JHARKHAND Rai University
UGC RECOGNISED UNIVERSITY
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Lesson Plan & Tracking

Program: B.Tech Mining	**Session : 2022 - 2026**	**Year : 2022**	**Sem: I**
Course: English			
Name of the Faculty: Riteka Chandra	**Commencement Date: 19 Sep, 2022**	**Date of Closure: 30,Dec 2022**	

Lecture No.	Week	Unit	Topics to be Covered	Blended Mode			Date	Duration	Tracking of Lectures	Related Course Outcome	Signature of Faculty	Signature of HoD	Remarks (if any)
				ICT Tool/Platform/ LMS	Resources	Activity							
1	1	1	Introduction of the syllabus of the subject 'Seminar in Executive Communication', its objective and importance										
2		1	The concept of Word Formation										
3	2	1	Root words from foreign languages and their use in English										
4		1	Acquaintance with prefixes and suffixes from foreign languages in English to form derivatives , Synonyms, antonyms, and standard abbreviations										
5	3	2	Sentence Structures, Use of phrases and clauses in sentences										
6		2	Importance of proper punctuation, Creating coherence										
7	4	2	Organizing principles of paragraphs in documents										
8		2	Techniques for writing precisely										
9	5	3	Subject-verb agreement, Noun-pronoun agreement										
10		3	Misplaced modifiers, Articles, Prepositions										

11	6	3	Redundancies, Clichés										
12		4	Nature and Style of sensible Writing, Defining, Classifying and Providing examples										
13	7	4	Writing introduction and conclusion										
14		5	Writing Practices- Comprehension										
15	8	5	Writing practices-Précis Writing, Essay Writing										
16		6	Listening Comprehension										
17	9	6	Practice- Listening Comprehension										
18		6	Pronunciation, Intonation, Stress and Rhythm										
19	10	6	Common Everyday Situations: Conversations and Dialogues										
20		6	Communication at Workplace										
21	11	6	Formal Presentation										
22		6	Interviews,Practice-Interviews										
23	12	6	Model Paper Discussions										
24		6	Revision										