

Government College for Women, Mahendergarh, Haryana, 123029

Name of the Extension Lecturer: Dr. Avinash Kumar

Department of English

Class and Semester: B.A. (Honours)-II

Session: 2023-24 (January, 2024 to May, 2024)

Subject Lesson Plan: 13 Weeks

Paper: Essentials of Communications

Week 1 Introduction, Syllabus and Pattern of Examination
Week 2 Prerequisites: <i>Written Communication in English</i> by Sarah Freeman Discussion: Process of communication
Week 3 Prerequisites: <i>Written Communication in English</i> by Sarah Freeman Discussion: Principles of Effective Communication
Week 4 Prerequisites: <i>Written Communication in English</i> by Sarah Freeman Discussion: Barriers to communication: Wrong choice of medium, physical barriers, semantic barriers, socio-physiological barriers.
Week 5 Prerequisites: <i>Synergy –Communication in English and Study Skills</i> , F.T. Wood's Remedial Grammar Discussion: Common Errors
Week 6 Prerequisites: <i>Synergy –Communication in English and Study Skills</i> , F.T. Wood's Remedial Grammar Discussion: Common Errors
Week 7 Prerequisites: <i>Synergy –Communication in English and Study Skills</i> , F.T. Wood's Remedial Grammar Discussion: (ii) Foreign Words
Week 8 Discussion: Communication through Mass Media
Week 9 Discussion: Reviewing T.V. Programmes
Week 10 Discussion: Communication in English in different situations
Week 11 Discussion: Communication in English in different situations
Week 12 Discussion: Resume Writing, Letter Writing and Email Writing
Week 13 Revision, Discussion of Previous Year's Paper and Class Test