



SMRJ Government College, Siwani (Bhiwani)

(Affiliated to Chaudhary Bansi Lal University, Bhiwani)

Session: 2024-25

Lesson Plan

(Department of English)

Teacher: Dr. Nisha Rani
Class: B.A. I
Semester: II
Maximum Marks: 100
End Term Exam Marks: 70

Course Type & Title: CC-II & Language Through Literature -II
Course Code: 24UN-ENG-201
Credits: 4(3+1+0)
Internal Assessment Marks: 30
Practical Marks:

Course Outcomes: After completing this course, the learner will be able to:

1. Develop an understanding of key literary texts and their cultural significance.
2. Analyze various literary genres and styles.
3. Enhance proficiency in the practical application of tenses.
4. Learn basic phonetics and transcription.
5. Cultivate an appreciation for diverse literary voices and perspectives.

Sr. No.	Week/Month, 2025	Unit/ Topic/ Chapter to be covered	Assignment/Test/ Remarks, if any
1	14 Jan. to 18 Jan.	-----	
2	20 Jan. to 25 Jan.	General Introduction	
3	27 Jan. to 01 Feb.	Unit-I :- "Mystic Experience" by Nataraja Guru, "Sanskrit and World Literature" by C. Rajendran	
4	03 Feb. to 08 Feb.	"Excerpts from Biography of Ayyankali" by Velayudhan Panikkassery, "I Have A Dream" by Martin Luther King	
5	10 Feb. to 15 Feb.	"The Dynamic Sport of the Globe" by Davy A. Carozza, "The New Alexandrians" by Don Tapscott and Antony D. Williams	
6	17 Feb. to 22 Feb.	Revision of Unit-I	

7	24 Feb. to 01 March	Unit-II :- “The World is Too Much With Us” by William Wordsworth, “Heaven of Freedom” by Rabindranath Tagore	
8	03 March to 08 March	"Macavity: The Mystery Cat" by T. S. Eliot, “My Grandmother’s House” by Kamala Das	<i>Assignment</i>
9	17 March to 22 March	"The Negro Speaks of Rivers" by Langston Hughes, "Father Returning Home" by Dilip Chitre	
10	24 March to 29 March	Revision of Unit-II	Test
11	31 March to 05 April	Unit-III :- Usage of Tenses	
12	07 April to 12 April	Practical Application of Tenses in the prescribed prose texts	
13	14 April to 19 April	Unit-IV :- Phonemic transcription of disyllabic words, Syllable, Stress Pattern	
14	21 April to 26 April	Revision of the Syllabus	
15	28 April to 30 April	Revision of the Syllabus	

Recommended Books/ E resources/ LMS:

1. Raymond Murphy. English Grammar in Use, OUP.2019.
2. A.J Thomson and A. V. Martinet. A Practical English Grammar, OUP. 1986.
3. T. Balasubramanian. A Textbook of English Phonetics for Indian Students, MacMillan India.2010
4. J. Sethi and P.V. Dhamija. A Course in Phonetics and Spoken English. PHI, 1999.

Signature of the teacher concerned

Head of the Department



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Lesson Plan

(Department of English)

Teacher: Dr. Nisha Rani
Class: B.A. I
Semester: II
Maximum Marks: 70
End Term Exam Marks: 50

Course Type & Title: SEC2 & Personality Development and Leadership
Course Code: 24UN-ENG-SEC201
Credits: 3(2+1+0)
Internal Assessment Marks: 20
Practical Marks:

Course Outcomes: After completing this course, the learner will be able to:

1. Understand the factors that determine personality and personal grooming.
2. Develop effective communication skills, including listening and body language.
3. Enhance negotiation and group cohesion skills.
4. Learn leadership skills and their importance in various contexts.
5. Analyze the relationship between leadership and innovation.

Sr. No.	Week/Month, 2025	Unit/ Topic/ Chapter to be covered	Assignment/Test/ Remarks, if any
1	14 Jan. to 18 Jan.	-----	
2	20 Jan. to 25 Jan.	General Introduction	
3	27 Jan. to 01 Feb.	Unit-I :- What is Personality?; Factors determining Personality	
4	03 Feb. to 08 Feb.	Types of personality; Personal Grooming	
5	10 Feb. to 15 Feb.	Morals and Values	
6	17 Feb. to 22 Feb.	Revision of Unit-I	
7	24 Feb. to 01 March	Unit-II :- Significance of Listening; Silence as a mode of Communication, repetition	

8	03 March to 08 March	Verbal and non-verbal Language; Body Language, Postures and Gestures	<i>Assignment</i>
9	17 March to 22 March	Humour, Values, Status; Group Cohesion, Negotiation Skills	
10	24 March to 29 March	Revision of Unit-II	Test
11	31 March to 05 April	Unit-III :- Leadership Skills: Meaning, Features & Importance; Leadership Lessons	
12	07 April to 12 April	Leadership & Innovations- Audience analysis, Audience Engagement & Leadership	
13	14 April to 19 April	Influencing through Leadership, Public Speaking with class room practice in delivering speeches	
14	21 April to 26 April	Revision of the Syllabus	
15	28 April to 30 April	Revision of the Syllabus	

Recommended Books/ E resources/ LMS:

- 1. Mitra, B.K. Personality Development and Soft Skills, Oxford University,**
- 2. Max Depree. Leadership is an Art. RHUS Publications.**
- 3. Kiran Prasad (ed.) Political Communication. The Indian Experience. 2003.**

Signature of the teacher concerned

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Lesson Plan

(Department of English)

Teacher: Dr. Nisha Rani

Class:M.A. I(History)

Semester:II

Maximum Marks: 100

End Term Exam Marks: 50

Course Type & Title: Communication Skills

Course Code: 23ENG100

Credits:2(2+100)

Internal Assessment Marks: 20

Practical Marks: 30(Viva Voce/ Presentation)

Course Outcomes: At the end of the course students will be able to:

1. Students would be able to understand the nature and importance of Communication Skills.
2. Students would gain knowledge of common courtesies and conversational practices in various situations.
3. Students would be acquainted with the knowledge of skills necessary for Personality Development.
4. Students would be able to demonstrate the skills and knowledge of effective communication.

Sr. No.	Week/Month, 2025	Unit/ Topic/ Chapter to be covered	Assignment/Test/ Remarks, if any
1	01 Jan. to 04 Jan.	-----	
2	06 Jan. to 11 Jan.	-----	
3	13 Jan. to 18 Jan.	-----	
4	20 Jan. to 25 Jan.	General Introduction	
5	27 Jan. to 01 Feb.	Unit-I :- Basics of Communication: Verbal and non-verbal communication	
6	03 Feb. to 08 Feb.	Barriers to communication, Seven C's of effective communication, Forms of Communication: Oral and Digital Communication	

7	10 Feb. to 15 Feb.	Preparing for interviews, Audience Analysis	
8	17 Feb. to 22 Feb.	Unit-II:- Writing Skills: Cohesion and Coherence, Email writing	
9	24 Feb. to 01 March	Guiding principles for composition, maintaining common etiquette, Correspondence (personal, business),	
10	03 March to 08 March	Writing: Tips for developing good writing style, Writing research article, Plagiarism, CV/ Résumé.	Assignment
11	17 March to 22 March	Unit-III :- Common Courtesies: Introducing Oneself formally and informally, Introducing oneself on social media, Making requests, Asking for and giving permission, Offering help, Giving instructions and directions, Art of small talk, Making enquiries, Recommendation.	
12	24 March to 29 March	Conversational Practice in Various Situations: Quitting and finding jobs, office conversations, conversations about school/ college/ university, the English class etc. (Students shall develop dialogue-based conversations on the given situations).	
13	31 March to 05 April	Personality Development Skills: Significance of critical thinking; Confidence building: SWOC analysis.	
14	07 April to 12 April	Unit-IV :- Public speaking- Introduction, Welcome and introductory speech, Vote of thanks speech, Farewell speech, Audience analysis.	
15	14 April to 19 April	Professional Presentation: Preparing PPT's and delivering presentation- Rehearsal, Body language, Handling questions, Audience Analysis.	
16	21 April to 26 April	Group discussion: Introduction, Opening and summarising group discussion, Some tips for group discussion.	
17	28 April to 30 April	Revision of the Syllabus	

Recommended Books/ E resources/ LMS:

Dutt, P. Kiranmai and Geetha Rajeevan et. Al. A Course in Communication Skills. Foundation Books, CUP, 2016,

Rizvi, M. Ashraf, Effective Technical Communication. Tata Mc Graw Hill Publishing Co. 2005.

Kumar, Sanjay and Pushplata. English for Effective Communication. OUP, 2016. Ltd., New Delhi (2005)

Signature of the teacher concerned

Head of the Department