Intelligence, Develop interpersonal skill
Examples/Illustrations	Effective communication
Additional Inputs	videos

Teaching Models used	Lecture & Seminar
Teaching Aids used	Videos from You-Tube
References cited	Emotional Intelligence by Swami Vivekananda, Daniel Goleman Soft Skills - Prashanth Sharma
Student Activity planned after the teaching	Practice
Activity planned outside classes	Exercises
Any other	

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[Sem - II]

TEACHING PLAN (SYNOPSIS)

Month : May - 2022 Subject : English

TOPIC : How to avoid foolish opinions
2 conversion of words Paper : II

Hours Required	03+03
Learning Objectives	it develops the ability of speaking English correctly and fluently
Previous Knowledge to be reminded	Parts of Speech
Topic Synopsis	

1 Bertrand Russell was a British Polymath. He was a public intellectual, historian, social critic, Political Activist. As an academic, he worked in Phylosophy, mathematics and logic. In 1950, Russell was awarded the Nobel Prize in literature. In this essay he shows various dogmatizms across the world and ways to avoid foolish opinions.

2 Conversion of words

It is a kind of word formation process in which a word of one grammatical form becomes a word of another grammatical form without any change in form. This process is also called zero derivation / Null derivation / Functional shift.

1. conversion of nouns into verbs : Noun — verb.
eye — to eye
cover — to cover

2 conversion of verbs into nouns : verb — Noun
to eye — eye
to cover — cover

3 conversion of nouns into Adjectives
4. conversion of Adjectives into nouns
5. conversion of Adjectives into verbs
6 conversion of Adjectives into Adjectives
7 conversion of Adjectives ~~to~~ into adverbs
8 conversion of nouns into other nouns. 9 conversion of Preposition into nouns.

Thrust areas	L S R W Skills
Skill to be learnt by Student	Writing Skills & Speaking Skills
Examples/Illustrations	the nouns e-mail and microwave are converted and formed into verbs.
Additional Inputs	Downloads from Google.

Teaching Models used	Lecture & Lgn.
Teaching Aids used	ICT
References cited	https:// www.brightthubeducation.com/est-lesson-plans/59339-teaching-word-formation conversation
Student Activity planned after the teaching	Examples
Activity planned outside classes	Exercises
Any other	Practice

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TEACHING PLAN (SYNOPSIS)

Month : June - 2022

Subject : English

TOPIC : collocations
One word Substitutes

Paper : Paper - II [Sem - II]

Hours Required	03 + 03
Learning Objectives	To achieve the language skills
Previous Knowledge to be reminded	Parts of Speech
Topic Synopsis	

Collocations

Meaning: It is a combination of words that often go together & that are likely to occur together.

Types of English collocations

1. Noun + Noun collocations
2. Verb + Noun collocations
3. Adjectives + Noun collocations
4. Nouns + Preposition collocations
5. Adjectives + Preposition collocations
6. Verbs + Prepositions collocations
7. Verbs + Adjectives collocations
8. Verbs + Adverbs collocations
9. Adverbs + Verbs collocations
10. Adverb + Adjective collocations

One word Substitutes:

It is possible in English to use one word in place of number of words. Knowing it, it helps us express ourselves briefly and clearly. It helps us in precis writing.

Thrust areas	LSRW Skills
Skill to be learnt by Student	one can expand one's vocabulary systematically and quickly
Examples/Illustrations	List of One word Substitutes
Additional Inputs	Downloads from Google

Teaching Models used	lecture & Sufn
Teaching Aids used	ICT
References cited	https://yesl.com/
Student Activity planned after the teaching	Examples
Activity planned outside classes	Reading
Any other	Practice

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TEACHING PLAN (SYNOPSIS)

Month : July, 2022 Subject : ENGLISH

TOPIC : Skimming & Scanning, Note Making Paper : II

Hours Required	04
Learning Objectives	Reading Skills & Writing Skills
Previous Knowledge to be reminded	L S R W Skills
Topic Synopsis	

1. Skimming :

A technique for fast reading that allow the reader to get the general idea or gist of it without reading the full text.

Purpose: Generally to get the general idea of an article.
To sample a book before actually purchasing it.

Uses : * Preview/overview of chapters.
* Review the lessons for a test.

Scanning : A technique for fast reading in which a reader tries to search a particular/specific text or word in the document and ignoring unrelated information.

Purpose : while reading the text, pupils must be able to get at the particular bit of information.
To locate specific information generally. To search a telephone number from a list, to find a particular quotation in a book.

Uses : * when we want to find the answer to a specific question.
* when we are reading a comprehension passage and need to find the answer to a question.

2. NOTE MAKING : Three Stages of Note Making
1. Before 2. During 3. After

Advantages * It has great importance in exams
* It is an organization of main points for future use
* It helps in keeping the information handy
* It distinguishes between main points and ideas.

Thrust areas	L S R W Skills
Skill to be learnt by Student	Reading Skills & Writing Skills
Examples/Illustrations	a comprehension passage & a lesson converted into organization of main points for future studies.
Additional Inputs	Downloads

Teaching Models used	Lecture & Supn
Teaching Aids used	Videos from YouTube
References cited	A ~~Quick~~ QUICK Guide to web writing - Jyotsna Atre Legal language & Legal writing - Prof K-L Bhatia
Student Activity planned after the teaching	Examples, ~~practice~~
Activity planned outside classes	Exercises
Any other	Practice

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TEACHING PLAN (SYNOPSIS)

Month : August

Subject : English

TOPIC : Notice, Agenda & Minutes letter writing

Paper : II

Hours Required	08
Learning Objectives	Preparation of Notice, Agenda and minutes and circulation of minutes - letter writing
Previous Knowledge to be reminded	Personal, Business and Official letters
Topic Synopsis	

NOTICES: Notices are means of formal communication targeted at a particular person or a group of persons. It is circulated individually (by mails & messages) & displayed at public places. It contains the following items
(a) Name of the organization (b) Place of meeting
(c) Date & Time (d) Type of meeting (e) Agenda (f) Signature

AGENDA:- The purpose of the meeting is called 'Agenda'.
It contains the following items:
(a) Minutes of the previous meeting
(b) Items received from the members
(c) Related issues.
(d) Action taken and events from the last meeting
(e) The chairperson and other officers. (f) Date.

Minutes: The official record of discussion held and decisions taken at a meeting are called minutes.
Format- (1) Name of the organization (2) Date, Time & Place
(3) Name of the chairperson (4) Names of the persons present
(5) minutes of the last meeting (7) Subjects discussed

Letter writing:- 1. Informal / Personal / Social letters - To friends, family and relatives
2 Formal / Business / Official letters - To officials and business

Parts of letters (1) Heading (2) Salutation (3) Body of the letter
(4) Subscription (5) Signature (6) Address on the envelope

Thrust areas	Writing Skills
Skill to be learnt by Student	Formal and Informal letters
Examples/Illustrations	Some minutes of the meeting.
Additional Inputs	PPT

Teaching Models used	lecture
Teaching Aids used	You Tube
References cited	A Handbook on official letter writing and legal drafting Hemanta kumar
Student Activity planned after the teaching	Model letters - model minutes
Activity planned outside classes	Practice
Any other	—

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2022-2023

TEACHING PLAN (SYNOPSIS)

Month : November

Subject : English

Paper : I (Sem I)

TOPIC : Listening Skills, Sounds of English

Hours Required	10
Learning Objectives	Know the difference between Hearing & Listening understand and appreciate the process of listening, Barriers Sounds, Accent, Intonation & Rythm
Previous Knowledge to be reminded	L S R W Skills
Topic Synopsis	

(1) Stages / Steps in listening Process - (1) Receiving
(2) Understanding
(3) Remembering
(4) Evaluating
(5) Responding

(2) Importance of listening

(3) Difference between Hearing & Listening

(4) Types of listening - (1) Active / Comprehensive listening
(2) Sensitive / Empathic listening
(3) Critical listening
(4) Appreciative listening
(5) Informational / Content listening
(6) Passive / Pseudo / Fake / Superficial listening

5. Barriers & obstacles to Effective listening - (1) Physical
(2) Physiological
(3) Attitudinal / Psychological
(4) Linguistic & Semantic
(5) Bio-cultural

6. Strategies for Effective listening — (1) Be open minded (2) Control Emotions (3) Listen to central theme (4) concentrate on non-verbal cues (5) Pay attention to implied content

Sounds of English

Each language use a small set of distinct Sounds called Phonemes that are meaningful to that particular language. There are 44 (Phonemes) in English language. They are classified into consonants (24) and vowels (20)

Thrust areas	Pronunciation
Skill to be learnt by Student	Listening Skills, Improve the fluency in spoken English
Examples/Illustrations	"When people talk, listen completely. most people never listen" Ernest Hemingway
Additional Inputs	Power Point Presentation

Teaching Models used	Lecture & Sdpn.
Teaching Aids used	PPT, Cambridge advanced learner's Dictionary
References cited	Personality Development and Soft Skills - Barun K Mitra, Teaching Listening and Speaking - Kamalesh Sadavarti
Student Activity planned after the teaching	Listen to the announcement and answer the questions
Activity planned outside classes	Write do's and don'ts of Effective listening
Any other	Write each phoneme with 2 examples minimum.

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TEACHING PLAN (SYNOPSIS)

Month : November

Subject : English

TOPIC : Trust with Destiny
Greetings & Introduction

Paper : III (Sem-III)

Hours Required	17
Learning Objectives	It spoke of aspects that transcend the history of India
Previous Knowledge to be reminded	L S R W Skills
Topic Synopsis	

Trust with Destiny - It is considered as one of the finest speeches of the 20th century.

On 14th August, 1947 approaching mid night

Pandit Nehru stood infront of the constituent Assembly of free and independent India and spoke some inspirational words.

Greetings : Formal Greeting (1) Good morning | Good afternoon | Good Evening
(2) How do you do?
(3) How are you?
(4) How have you been?
(5) nice to meet you | pleased to meet you

Informal Greetings : (1) Hello | Hi | Hey
(2) How's it going?
(3) Morning | Afternoon | Evening
(4) long time to see | Its been a while
(5) nice to see you | Its great to see you | Good to see you

Introduction

Beginning - Let me introduce myself
I just wanted to introduce myself. I am ---

Furthering - what do you do?
where do you work

Ending - It was nice meeting you
Very nice meeting you

Thrust areas	How to Greet & Introduce other persons
Skill to be learnt by Student	Speech work, Meet strangers, how do you introduce yourself and introduce people to others
Examples/Illustrations	Two strangers at a conference hall, introduce themselves to each other
Additional Inputs	Video of Nehru's Trust with Destiny, PPT

Teaching Models used	lecture & Talk
Teaching Aids used	Power Point Presentations & videos.
References cited	English Conversation Practice · Greetings, Questions and Phrases https://magoosh.com
Student Activity planned after the teaching	walking in Pairs, ~~speak~~ write some what dialogues
Activity planned outside classes	Imagine a situation where you have met a popular movie star. construct a dialogue of greeting each other and talking to him.
Any other	How to introduce yourself and introduce others

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TEACHING PLAN (SYNOPSIS)

Month : December - 2022 Subject : English

TOPIC : concords, Modals, Tenses Paper : I (sem I)

Hours Required	03+02
Learning Objectives	Subject - verb agreement Increase awareness of correct usage of Grammar in writing & speaking
Previous Knowledge to be reminded	use present, Past and Future Tense with appropriate time markers Parts of speech
Topic Synopsis	concord literally means harmony & agreement

concord means harmony and agreement between the different parts of a sentence, especially the subject and the verb. subjects and verbs must AGREE with one another in number (singular & plural) and person (1st, 2nd and 3rd person).

Modals :- Modals are group of auxilary verbs used to express the speakers attitudes and beliefs about the action representedly a main verb. Some Modal verbs in English are "can", "could", "may", "might", "shall", "should", "will", "would", "must", "need", "dare", "ought to" & "used to".

Tenses :

(1) Present Tense - (1) Simple Present
(2) Present continuous
(3) Present Perfect
(4) Present Perfect continuous

(2) Past Tense - (1) Simple Past
(2) Past continuous
(3) Past Perfect
(4) Past Perfect continuous

(3) Future Tense - (1) Simple Future
(2) Future continuous
(3) Future Perfect
(4) Future Perfect continuous

Thrust areas	errors in subject - verb agreement
Skill to be learnt by Student	use present, Past & Future Tense with appropriate time markers
Examples/Illustrations	Main verb - Auxilary verb (or) Helping verb
Additional Inputs	PPT

Teaching Models used	lecture & Seminar
Teaching Aids used	Power Point presentation
References cited	(1) Essential English Grammar & Practical English usage. Michael Swan (2) Barlex International complete English Grammar rules
Student Activity planned after the teaching	Practice
Activity planned outside classes	Practice
Any other	Exercises

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TEACHING PLAN (SYNOPSIS)

Month : December - 2022 Subject : English

TOPIC : Requests, Asking and Giving information, Agreeing & Disagreeing Paper : III (Sem III)

Hours Required	08
Learning Objectives	making Request, for help
Previous Knowledge to be reminded	vocabulary
Topic Synopsis	

Requests : (1) Making a Request
(2) Agreeing to a Request
(3) Declining a Request

Asking and Giving information

Giving information :- (1) Informal
(2) More Formal

Saying NO : Informal
More Formal

Agreeing and Disagreeing

Expressing Agreement
Expressing Disagreement
Expressing Partially disagreement
Interruptions
Settling an argument
Redirecting

Thrust areas	Soft Skills
Skill to be learnt by Student	Making request for help, informations & directions
Examples/Illustrations	cashing a cheque at the bank
Additional Inputs	PPT

Teaching Models used	lecture & Lab.
Teaching Aids used	Power Point Presentation
References cited	Learning how to make requests in English- DIVA http://www.diva.pdf.dk.
Student Activity planned after the teaching	some expressions could use to make a request
Activity planned outside classes	Exercises from Text Book
Any other	Exercises

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TEACHING PLAN (SYNOPSIS)

Month : January - 2023 Subject : English

TOPIC : Voice, Degrees of comparison Paper : I

Hours Required	04
Learning Objectives	Increase awareness of correct usage of English in writing and speaking
Previous Knowledge to be reminded	Sentence Transformation
Topic Synopsis	

VOICE Voice is part of a verb which shows whether subject does something or something is done to subject

ACTIVE VOICE: The subject performs / does the action
Eg: Rohit hits six

PASSIVE VOICE: The subject receives the action
Eg: A six is hit by Rohit

Rules : 1 Object of A.V becomes subject of P.V
2 write 'Be' form / helping verb
3 changing the verb into past participle (V3)
4 Put Preposition "by"
5 Subject of A.V becomes object of P.V.

DEGREES of comparison

It refers to adjectives being written in different forms to compare one, two or more nouns which are words describing persons, places and things. The three different forms of comparison are the Positive, the comparative and the superlative

The Positive Degree is the form of the adjective that describes one noun

The Comparative Degree is the form of the adjective compares two nouns

The Superlative Degree is the form of the adjective compares more than two nouns.

Thrust areas	writing & Speaking
Skill to be learnt by Student	Transformation a sentence from one voice to another without change the meaning
Examples/Illustrations	parts of speech particular adjective
Additional Inputs	PPT

Teaching Models used	lect & Supn.
Teaching Aids used	Video
References cited	essential English grammar
Student Activity planned after the teaching	Exercises
Activity planned outside classes	Practice
Any other	

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TEACHING PLAN (SYNOPSIS)

Month : January- 2023 Subject : ENGLISH

TOPIC : Dialogue Building Giving instructions & Directions Paper : III

Hours Required	06 + 04
Learning Objectives	How do you build a dialogue
Previous Knowledge to be reminded	conversation skills
Topic Synopsis	

DIALOGUE BUILDING

A dialogue is a conversation between two or more people. They are typically found in creative writing, as a part of play, film & book, but may also be used in a working environment or private conversation with friends & relatives & what to say & how to speak in certain situations.

Giving Instructions :- (1) use the imperative form (Expressing command)

(2) use a model verb to turn the order into a request

(3) use an introductory phrase in soften the order

(a) would you mind - - - - - -

(b) I was hoping - - - - -

(c) Do you think you could - - - -

(d) I'd like you to - - - -

(e) I want you to - - -

(4) "Sequencing" words to show the steps in the process.

Giving Directions :-

(1) Specific instructions

(2) Landmarks

(3) use preposition of direction.

Thrust areas	L S R W Skills
Skill to be learnt by Student	Speaking Skills
Examples/Illustrations	Dialogues between, friends & strangers
Additional Inputs	PPT

Teaching Models used	lect. & Supn.
Teaching Aids used	Power Point & video
References cited	Dialogues in French and English - William Caxton
Student Activity planned after the teaching	Devide into pairs and give some situations and building dialogue.
Activity planned outside classes	Practice
Any other	

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TEACHING PLAN (SYNOPSIS)

Month : February

Subject : English

TOPIC : Debate, Descriptions

Paper : III

Hours Required	04
Learning Objectives	Guidelines for description of an object, Person, painting etc
Previous Knowledge to be reminded	writing skills & Speaking skills
Topic Synopsis	

Debate: A well-structured argument is called a debate. Two sides speak alternatively for and against a particular argument usually based on a topical issue.

Features: Maintain consistency by not drifting from one side to another.

The argument that is put forth should have logical consistency and not create any doubt in the others.

Rules: Know the format of the debate and your role well in advance.

Proper time management is important

Due respect has to be paid to the judges.

Descriptions: Guidelines for description of an object:

(1) Organisation
(2) Parts
(3) Order
(4) comparison
(5) contrast

Thrust areas	Public Speaking
Skill to be learnt by Student	L S R W Skills
Examples/Illustrations	Past arguments
Additional Inputs	Video

Teaching Models used	Lecture & Supn
Teaching Aids used	PPT
References cited	How to win any argument - Robert Mayer The art of debate with people - Les Giblin
Student Activity planned after the teaching	exercises - (work into pairs)
Activity planned outside classes	Practice
Any other	

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TEACHING PLAN (SYNOPSIS)

Month : February

Subject : English

TOPIC : Emotional Intelligence & Telephone Etiquette.

Paper : I

Hours Required	04
Learning Objectives	understand and handle emotions of self and others
Previous Knowledge to be reminded	Manage emotions
Topic Synopsis	

"Emotional Intelligence refers to the capacity for recognising our own feelings and those of others & understanding ourselves and in our relationships"- Goleman, 1995

Characteristics of Emotional Intelligence

(1) Self awareness
(2) Self-regulation
(3) Motivation
(4) Empathy
(5) Social skills

Telephone Etiquette

Tips that will help Communicate better over Phone :-

(1) Salutation
(2) Take permission and be courteous
(3) Identify self and the Institute/organisation
(4) Precision
(5) Reason for the call
(6) Know your timeline and keep it short
(7) Avoiding fillers and keep it interesting
(8) Smile through the phone
(9) Find some quiet place
(10) Summarise & conclude

Thrust areas	Awareness of our actions and feelings
Skill to be learnt by Student	Enhance emotional intelligence and tips to follow while speaking over phone
Examples/Illustrations	Effective communication
Additional Inputs	Videos

Teaching Models used	lecture & talk
Teaching Aids used	Videos from YouTube
References cited	Emotional Intelligence by Swamy Vivekananda, Daniel Goleman, Soft Skills - Prasanth Sharma
Student Activity planned after the teaching	Practice
Activity planned outside classes	Exercises
Any other	

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TEACHING PLAN (SYNOPSIS)

Month : June

Subject : ENGLISH

TOPIC : collocations, one word Substitutes, Skimming and Scanning

Paper : II - (Sem - II)

Hours Required	04
Learning Objectives	To achieve the language skills & Reading Skills
Previous Knowledge to be reminded	Parts of Speech & LSRW Skills
Topic Synopsis	

Collocations

It is a combination of words that ~~given~~ often go together & that are likely to occur together.

Types of English collocations

1. Noun + Noun collocations
2. Verb + Noun collocations
3. Adjectives + Noun collocations
4. Nouns + preposition collocations
5. Adjective + preposition collocations
6. Verbs + preposition collocations
7. Verbs + Adjective collocations
8. Verbs + Adverbs collocations
9. Adverbs + Verbs collocations
10. Adverb + Adjective collocations

One word Substitutes :

It is possible in English to use one word in place of number of words. Knowing it, it helps us express ourselves briefly and clearly. It helps us in precise writing

Skimming & Scanning

Skimming. A technique for fast reading that allow the reader to get the general idea & gist of it without reading the full text.

Scanning : A technique for fast reading in which a reader tries to search a particular/specific text & words in the document and ignored unrelated information

Thrust areas	L S R W Skills
Skill to be learnt by Student	One can expand one's vocabulary systematically and quickly
Examples/Illustrations	List of one word substitutes
Additional Inputs	Download from Google

Teaching Models used	lect. & Supn
Teaching Aids used	ICT
References cited	https://ses/.com], A Quick guide to web writing - Jyotsna Pate
Student Activity planned after the teaching	Examples
Activity planned outside classes	Reading & Exercises
Any other	Practice

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