

**LESSON PLAN FOR EVEN SEM**  
**SESSION 2017-18**

**NAME OF ASST./ASS. PROFESSOR** :MS.REKHA SHARMA  
**CLASS/SECTION** : B.A. II(B)  
**SUBJECT** :ENGLISH ( TEXT )

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 1-1-18	INTRODUCTION TO THE PLAYS	
DAY2 DATE 2-1-18	ABOUT THE WRITER "BHASA"	
DAY3 DATE 3-1-18	ABOUT THE PLAY AND CHARACTERS	
DAY4 DATE 4-1-18	READING THE TEXT OF THE PLAY	
DAY5 DATE 5-1-18	READING THE TEXT OF THE PLAY	
DAY6 DATE 6-1-18	READING THE TEXT OF THE PLAY	
DAY7 DATE 8-1-18	READING THE TEXT OF THE PLAY	
DAY8 DATE 9-1-18	READING THE TEXT OF THE PLAY	
DAY9 DATE 10-1-18	READING THE TEXT OF THE PLAY	
DAY10 DATE 11-1-18	TEXTUAL EXERCISE ON VOCABULARY	
DAY11 DATE 12-1-18	DISCUSSION ON VERY SHORT QUESTION ANSWERS	
DAY12 DATE 13-1-18	TEST OF VERY SHORT QUESTION ANSWERS	
DAY13 DATE 15-1-18	DISCUSSION ON SHORT QUESTION ANSWERS	
DAY 14 DATE 16-1-18	TEST OF SHORT QUESTION ANSWERS	
DAY15 DATE 17-1-18	DISCUSSION ON ESSAY TYPE QUESTION ANSWERS	
DAY16 DATE 18-1-18	DISCUSSION ON ESSAY TYPE QUESTION ANSWERS	
DAY17 DATE 19-1-18	TEST OF ESSAY TYPE QUESTION ANSWERS	
DAY18	EXPLANATION WITH REFERENCE	

DATE 20-1-18	TO CONTEXT	
DAY19 DATE 22-1-18	<b>HOLIDAY</b>	
DAY20 DATE 23-1-18	<b>SPORTS DAY</b>	
DAY21 DATE 24-1-18	<b>HOLIDAY</b>	
DAY22 DATE 25-1-18	EXPLANATION WITH REFERENCE TO CONTEXT	
DAY23 DATE 26-1-18	<b>HOLIDAY</b>	
DAY 24 DATE 27-1-18	EXPLANATION WITH REFERENCE TO CONTEXT	
<b>UNIT/PART II</b>	<b>TOPIC</b>	
	<b>THEORY</b>	<b>PRACTICAL</b>
DAY1 DATE 29-1-18	ABOUT THE WRITER ANTON CHEKHOV	
DAY2 DATE 30-1-18	ABOUT THE PLAY ‘THE SWAN SONG’	
DAY3 DATE 31-1-18	<b>HOLIDAY</b>	
DAY4 DATE 1-2-18	INTRODUCTION TO THE CHARACTERS AND READING OF THE TEXT	
DAY5 DATE 2-2-18	READING OF THE TEXT	
DAY6 DATE 3-2-18	READING OF THE TEXT	
DAY7 DATE 5-2-18	READING OF THE TEXT	
DAY8 DATE 6-2-18	READING OF THE TEXT	
DAY9 DATE 7-2-18	READING OF THE TEXT	
DAY10 DATE 8-2-18	READING OF THE TEXT	
DAY11 DATE 9-2-18	<b>ASSIGNMENT 1 WRITE ABOUT THE PLAY</b>	
DAY12 DATE 10-2-18	<b>HOLIDAY</b>	
DAY13 DATE 12-2-18	TEXTUAL EXERCISE ON VOCABULARY	
DAY14 DATE 13-2-18	<b>HOLIDAY</b>	
DAY15 DATE 14-2-18	DISCUSSION ON VERY SHORT QUESTION ANSWERS	

DAY16 DATE 15-2-18	TEST OF VERY SHORT QUESTION ANSWERS	
DAY17 DATE 16-2-18	DISCUSSION ON SHORT QUESTION ANSWERS	
DAY18 DATE 17-2-18	TEST OF SHORT QUESTION ANSWERS	
DAY19 DATE 19-2-18	DISCUSSION ON ESSAY TYPE QUESTION ANSWERS	
DAY20 DATE 20-2-18	DISCUSSION ON ESSAY TYPE QUESTION ANSWERS	
DAY21 DATE 21-2-18	TEST OF ESSAY TYPE QUESTION ANSWERS	
DAY22 DATE 22-2-18	. EXPLANATION WITH REFERENCE TO CONTEXT	
DAY23 DATE 23-2-18	. EXPLANATION WITH REFERENCE TO CONTEXT	
<b>UNIT/PART III</b>	<b>TOPIC</b>	
	<b>THEORY</b>	<b>PRACTICAL</b>
DAY1 DATE 24-2-18	.ABOUT THE PLAYWRIGHTER 'NISSIN EZEKIEK'	
DAY2 DATE 26-2-18	.ABOUT THE PLAY'THE SLEEP WALKERS'	
DAY3 DATE 27-2-18	<b>INNTRODUCTION TO THE CHARACTERS.</b>	
DAY4 DATE 28-2-18	<b>HOLIDAY</b>	
DAY5 DATE 1-3-18	<b>HOLIDAY</b>	
DAY6 DATE 2-3-18	<b>HOLIDAY</b>	
DAY7 DATE 3-3-18	<b>HOLIDAY</b>	
DAY8 DATE 5-3-18	.READING OT THE PLAY	
DAY9 DATE 6-3-18	.READING OT THE PLAY	
DAY10 DATE 7-3-18	READING THE PLAY	
DAY11 DATE 8-3-18	READING THE PLAY	
DAY12 DATE 9-3-18	READING THE PLAY	
DAY13 DATE 10-3-18	<b>ASSIGNMENT 2 WRITE ABOUT THE PLAY</b>	
DAY 14 DATE 12-3-18	.TEXTUAL EXERCISE ON VOCABULARY	

DAY15 DATE 13-3-18	DISCUSSION ON VERY SHORT QUESTION ANSWERS	
DAY16 DATE 14-3-18	TEST OF VERY SHORT QUESTION ANSWERS	
DAY17 DATE 15-3-18	DISCUSSION ON SHORT QUESTION ANSWERS	
DAY18 DATE 16-3-18	TEST OF SHORT QUESTION ANSWERS	
DAY19 DATE 17-3-18	DISCUSSION ON ESSAY TYPE QUESTION ANSWERS	
DAY20 DATE 19-3-18	TEST OF ESSAY TYPE QUESTION ANSWERS	
DAY21 DATE 20-3-18	. EXPLANATION WITH REFERENCE TO CONTEXT	
DAY22 DATE 21-3-18	<b>CONDITIONAL TEST OF ESSAY TYPE QUESTION ANSWERS OF PLAY 1</b>	
DAY23 DATE 22-3-18	<b>CONDITIONAL TEST OF ESSAY TYPE QUESTION ANSWERS OF PLAY 1</b>	
DAY 24 DATE 23-3-18	<b>HOLIDAY</b>	
DAY 25 DATE 24-3-18	. EXPLANATION WITH REFERENCE TO CONTEXT	
<b>UNIT/PART IV</b>	<b>TOPIC</b>	
	<b>THEORY</b>	<b>PRACTICAL</b>
DAY1 DATE 26-3-18	INTRODUCTION TO THE INTONATION	
DAY2 DATE 27-3-18	.DISCUSSION ON 'PHONEME'	
DAY3 DATE 28-3-18	DISCUSSION ON 'SYLLABLE AND SYLLABIC WORD'	
DAY4 DATE 29-3-18	<b>HOLIDAY</b>	
DAY5 DATE 30-3-18	.DISCUSSION ON 'SYLLABIC STRUCTURE'	
DAY6 DATE 31-3-18	.DISCUSSION ON 'SYLLABLE CONSONENTS'	
DAY7 DATE 2-4-18	.DISCUSSION ON 'WORD STRESS'	
DAY8 DATE 3-4-18	.DISCUSSION ON 'SENTENCE STRESS'	
DAY9 DATE 4-4-18	.DISCUSSION ON 'SHIFT OF STRESS'	
DAY10	PRACTICE OF PRONUNCIATIONN	

DATE 5-4-18		
DAY11 DATE 6-4-18	PRACTICE OF PRONUNCIATIONN	
DAY12 DATE 7-4-18	PRACTICE OF PRONUNCIATIONN	
DAY13 DATE 9-4-18	DISCUSSION ON 'INTONATION PATTERNS'	
DAY14 DATE 10-4-18	DISCUSSION ON 'INTONATION PATTERNS'	
DAY15 DATE 11-4-18	DISCUSSION ON 'INTONATION PATTERNS'	
DAY16 DATE 12-4-18	DISCUSSION ON 'INTONATION PATTERNS'	
DAY17 DATE 13-4-18	PRACTICE OF INTONATION	
DAY18 DATE 14-4-18	<b>HOLIDAY</b>	
DAY19 DATE 16-4-18	REVISION	
DAY20 DATE 17-4-18	REVISION	
DAY21 DATE 18-4-18	HOLIDAY	
DAY22 DATE 19-4-18	REVISION	
DAY23 DATE 20-4-18	REVISION	

**NAME OF ASST./ASS. PROFESSOR :MS.REKHA SHARMA**  
**CLASS/SECTION : B.A. II B (X)**  
**SUBJECT :ENGLISH COMPOSITION**

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 1-1-18	DISCUSSION ABOUT TRANSLATION	
DAY2 DATE 2-1-18	PRACTICE OF TRANSLATION	
DAY7 DATE 8-1-18	PRACTICE OF TRANSLATION	
DAY8 DATE 9-1-18	PRACTICE OF TRANSLATION	

DAY13 DATE 15-1-18	DICUSSION ON'RETRANSLATION'	
DAY 14 DATE 16-1-18	PRACTICE FOR RETRANSLATION	
DAY19 DATE 22-1-18	<b>HOLIDAY</b>	
DAY20 DATE 23-1-18	<b>SPORTS DAY</b>	
DAY21 DATE 24-1-18	<b>HOLIDAY</b>	
DAY23 DATE 26-1-18	<b>HOLIDAY</b>	
<b>UNIT/PART II</b>	<b>TOPIC</b>	
	<b>THEORY</b>	<b>PRACTICAL</b>
DAY1 DATE 29-1-18	PRACTICE FOR RETRANSLATION	
DAY2 DATE 30-1-18	PRACTICE FOR RETRANSLATION	
DAY3 DATE 31-1-18	<b>HOLIDAY</b>	
DAY7 DATE 5-2-18	DISCUSSION ON 'PRECIS WRITING'	
DAY8 DATE 6-2-18	PRACTICE FOR 'PRECIS WRITING'	
DAY12 DATE 10-2-18	<b>HOLIDAY</b>	
DAY13 DATE 12-2-18	PRACTICE FOR 'PRECIS WRITING'	
DAY14 DATE 13-2-18	<b>HOLIDAY</b>	
DAY19 DATE 19-2-18	PRACTICE FOR 'PRECIS WRITING'	
DAY20 DATE 20-2-18	DISCUSION ABOUT 'E-MAIL'	
<b>UNIT/PART III</b>	<b>TOPIC</b>	
	<b>THEORY</b>	<b>PRACTICAL</b>
DAY2 DATE 26-2-18	FORMAT OF E-MAIL WRITING	
DAY3 DATE 27-2-18	PRACTICE FOR E-MAIL	
DAY4 DATE 28-2-18	<b>HOLIDAY</b>	
DAY5 DATE 1-3-18	<b>HOLIDAY</b>	
DAY6 DATE 2-3-18	<b>HOLIDAY</b>	

DAY7 DATE 3-3-18	<b>HOLIDAY</b>	
DAY8 DATE 5-3-18	PRACTICE FOR E-MAIL	
DAY9 DATE 6-3-18	PRACTICE FOR E-MAIL	
DAY 14 DATE 12-3-18	INTRODUCTION TO THE RESUME	
DAY15 DATE 13-3-18	FORMATS FOR 'RESUME'	
DAY20 DATE 19-3-18	PRACTICE FOR 'RESUME'	
DAY21 DATE 20-3-18	PRACTICE FOR 'RESUME'	
DAY 24 DATE 23-3-18	<b>HOLIDAY</b>	
<b>UNIT/PART IV</b>	<b>TOPIC</b>	
	<b>THEORY</b>	<b>PRACTICAL</b>
DAY1 DATE 26-3-18	BOOK REVIEW	
DAY2 DATE 27-3-18	PRACTICE OF BOOK REVIEW	
DAY4 DATE 29-3-18	<b>HOLIDAY</b>	
DAY7 DATE 2-4-18	PRACTICE OF BOOK REVIEW	
DAY8 DATE 3-4-18	PRACTICE OF BOOK REVIEW	
DAY15 DATE 11-4-18	PRACTICE TEST	
DAY16 DATE 12-4-18	PRACTICE TEST	
DAY18 DATE 14-4-18	<b>HOLIDAY</b>	
DAY19 DATE 16-4-18	REVISION	
DAY21 DATE 18-4-18	<b>HOLIDAY</b>	
	<b>EXAMINATION</b>	

**NAME OF ASST./ASS. PROFESSOR** :MS.REKHA SHARMA  
**CLASS/SECTION** : B.A. II B (Z)  
**SUBJECT** :ENGLISH COMPOSITION

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY5 DATE 5-1-18	DISCUSSION ABOUT TRANSLATION	
DAY6 DATE 6-1-18	PRACTICE OF TRANSLATION	
DAY11 DATE 12-1-18	. PRACTICE OF TRANSLATION	
DAY12 DATE 13-1-18	PRACTICE OF TRANSLATION	
DAY17 DATE 19-1-18	DICUSSION ON 'RETRANSLATION'	
DAY18 DATE 20-1-18	PRACTICE FOR RETRANSLATION	
DAY19 DATE 22-1-18	<b>HOLIDAY</b>	
DAY20 DATE 23-1-18	<b>SPORTS DAY</b>	
DAY21 DATE 24-1-18	<b>HOLIDAY</b>	
DAY23 DATE 26-1-18	<b>HOLIDAY</b>	
DAY 24 DATE 27-1-18	PRACTICE FOR RETRANSLATION	
UNIT/PART II	TOPIC	
	THEORY	PRACTICAL
DAY3 DATE 31-1-18	<b>HOLIDAY</b>	
DAY5 DATE 2-2-18	PRACTICE FOR RETRANSLATION	
DAY6 DATE 3-2-18	PRACTICE FOR RETRANSLATION	
DAY11 DATE 9-2-18	DISCUSSION ON 'PRECIS WRITING'	
DAY17 DATE 16-2-18	PRACTICE FOR 'PRECIS WRITING'	
DAY18 DATE 17-2-18	PRACTICE FOR 'PRECIS WRITING'	
DAY23	DISCUSSION ABOUT 'E-MAIL'	



DATE 23-2-18		
<b>UNIT/PART III</b>	<b>TOPIC</b>	
	<b>THEORY</b>	<b>PRACTICAL</b>
DAY1 DATE 24-2-18	FORMAT OF E-MAIL WRITING	
DAY4 DATE 28-2-18	<b>HOLIDAY</b>	
DAY5 DATE 1-3-18	<b>HOLIDAY</b>	
DAY6 DATE 2-3-18	<b>HOLIDAY</b>	
DAY7 DATE 3-3-18	<b>HOLIDAY</b>	
DAY12 DATE 9-3-18	PRACTICE FOR E-MAIL	
DAY13 DATE 10-3-18	PRACTICE FOR E-MAIL	
DAY15 DATE 13-3-18	FORMATS FOR 'RESUME'	
DAY18 DATE 16-3-18	INTRODUCTION TO THE RESUME	
DAY19 DATE 17-3-18	FORMATS FOR 'RESUME'	
DAY 24 DATE 23-3-18	<b>HOLIDAY</b>	
DAY 25 DATE 24-3-18	FORMATS FOR 'RESUME'	
<b>UNIT/PART IV</b>	<b>TOPIC</b>	
	<b>THEORY</b>	<b>PRACTICAL</b>
DAY1 DATE 26-3-18	BOOK REVIEW	
DAY4 DATE 29-3-18	<b>HOLIDAY</b>	
DAY5 DATE 30-3-18	BOOK REVIEW	
DAY6 DATE 31-3-18	PRACTICE OF BOOK REVIEW	
DAY11 DATE 6-4-18	PRACTICE OF BOOK REVIEW	
DAY18 DATE 14-4-18	<b>HOLIDAY</b>	
DAY21 DATE 18-4-18	<b>HOLIDAY</b>	
DAY23 DATE 20-4-18	REVISION	

	<b>EXAMINATION</b>	
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**NAME OF ASST./ASS. PROFESSOR**  
**CLASS/SECTION**  
**SUBJECT**

**:MS.REKHA SHARMA**  
**: B.A. I A(Z)**  
**:ENGLISH (COMPOSITION)**

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 1-1-18	PARAGRAPH WRITING	
DAY2 DATE 2-1-18	PARAGRAPH WRITING	
DAY7 DATE 8-1-18	PARAGRAPH WRITING	
DAY8 DATE 9-1-18	PARAGRAPH WRITING	
DAY13 DATE 15-1-18	THE SENTENCE( CHAPTER 1 )	
DAY 14 DATE 16-1-18	THE SENTENCE	
DAY19 DATE 22-1-18	<b>HOLIDAY</b>	
DAY20 DATE 23-1-18	<b>SPORTS DAY</b>	
DAY21 DATE 24-1-18	<b>HOLIDAY</b>	
DAY23 DATE 26-1-18	<b>HOLIDAY</b>	
UNIT/PART II	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 29-1-18	THE SENTENCE	
DAY2 DATE 30-1-18	CHAPTER 2- AUXILIARIES	
DAY3 DATE 31-1-18	<b>HOLIDAY</b>	
DAY7 DATE 5-2-18	AUXILIARIES	
DAY8 DATE 6-2-18	AUXILIARIES	
DAY12 DATE 10-2-18	<b>HOLIDAY</b>	

DAY13 DATE 12-2-18	AUXILIARIES	
DAY14 DATE 13-2-18	<b>HOLIDAY</b>	
DAY19 DATE 19-2-18	CHAPTER 3- MODALS	
DAY20 DATE 20-2-18	MODALS	
<b>UNIT/PART III</b>	<b>TOPIC</b>	
	<b>THEORY</b>	<b>PRACTICAL</b>
DAY2 DATE 26-2-18	MODALS	
DAY3 DATE 27-2-18	MODALS	
DAY4 DATE 28-2-18	<b>HOLIDAY</b>	
DAY5 DATE 1-3-18	<b>HOLIDAY</b>	
DAY6 DATE 2-3-18	<b>HOLIDAY</b>	
DAY7 DATE 3-3-18	<b>HOLIDAY</b>	
DAY8 DATE 5-3-18	CHAPTER 4- SUBJECT VERB AGREEMENT	
DAY9 DATE 6-3-18	SUBJECT VERB AGREEMENT	
DAY13 DATE 10-3-18	<b>ASSIGNMENT 2</b>	
DAY 14 DATE 12-3-18	SUBJECT VERB AGREEMENT	
DAY15 DATE 13-3-18	SUBJECT VERB AGREEMENT	
DAY20 DATE 19-3-18	CHAPTER 5- ACTIVE PASSIVE VOICE	
DAY21 DATE 20-3-18	ACTIVE PASSIVE VOICE	
DAY 24 DATE 23-3-18	<b>HOLIDAY</b>	
<b>UNIT/PART IV</b>	<b>TOPIC</b>	
	<b>THEORY</b>	<b>PRACTICAL</b>
DAY1 DATE 26-3-18	ACTIVE PASSIVE VOICE	
DAY2 DATE 27-3-18	ACTIVE PASSIVE VOICE	
DAY4	<b>HOLIDAY</b>	

DATE 29-3-18		
DAY7 DATE 2-4-18	ACTIVE PASSIVE VOICE	
DAY8 DATE 3-4-18	APPENDIX	
DAY13 DATE 9-4-18	APPENDIX	
DAY14 DATE 10-4-18	APPENDIX	
DAY18 DATE 14-4-18	<b>HOLIDAY</b>	
DAY19 DATE 16-4-18	REVISION	
DAY20 DATE 17-4-18	REVISION	
DAY21 DATE 18-4-18	<b>HOLIDAY</b>	
	<b>EXAMINATION</b>	

**NAME OF ASST./ASS. PROFESSOR**  
**CLASS/SECTION**  
**SUBJECT**

**:MS.REKHA SHARMA**  
**: B.A. I G(Z)**  
**:ENGLISH (COMPOSITION)**

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY5 DATE 5-1-18	PARAGRAPH WRITING	
DAY6 DATE 6-1-18	PARAGRAPH WRITING	
DAY11 DATE 12-1-18	PARAGRAPH WRITING	
DAY12 DATE 13-1-18	PARAGRAPH WRITING	
DAY17 DATE 19-1-18	THE SENTENCE( CHAPTER 1 )	
DAY18 DATE 20-1-18	THE SENTENCE	
DAY19 DATE 22-1-18	<b>HOLIDAY</b>	
DAY20 DATE 23-1-18	<b>SPORTS DAY</b>	
DAY21	<b>HOLIDAY</b>	

DATE 24-1-18		
DAY23 DATE 26-1-18	<b>HOLIDAY</b>	
DAY 24 DATE 27-1-18	THE SENTENCE	
<b>UNIT/PART II</b>	<b>TOPIC</b>	
	<b>THEORY</b>	<b>PRACTICAL</b>
DAY1 DATE 29-1-18	THE SENTENCE	
DAY2 DATE 30-1-18	CHAPTER 2- AUXILIARIES	
DAY3 DATE 31-1-18	<b>HOLIDAY</b>	
DAY5 DATE 2-2-18	THE SENTENCE	
DAY6 DATE 3-2-18	AUXILIARIES	
DAY7 DATE 5-2-18	AUXILIARIES	
DAY11 DATE 9-2-18	AUXILIARIES	
DAY12 DATE 10-2-18	<b>HOLIDAY</b>	
DAY14 DATE 13-2-18	<b>HOLIDAY</b>	
DAY17 DATE 16-2-18	CHAPTER 3- MODALS	
DAY18 DATE 17-2-18	MODALS	
DAY23 DATE 23-2-18	MODALS	
<b>UNIT/PART III</b>	<b>TOPIC</b>	
	<b>THEORY</b>	<b>PRACTICAL</b>
DAY1 DATE 24-2-18	MODALS	
DAY4 DATE 28-2-18	<b>HOLIDAY</b>	
DAY5 DATE 1-3-18	<b>HOLIDAY</b>	
DAY6 DATE 2-3-18	<b>HOLIDAY</b>	
DAY7 DATE 3-3-18	<b>HOLIDAY</b>	
DAY12 DATE 9-3-18	CHAPTER 4- SUBJECT VERB AGREEMENT	

DAY13 DATE 10-3-18	SUBJECT VERB AGREEMENT	
DAY18 DATE 16-3-18	SUBJECT VERB AGREEMENT	
DAY19 DATE 17-3-18	SUBJECT VERB AGREEMENT	
DAY 24 DATE 23-3-18	<b>HOLIDAY</b>	
DAY 25 DATE 24-3-18	CHAPTER 5- ACTIVE PASSIVE VOICE	
<b>UNIT/PART IV</b>	<b>TOPIC</b>	
	<b>THEORY</b>	<b>PRACTICAL</b>
DAY4 DATE 29-3-18	<b>HOLIDAY</b>	
DAY5 DATE 30-3-18	ACTIVE PASSIVE VOICE	
DAY6 DATE 31-3-18	ACTIVE PASSIVE VOICE	
DAY11 DATE 6-4-18	ACTIVE PASSIVE VOICE	
DAY12 DATE 7-4-18	APPENDIX: PRACTICE EXERCISE	
DAY17 DATE 13-4-18	APPENDIX	
DAY23 DATE 20-4-18	REVISION	
	<b>EXAMINATION</b>	

**NAME OF ASST./ASS. PROFESSOR** :MS.REKHA SHARMA  
**CLASS/SECTION** : B.SC. IT (G)  
**SUBJECT** :COMMUNICATION SKILL

<b>UNIT/PART I</b>	<b>TOPIC</b>	
	<b>THEORY</b>	<b>PRACTICAL</b>
DAY4 DATE 4-1-18	INTRODUCTION ABOUT OFFICIAL LETTERS	
DAY5 DATE 5-1-18	MEANING OF OFFICIAL CORRESPONDANCE	
DAY6 DATE 6-1-18	MEANING OF OFFICIAL CORRESPONDANCE	
DAY10	DISTINCTION BETWEEN OFFICIAL	

DATE 11-1-18	AND BUSINESS LETTERS	
DAY11 DATE 12-1-18	DISTINCTION BETWEEN OFFICIAL AND BUSINESS LETTERS	
DAY12 DATE 13-1-18	DISTINCTION BETWEEN OFFICIAL AND BUSINESS LETTERS	
DAY16 DATE 18-1-18	ESSENTIAL OF GOOD DRAFTS	
DAY17 DATE 19-1-18	ESSENTIAL OF GOOD DRAFTS	
DAY18 DATE 20-1-18	TEST OF ESSENTIAL OF GOOD DRAFTS	
DAY19 DATE 22-1-18	<b>HOLIDAY</b>	
DAY20 DATE 23-1-18	<b>SPORTS DAY</b>	
DAY21 DATE 24-1-18	<b>HOLIDAY</b>	
DAY22 DATE 25-1-18	CLAFFICATION OF OFFICIAL CORRESPONDWNCE	
DAY23 DATE 26-1-18	<b>HOLIDAY</b>	
DAY 24 DATE 27-1-18	CLAFFICATION OF OFFICIAL CORRESPONDWNCE	
<b>UNIT/PART II</b>	<b>TOPIC</b>	
	<b>THEORY</b>	<b>PRACTICAL</b>
DAY3 DATE 31-1-18	<b>HOLIDAY</b>	
DAY4 DATE 1-2-18	CLAFFICATION OF OFFICIAL CORRESPONDWNCE	
DAY5 DATE 2-2-18	TEST OF CLAFFICATION OF OFFICIAL CORRESPONDWNCE	
DAY6 DATE 3-2-18	SPECIMEN OF OFFICIAL LETTERS	
DAY10 DATE 8-2-18	SPECIMEN OF OFFICIAL LETTERS	
DAY11 DATE 9-2-18	MAKE ASSIGNMENTOF ESSENTIAL OF GOOD DRAFTS	
DAY12 DATE 10-2-18	<b>HOLIDAY</b>	
DAY14 DATE 13-2-18	<b>HOLIDAY</b>	
DAY17 DATE 16-2-18	MEMORANDUM	
DAY18 DATE 17-2-18	ENDORSMENT	
DAY22	ENDORSMENT	

DATE 22-2-18		
DAY23 DATE 23-2-18	TELEGRAM	
<b>UNIT/PART III</b>	<b>TOPIC</b>	
	<b>THEORY</b>	<b>PRACTICAL</b>
DAY1 DATE 24-2-18	TELEGRAM	
DAY4 DATE 28-2-18	<b>HOLIDAY</b>	
DAY5 DATE 1-3-18	<b>HOLIDAY</b>	
DAY6 DATE 2-3-18	<b>HOLIDAY</b>	
DAY7 DATE 3-3-18	<b>HOLIDAY</b>	
DAY11 DATE 8-3-18	NOTIFICATION	
DAY12 DATE 9-3-18	COMMUNIQUES	
DAY13 DATE 10-3-18	MAKE ASSIGNMENT 2ON MEANING OF OFFICIAL CORRESPONDENCE	
DAY17 DATE 15-3-18	OBJECTIVES OF BUSINESS LETTERS	
DAY18 DATE 16-3-18	OBJECTIVES OF BUSINESS LETTERS	
DAY19 DATE 17-3-18	IMPORTANCE OF BUSINESS LETTERS	
DAY23 DATE 22-3-18	CONDITIONAL TEST OF DISTINCTION BETWEEN OFFICIAL AND BUSINESS CORRESPONDENCE	
DAY 24 DATE 23-3-18	<b>HOLIDAY</b>	
DAY 25 DATE 24-3-18	LAYOUT OF BUSINESS LETTERS	
<b>UNIT/PART IV</b>	<b>TOPIC</b>	
	<b>THEORY</b>	<b>PRACTICAL</b>
DAY4 DATE 29-3-18	<b>HOLIDAY</b>	
DAY5 DATE 30-3-18	ESSENTIAL OF GOOD BUSINES LETTERS	
DAY6 DATE 31-3-18	ESSENTIAL OF GOOD BUSINES LETTERS	
DAY10 DATE 5-4-18	LETTERS OF APPLICATION	
DAY11	REFERENCE	



DATE 6-4-18		
DAY12 DATE 7-4-18	APPOINTMENTS,INQUIRES	
DAY16 DATE 12-4-18	QUOTATION,INTRODUCTION	
DAY17 DATE 13-4-18	PLACINGANN ORDER	
DAY18 DATE 14-4-18	<b>HOLIDAY</b>	
DAY21 DATE 18-4-18	<b>HOLIDAY</b>	
DAY22 DATE 19-4-18	RECOMENDATION,AGENCYBANKING	
DAY23 DATE 20-4-18	INSURANCE	
	EXAMINATION	

**NAME OF ASST./ASS. PROFESSOR :MS REKHA SHARMA**  
**CLASS/SECTION : B.B.A I**  
**SUBJECT :BUSINESS COMMUNICATION**

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 1-1-18	WHAT IS COMMUNICATION	
DAY2 DATE 2-1-18	IMPORTANCE OF COMMUNICATION	
DAY3 DATE 3-1-18	NATURE OF BUSINNESS COMMUNICATION	
DAY4 DATE 4-1-18	NATURE OF BUSINESS COMMUNICATION	
DAY5 DATE 5-1-18	EFFECTIVE COMMUNICATIONN SKILLS	
DAY6 DATE 6-1-18	PROCESS OF COMMUNICATION	
DAY7 DATE 8-1-18	PROCESS OF COMMUNNICATION	
DAY8 DATE 9-1-18	ORAL COMMUNNICATIONN	
DAY9 DATE 10-1-18	NON VERBAL COMMUNICATION	

DAY10 DATE 11-1-18	NON VERBAL COMMUNICATIONN	
DAY11 DATE 12-1-18	BARRIERS TO COMMUNICATION	
DAY12 DATE 13-1-18	BARRIERS TO COMMUNICATIONN	
DAY13 DATE 15-1-18	GATEWAYS IN COMMUNICATION	
DAY 14 DATE 16-1-18	GATEWAYS IN COMMUNICATION	
DAY15 DATE 17-1-18	GATEWAYS IN COMMUNICATION	
DAY16 DATE 18-1-18	TEST OF BARRIERS TO COMMUNICATION	
DAY17 DATE 19-1-18	DO'S AND DONT'SOF BUSINESS WRITING	
DAY18 DATE 20-1-18	DO'S AND DONT'S OF BUSINESS COMMUNICATION	
DAY19 DATE 22-1-18	<b>HOLIDAY</b>	
DAY20 DATE 23-1-18	<b>SPORTS DAY</b>	
DAY21 DATE 24-1-18	<b>HOLIDAY</b>	
DAY22 DATE 25-1-18	COMMERCIAL LETTERS	
DAY23 DATE 26-1-18	<b>HOLIDAY</b>	
DAY 24 DATE 27-1-18	COMMERCIAL LETTERS	
<b>UNIT/PART II</b>	<b>TOPIC</b>	
	<b>THEORY</b>	<b>PRACTICAL</b>
DAY1 DATE 29-1-18	COMMERCIAL LETTERS	
DAY2 DATE 30-1-18	BUSINESS REPORTS	
DAY3 DATE 31-1-18	<b>HOLIDAY</b>	
DAY4 DATE 1-2-18	TEST OF NON VERBAL COMMUNICATION	
DAY5 DATE 2-2-18	BUSINESS REPORTS	
DAY6 DATE 3-2-18	BUSINESS REPORTS	
DAY7	ACEDEMIC REPORTS	

DATE 5-2-18		
DAY8 DATE 6-2-18	ACEDEMIC REPORTS	
DAY9 DATE 7-2-18	ACEDEMIC REPORTS	
DAY10 DATE 8-2-18	PRESENTATION OF REPORTS	
DAY11 DATE 9-2-18	MAKE ASSIGNMENT 1 ON PROCESS OF COMMUNICATIONN	
DAY12 DATE 10-2-18	<b>HOLIDAY</b>	
DAY13 DATE 12-2-18	PRESENTATION OF REPORTS	
DAY14 DATE 13-2-18	<b>HOLIDAY</b>	
DAY15 DATE 14-2-18	PUBLIC SPEAKING	
DAY16 DATE 15-2-18	PUBLIC SPEAKING	
DAY17 DATE 16-2-18	LISTENING AND NEGOTIATION OF INTERVIEWS	
DAY18 DATE 17-2-18	LISTENING AND NEGOTIATION OF INTERVIEWS	
DAY19 DATE 19-2-18	LISTENING AND NEGOTIATION OF MEETING	
DAY20 DATE 20-2-18	LISTENING AND NEGOTIATION OF MEETING	
DAY21 DATE 21-2-18	CONDUCTING AND ATTENDING INTERVIEW	
DAY22 DATE 22-2-18	CONDUCTING AND ATTENDING INTERVIEW	
DAY23 DATE 23-2-18	CONDUCTING AND ATTENDING MEETINNG	
<b>UNIT/PART III</b>	<b>TOPIC</b>	
	<b>THEORY</b>	<b>PRACTICAL</b>
DAY1 DATE 24-2-18	PUNCTUATION	
DAY2 DATE 26-2-18	PUNCTUATION	
DAY3 DATE 27-2-18	ABBREVIATION	
DAY4 DATE 28-2-18	<b>HOLIDAY</b>	
DAY5 DATE 1-3-18	<b>HOLIDAY</b>	
DAY6	<b>HOLIDAY</b>	

DATE 2-3-18		
DAY7 DATE 3-3-18	<b>HOLIDAY</b>	
DAY8 DATE 5-3-18	ABBREVIATION	
DAY9 DATE 6-3-18	NUMBERS	
DAY10 DATE 7-3-18	NUMBERS	
DAY11 DATE 8-3-18	EFFECTIVE LISTENING	
DAY12 DATE 9-3-18	EFFECTIVE LISTENING	
DAY13 DATE 10-3-18	MAKE ASSIGNMENT 2 ON EFFECTIVE COMMUNICATION SKILL	
DAY 14 DATE 12-3-18	FACE TO FACE CONVERSATION	
DAY15 DATE 13-3-18	TELEPHONIC CONVERSATION	
DAY16 DATE 14-3-18	INTERVIEWS	
DAY17 DATE 15-3-18	INTERVIEWS	
DAY18 DATE 16-3-18	INTERVIEWS	
DAY19 DATE 17-3-18	COMPONENTS OF ORGANISATION COMMUNICATION	
DAY20 DATE 19-3-18	COMPONENTS OF ORGANISATION COMMUNICATION	
DAY21 DATE 20-3-18	COMPONENTS OF ORGANISATION COMMUNICATION	
DAY22 DATE 21-3-18	CONDITIONAL TEST OF BARRIERS TO COMMUNICATION	
DAY23 DATE 22-3-18	CONDITIONAL TEST OF BARRIERS TO COMMUNICATION	
DAY 24 DATE 23-3-18	HOLIDAY	
DAY 25 DATE 24-3-18	COMPONENTS OF ORGANIZATION COMMUNICATION	
<b>UNIT/PART IV</b>	<b>TOPIC</b>	
	<b>THEORY</b>	<b>PRACTICAL</b>
DAY1 DATE 26-3-18	INTERNEL COMMUNICATION	
DAY2	INTERNEL COMMUNICATION	

DATE 27-3-18		
DAY3 DATE 28-3-18	EXTERNAL COMMUNICATION	
DAY4 DATE 29-3-18	HOLIDAY	
DAY5 DATE 30-3-18	EXTERNAL COMMUNICATION	
DAY6 DATE 31-3-18	TEST OF COMMERCIAL LETTERS	
DAY7 DATE 2-4-18	IMPORTANCE OF COMMUNICATION MANAGEMENT	
DAY8 DATE 3-4-18	IMPORTANCE OF COMMUNICATION MANAGEMENT	
DAY9 DATE 4-4-18	IMPORTANCE OF COMMUNICATION MANAGEMENT	
DAY10 DATE 5-4-18	IMPORTANCE OF COMMUNICATION MANAGEMENT	
DAY11 DATE 6-4-18	TEST OF IMPORTANCE OF COMMUNICATION	
DAY12 DATE 7-4-18	COMMUNICATION STRUCTURE IN AN ORGANIZATION	
DAY13 DATE 9-4-18	COMMUNICATION STRUCTURE IN AN ORGANIZATION	
DAY14 DATE 10-4-18	COMMUNICATION STRUCTURE IN AN ORGANIZATION	
DAY15 DATE 11-4-18	COMMUNICATION STRUCTURE IN AN ORGANIZATION	
DAY16 DATE 12-4-18	PRACTICE OF PUNCTUATION	
DAY17 DATE 13-4-18	TEST OF NATURE OF BUSINESS COMMUNICATION	
DAY18 DATE 14-4-18	<b>HOLIDAY</b>	
DAY19 DATE 16-4-18	REVISION	
DAY20 DATE 17-4-18	REVISION	
DAY21 DATE 18-4-18	<b>HOLIDAY</b>	
DAY22 DATE 19-4-18	REVISION	
DAY23 DATE 20-4-18	REVISION	