

RANI BIRLA GIRLS' COLLEGE

38,SHAKESPEARE SARANI

KOLKATA- 700017

CRITERION:1.1

INDEX NUMBER:1.1

SUBTITLE: LESSON PLAN

DEPARTMENT: COMMUNICATIVE ENGLISH

YEAR:2018-19

2019-20

2020-21

2021-22

2022-23

COMMUNICATIVE ENGLISH

LESSON PLAN

| ACADEMIC PERIOD | TOPIC -2018-2019 | CLASS/YEAR | NO OF LECTURES | NAME OF THE TEACHER |
|--------------------------|--|--------------------------|---------------------------|---------------------|
| JULY -OCT 2018 | PAPERV-Introduction to media-Television as a medium of communication, programmes on TV, Announcer, NewsCaster, scriptWriting, Direction & Production, Scope of music & silence in TV programmes, Role of TV in India. Satellite Television, Cable TV, OTT. | 3RD YR | 36 | SKR |
| | PAPER-VI-General Knowledge | | 10 | AS |
| | PAPER-VII- on-the-Job Training report | | 15 | AS |
| | PAPER-VII- Socio-Economic Survey Report | | 18 | AS |
| | PAPERVIII- Entrepreneurship Building, Technology Management | | 15 | MR |
| | PAPER-V-BUSINESS LETTER WRITING (all types) | | 10 | PB |
| | PAPERV- NOTICE WRITING | | 10 | PB |
| | CC1:Phonetics and phonology –vowels,consonants ,syllable transcription,organs of speech | | CBCS(1 ST SEM) | 36 |
| | CC2: Grammar and Usage-Accurate grammatical usage,words often confused and misused,synonyms and antonyms | 36 | | PB |
| NOV 2018-FEB 2019 | PAPERV-Radio as a medium of communication, Designing Programmes, audience Participation Programs, Social Broadcasting Programmes, duties of a Broadcaster, Role of Radio in India. Television as a medium of communication, programmes on TV, Announcer, NewsCaster, scriptWriting, Direction & Production, Scope of music & silence in TV programmes, Roleof TV in India. | 3RD YR | 36 | SKR |
| | PAPER-VI-Announcing, Making Commentary | | 10 | SKR |
| | PAPERVI-General Knowledge | | 10 | AS |
| | PAPERVII-On-job-training report | | 15 | AS |
| | PAPERVII-Socio-Economic Project report | | 18 | AS |
| | PAPERVIII-Project Formulation, Financial Management | | 15 | SM |
| | CC1:Phonetics and phonology –vowels,consonants ,syllable transcription,organs of speech | | CBCS(1 ST sem) | 15 |
| | CC2: Word Class: Lexical and Functional Category, Sentence Structure, Concord,voice, | 15 | | AS |

| | | | | |
|--|--|---------------------------|-----------------------|----------------------------|
| | CC2: Phrasal verbs,infinitive ,gerund, phrasal verbs and idioms | | 15 | PB |
| | CC3:regional and social dialects ,accent & dialect,Lingua Franca ,Standard language ,official language ,mothertongue,bilingualism | CBCS(2 ND SEM) | 45 | AS |
| | CC4:Loud reading,extempore, speech,situational conversations | | 36 | PB |
| | CC4:Listening skills, listening for specific information,listening to a conversation, listening for global information | | 45 | AS |
| MARCH-JUNE 2019 | PAPERV-News reading & announcing,compering | | 3 rd yr | 10 |
| | PAPERV-BUSINESS ENGLISH COMMUNICATION | 10 | | PB |
| | PAPERVI-General knowledge,dialogue writing | 10 | | AS |
| | PAPERVII- On-job-training report | 15 | | AS |
| | PAPERVII-Socio-Economic Project report | 18 | | AS |
| | PAPERVIII- Marketing Management, Monitoring and Follow-up, DBM, Statutory Provision | | | |
| | CC3:Register,style,jargon,codeswitching,code mixing,multilingualism,varieties of English | CBCS(sem-2) | 45 | AS |
| | CC4:Stages of listening,differences between listening and hearing ,variables affecting listening | | 45 | AS |
| | CC4;Enacting a dialogue for specific situation,reading aloud . | | 36 | PB |
| ACADEMIC PERIOD | TOPIC-2019-2020 | CLASS/ YEAR | NO OF LECTURES | NAME OF THE TEACHER |
| JULY-DEC 2019 | PAPERV-Introduction to media-Television as a medium of communication, programmes on TV, Announcer, NewsCaster, scriptWriting, Direction & Production, Scope of music & silence in TV programmes, Role of TV in India. Satellite Television, Cable TV, OTT. | | 36 | SKR |
| | PAPER-VI-General Knowledge | 3 rd yr | 10 | AS |
| | PAPER-VII- on-the-Job Training report | | 15 | AS |
| | PAPER-VII- Socio-Economic Survey Report | | 18 | SM |
| | PAPERVIII- Entrepreneurship Building, Technology Management | | 15 | SM |
| | PAPER-V-BUSINESS LETTER WRITING (all types) | | 10 | PB |
| | PAPERV- NOTICE WRITING | | 10 | AS |
| | CC1:Phonetics and phonology –vowels,consonants ,syllable transcription,organs of speech, | | 20 | AS |
| | CC2: Word Class: Lexical and Functional Category, Sentence Structure, Concord,voice | CBCS(1 st Sem) | 10 | AS |
| | CC2: Phrasal verbs,infinitive ,gerund, phrasal verbs and idioms | | 10 | PB |
| | CC5:Summarizing,précis,Article writingdescriptive and narrative composition | CBCS(sem3) | 15 | PB |
| | CC5:Reports, reflective and argumentative composition,dialogue writing,expansion | | 15 | AS |
| | CC6:Varrious types of scripts,interaction with the author,title & cover description,,incorporating illustrations,multiple authorship | | 18 | AS |
| | CC6:Qualities and duties of a copy editor,steps of copy editing ,copy rights,inhouse manuals,proof reading and editing | | 18 | PB |
| | CC7: English language teaching objectives,methodology,teaching the four skills, lesson plan,testing & evaluation.Conversational English Tutorship Project for one month | | 20 | AS |
| | SECA1: Writing travelogues, writing blogs on tourist attractions,travel and tourism advertisement,music review & film review,review of any event . | | 15 | PB |
| SECA1 : Review of TV shows, style ,presentation& technique,book review | 10 | AS | | |
| JAN'20-JUN'20 | CC3:regional and social dialects ,accent & dialect,Lingua Franca ,Standard language ,official language ,mothertongue,bilingualism | | 10 | AS |

| | | | | |
|---|---|------------|----|----|
| | CC3: Register, style, jargon, codeswitching, code mixing, multilingualism, varieties of English | CBCS(Sem2) | 15 | AS |
| | CC4: Stages of listening, differences between listening and hearing, variables affecting listening | | 18 | AS |
| | CC4: Enacting a dialogue for specific situation, reading aloud | | 10 | PB |
| | CC8: Public relations, meaning and definition, principles of PR, Tools of PR, PR ethics, press release, press conferences, future of PR | CBCS(SEM4) | 10 | PB |
| | CC8: Functions of advertising, elements of advertising, advertising media, outdoor and indoor advertising, advertising campaign, classified & display advertising, advertising vis-à-vis PR & marketing | | 18 | AS |
| | CC9: Features of mass communication & mass media, news agencies, PTI, Radio news presenter and anchor, fundamentals of radio, Social media | | 18 | PB |
| | CC9: Paid news, yellow journalism, organizational structure of a newspaper, sources of news electronic digital and New media, fundamentals of TV, Radio jockey, scripts for radio & TV, internet and its uses | | 15 | AS |
| | CC10: Mock interviews, verbal & nonverbal skills, self motivation, responsibility, conflict resolution, ability, teamwork | | 15 | PB |
| | CC10: Group discussions, problem solving, decision-making, time management, negotiations, persuasion, | | 15 | AS |
| | SECB1: Role of communication in the business world, Patterns of business communication, business letters, E-communication, writing CV's | | 10 | PB |
| | SECB1: Writing memos, minutes, agenda, circulars, notices, project reports. | | | AS |
| TOPIC- 2020-2021 | | | | |
| JULY 2020 to-Dec2020 | CC1: Phonetics and phonology – vowels, consonants, syllable transcription, organs of speech, | CBCS(sem1) | 20 | AS |
| | CC2: Word Class: Lexical and Functional Category, Sentence Structure, Concord, voice | | 10 | AS |
| | CC2: Phrasal verbs, infinitive, gerund, phrasal verbs and idioms | | 10 | PB |
| | CC5: Summarizing, précis, Article writing descriptive and narrative composition | CBCS(sem3) | 15 | PB |
| | CC5: Reports, reflective and argumentative composition, dialogue writing, expansion | | 15 | AS |
| | CC6: Various types of scripts, interaction with the author, title & cover description, incorporating illustrations, multiple authorship | | 18 | AS |
| | CC6: Qualities and duties of a copy editor, steps of copy editing, copy rights, inhouse manuals, proof reading and editing | | 18 | PB |
| | CC7: English language teaching objectives, methodology, teaching the four skills, lesson plan, testing & evaluation. Conversational English Tutorship Project for one month | | 20 | AS |
| | SECA1: Writing travelogues, writing blogs on tourist attractions, travel and tourism advertisement, music review & film review, review of any event. | | 15 | PB |
| | SECA1: Review of TV shows, style, presentation & technique, book review | | 10 | AS |
| | CC11: Mock interviews, public service announcements, making commentary or demonstrations | CBCS(sem5) | 15 | PB |
| | CC11: Compering, news writing & reading for radio and TV, talk shows and discussions, panel discussions | | 15 | AS |
| | CC12: On job training internship and report writing | | 15 | AS |
| | DSEA1: Reporting different types of news stories, featured articles, photo journalism and caption writing, snippet writing | | 18 | AS |
| | DSEA1: Importance and types of headlines, letters to the editor, classified advertisements | | 15 | PB |
| DSEB1: Translation as a skill, components of translation, common errors, translation in non-fiction | 18 | | PB | |
| DSEB1: History of English Translation in India, translation in fiction | 18 | | AS | |
| JAN2021 to JUN 2021 | CC3: Register, style, jargon, codeswitching, code mixing, multilingualism, varieties of English | CBCS(sem2) | 15 | AS |
| | CC3: regional and social dialects, accent & dialect, Lingua Franca, Standard language, official language, mother tongue, bilingualism | | 15 | AS |
| | CC4: Stages of listening, differences between listening and hearing, variables affecting listening | | 15 | AS |
| | CC4: Enacting a dialogue for specific situation, reading aloud | | 15 | PB |
| | CC8: Public relations, meaning and definition, principles of PR, Tools of PR, PR ethics, press release, press conferences, future of PR | CBCS(sem4) | 10 | PB |

| | | | | |
|--|--|------------|----|----|
| | CC8:Functions of advertising,elements of advertising ,advertising media, outdoor and indoor advertising ,advertising campaign,classified& display advertising ,advertising vis-à-vis PR& marketing | | 15 | AS |
| | CC9:Features of mass communication & mass media,news agencies,PTI,Radionews presenter and anchor ,fundamentals of radio,Social media | | 10 | PB |
| | CC9:Paid news,yellow journalism, organizational structure of a newspaper,sources of news electronic digital and New media, fundamentals of TV,Radio jockey,scripts for radio &TV,internet and its uses | | 18 | AS |
| | CC10;Mock interviews,verbal & nonverbal skills,self motivation,responsibility,conflict resolution,ability,teamwork | | 15 | PB |
| | CC10:Group discussions,problem solving,decision-making,time management,negotiations,persuasion, | | 15 | AS |
| | SECB1:Role of communication in the business world,Patterns of business communication,business letters , E- communication,writing CV's | | 10 | PB |
| | SECB1: Writing memos,minutes,agenda,circulars,notices,project reports. | | 10 | AS |
| | CC13:Entrepreneurship development | | 18 | SM |
| | CC14:Rsearch project | CBCS(sem6) | 18 | SM |
| | DSEA1:Genre analysis,exploration of genre,elements of literature, point of view,characters , themes ,setting | | 18 | AS |
| | DSEA1:Choosing articles and applyingthe reading methods to identify the key ideas,critical reading and analytical reading methods ,pre-reading ,annotating,outlining,summarizing, findin oppositions | | 18 | PB |
| | DSEB1:Oral language ,spread of internet language,cultural transmission through Memes,New Vocabulary,effects of internet onEnglish Language . | | 18 | AS |
| | DSEB1:Pinterest,case study-Twitter Instagram, internet slang and survival | | 15 | PB |
| TOPIC 2021--2022 | | | | |
| JULY 2021-Dec 2021 | CC1:Phonetics and phonology –vowels,consonants ,syllable transcription,organs of speech, | CBCS(sem1) | 20 | AS |
| | CC2: Word Class: Lexical and Functional Category, Sentence Structure, Concord,voice | | 10 | AS |
| | CC2: Phrasal verbs,infinitive ,gerund, phrasal verbs and idioms | | 10 | PB |
| | CC5:Summarizing,présis,Article writingdescriptive and narrative composition | | 15 | PB |
| | CC5:Reports, reflective and argumentative composition,dialogue writing,expansion | CBCS(sem3) | 15 | AS |
| | CC6:Varrious types of scripts,interaction with the author,title & cover description,,incorporating illustrations,multiple authorship | | 18 | AS |
| | CC6:Qualities and duties of a copy editor,steps of copy editing ,copy rights,inhouse manuals,proof reading and editing | | 18 | PB |
| | CC7: English language teaching objectives,methodology,teaching the four skills, lesson plan,testing & evaluation.Conversational English Tutorship Project for one month | | 20 | AS |
| | SECA1: Writing travelogues, writing blogs on tourist attractions,travel and tourism advertisement,music review & film review,review of any event . | | 18 | PB |
| | SECA1 : Review of TV shows, style ,presentation& technique,book review | | 18 | AS |
| | CC11:Mock interviews,public service announcements,making commentary or demonstrations | CBCS(sem5) | 15 | PB |
| | CC11:compering,news writing & reading for radio and TV,talk shows and discussions ,panel discussions | | 15 | AS |
| | CC12:On job training internship and report writing | | 18 | AS |
| | DSEA1:Reporting different types of news stories,featured articles ,photo journalism and caption writing,snippet writing | | 15 | AS |
| | DSEA1:Importance and types of headlines,letters to the editor,classified advertisements | | 10 | PB |
| DSEB1:Translation as a skill ,components of translation, common errors ,translation in non-fiction | | 18 | PB | |
| DSEB1:History of English Transltion in India ,translation in fiction | | | AS | |
| JAN2022 to Jun 2022 | CC3:Register,style,jargon,codeswitching,code mixing,multilingualism,varieties of English | CBCS(sem2) | 18 | AS |
| | CC3:regional and social dialects ,accent & dialect,Lingua Franca ,Standard language ,official language ,mothertongue,bilingualism | | 18 | AS |

| | | | | |
|--|--|------------|----|----|
| | CC4:Stages of listening,differences between listening and hearing ,variables affecting listening | | 15 | AS |
| | CC4:Enacting a dialogue for specific situation,reading aloud | | | PB |
| | CC8:Public relations,meanin and definition,principles of PR,Tools of PR,PR ethics,press release,press conferences,future of PR | CBCS(sem4) | 15 | PB |
| | CC8:Functions of advertising,elements of advertising ,advertising media, outdoor and indoor advertising ,advertising campaign,classified& display advertising ,davertising vis-à-vis PR& marketing | | 18 | AS |
| | CC9:Features of mass communication & mass media,news agencies,PTI,Radionews presenter and anchor ,fundamentals of radio,Social media | | 15 | PB |
| | CC9:Paid news,yellow journalism, organizational structure of a newspaper,sources of news electronic digital and New media, fundamentals of TV,Radio jockey,scripts for radio &TV,internet and its uses | | 15 | AS |
| | CC10:Mock interviews,verbal & nonverbal skills,self motivation,responsibility,conflict resolution,ability,teamwork | | 18 | PB |
| | CC10:Group discussions,problem solving,decision-making,time managment,negotiations,persuasion, | | 18 | AS |
| | SECB1:Role of communication in the business world,Patterns of business communication,business letters , E- communication,writing CV's | | 15 | PB |
| | SECB1: Writing memos,minutes,agenda,circulars,notices,project reports | | 10 | AS |
| | CC13:Entreprenurship development | CBCS(sem6) | 15 | SM |
| | CC14:Rsearch project | | 15 | SM |
| | DSEA1:Genre analysis,exploration of genre,elements of literature, point of view,characters , themes ,setting | | 18 | AS |
| | DSEA1:Choosing articles and applying the reading methods to identify the key ideas,critical reading and analytical reading methods ,pre-reading ,annotating,outlining,summarizing, findin oppositions | | 18 | PB |
| | DSEB1:Oral language ,spread of internet language,cultural transmission through Memes,New Vocabulary,effects of internet on English Language . | | 18 | AS |
| | DSEB1:Pinterest,case study-Twitter Instagram, internet slang and survival | | 18 | PB |
| TOPIC 2022--2023 | | | | |
| JULY 2022 to Dec2022 | CC1:Phonetics and phonology –vowels,consonants ,syllable transcription,organs of speech, | CBCS(sem1) | 20 | AS |
| | CC2: Word Class: Lexical and Functional Category, Sentence Structure, Concord,voice | | 10 | AS |
| | CC2: Phrasal verbs,infinitive ,gerund, phrasal verbs and idioms | | 10 | PB |
| | CC5:Summarizing,présis,Article writingdescriptive and narrative composition | CBCS(sem3) | 15 | PB |
| | CC5:Reports, reflective and argumentative composition,dialogue writing,expansion | | 15 | AS |
| | CC6:Varrious types of scripts,interaction with the author,title & cover description,,incorporating illustrations,multiple authorship | | 18 | AS |
| | CC6:Qualities and duties of a copy editor,steps of copy editing ,copy rights,inhouse manuals,proof reading and editing | | 18 | PB |
| | CC7: English language teaching objectives,methodology,teaching the four skills, lesson plan,testing & evaluation.Conversational English Tutorship Project for one month | | 20 | AS |
| | SECA1: Writing travelogues, writing blogs on tourist attractions,travel and tourism advertisement,music review & film review,review of any event . | | 15 | PB |
| | SECA1 : Review of TV shows, style ,presentation& technique,book review | | 15 | AS |
| | CC11:Mock interviews,public service announcements,making commentary or demonstrations | CBCS(sem5) | 15 | PB |
| | CC11:compering,news writing & reading for radio and TV,talk shows and discussions ,panel discussions | | 15 | AS |
| | CC12:On job training internship and report writing | | 18 | AS |
| | DSEA1:Reporting different types of news stories,featured articles ,photo journalism and caption writing,snippet writing | | 18 | AS |
| | DSEA1:Importance and types of headlines,letters to the editor,classified advertisements | | 18 | PB |
| DSEB1:Translation as a skill ,components of translation, common errors ,translation in non-fiction | | 18 | PB | |
| DSEB1:History of English Transltion in India ,translation in fiction | | 18 | AS | |

| | | | | |
|--|---|-------------|----|----|
| Jan2023- June 2023 | CC3: Register, style, jargon, codeswitching, code mixing, multilingualism, varieties of English | CBCS(Sem2) | 15 | AS |
| | CC3: regional and social dialects, accent & dialect, Lingua Franca, Standard language, official language, mother tongue, bilingualism | | 15 | AS |
| | CC4: Stages of listening, differences between listening and hearing, variables affecting listening | | 15 | AS |
| | CC4: Enacting a dialogue for specific situation, reading aloud | | 10 | PB |
| | CC8: Public relations, meaning and definition, principles of PR, Tools of PR, PR ethics, press release, press conferences, future of PR | CBCS(Sem4) | 15 | PB |
| | CC8: Functions of advertising, elements of advertising, advertising media, outdoor and indoor advertising, advertising campaign, classified & display advertising, advertising vis-à-vis PR & marketing | | 18 | AS |
| | CC9: Features of mass communication & mass media, news agencies, PTI, Radionews presenter and anchor, fundamentals of radio, Social media | | 18 | PB |
| | CC9: Paid news, yellow journalism, organizational structure of a newspaper, sources of news electronic digital and New media, fundamentals of TV, Radio jockey, scripts for radio & TV, internet and its uses | | 18 | AS |
| | CC10: Mock interviews, verbal & nonverbal skills, self motivation, responsibility, conflict resolution, ability, teamwork | | 18 | PB |
| | CC10: Group discussions, problem solving, decision-making, time management, negotiations, persuasion | | 18 | AS |
| | SECB1: Role of communication in the business world, Patterns of business communication, business letters, E-communication, writing CV's | | 18 | PB |
| | SECB1: Writing memos, minutes, agenda, circulars, notices, project reports | 15 | AS | |
| | CC13: Entrepreneurship development | CBCS(Sem6) | 18 | SM |
| CC14: Research project | 18 | | SM | |
| DSEA1: Genre analysis, exploration of genre, elements of literature, point of view, characters, themes, setting | 18 | | AS | |
| DSEA1: Choosing articles and applying the reading methods to identify the key ideas, critical reading and analytical reading methods, pre-reading, annotating, outlining, summarizing, finding oppositions | 18 | | PB | |
| DSEB1: Oral language, spread of internet language, cultural transmission through Memes, New Vocabulary, effects of internet on English Language. | 18 | | AS | |
| DSEB1: Pinterest, case study-Twitter Instagram, internet slang and survival | 18 | | PB | |