**PG.GOVT COLLEGE FOR GIRLS, SECTOR-42, CHANDIGARH**

**Teaching Plan Session Odd Semester**

**(2017-18)**

**Class: BA I Name of the Teacher: Dr Shweta Bali**

**Subject: Functional English Period : IV**

**Paper : Spoken Skills Room No : Comm. Lab.**

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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | July 22 & July 24 2017 | July 29, 2017 | | Ice -breaking session  Introduction to Linguistics and Phonetics as Science. |
| Week 2 | July 31 2017 | Aug 5, 2017 | | Organs of speech |
| Week 3 | Aug 7, 2017 | Aug 12, 2017 | | Air stream mechanism Introduction to sounds of English: vowels. |
| Week 4 | Aug 14, 2017 | Aug 19, 2017 | | Description of Diphthongs and practice of transcription |
| Week 5 | Aug 21, 2017 | Aug 26, 2017 | | Description of Consonants (place of Articulation); |
| Week 6 | Aug 28, 2017 | Sept 2, 2017 | | Transcription Word practice; Student presentations 1 |
| Week 7 | Sept 4, 2017 | Sept 9, 2017 | | Description of consonants (manner of Articulation), Transcription Word practice; Student presentations 2 |
| Week 8 | Sept 11, 2017 | Sept 16, 2017 | | Three term label of Consonants; Test of worksheets 1-5; Student presentations 3 |
| Week 9 | Sept 18, 2017 | Sept 23, 2017 | | Consonant Clusters; Student presentations 4 The Syllable; /Giving Information/Giving Directions/. Student presentations 6 |
| Week 10 | Sept 25, 2017 | Sept 29, 2017 | | Weak Forms; Student presentations 7 |
| **Autumn Break (30 Sept 2017- 09 Oct 2017)**  **Mid Semester Exam (10 Oct 2017 – 17 Oct 2017)** | | | | |
| Week 11 | Oct 18, 2017 | | Oct 21, 2017 | Practice of transcription.  Weak Forms and contractions (continued) |
| Week 12 | Oct 23, 2017 | | Oct 28, 2017 | Syllabic division.  Phonetic transcription exercises. |
| Week 13 | Oct 30, 2017 | | Nov 4, 2017 | Recap of vowels and consonant sounds |
| Week 14 | Nov 6, 2017 | | Nov 11, 2017 | Accentual patterns of English |
| Week 15 | Nov 13, 2017 | | Nov 18, 2017 | Use of Tone |
| Week 16 | Nov 20, 2017 | | Nov 25, 2017 | Revision and Question Paper Solving exercises |
| Week 17 | Nov 27, 2017 | | Dec 1, 2017 | Revision and Question Paper Solving exercises |

**PG.GOVT COLLEGE FOR GIRLS, SECTOR-42, CHANDIGARH**

**Teaching Plan Session Even Semester**

**(2017-18)**

**Class: BA I Name of the Teacher: Dr Shweta Bali**

**Subject: Functional English Period : IV**

**Paper : Writing Skills Room No : Comm. Lab**

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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | Jan 08, 2018 | Jan 13, 2018 | | Elements of Writing - Features and sub skills. Linguistic and Discourse (mechanics, structure, Diction, Idioms and Phrases, |
| Week 2 | Jan 15, 2018 | Jan 20, 2018 | | Figure of Speech, coherence, style, format, text-type, context & content, functions of language, linguistic invectiveness) |
| Week 3 | Jan 22, 2018 | Jan 27, 2018 | | Unit II Paragraph writing: Types, formats and structural organization of a paragraph.  Narrative paragraphs |
| Week 4 | Jan 29, 2018 | Feb 3, 2018 | | Reflective and expository paragraph practice |
| Week 5 | Feb 5, 2018 | Feb 10, 2018 | | Transcoding information:  - Dialogue to Paragraph |
| Week 6 | Feb 12, 2018 | Feb 17, 2018 | | Paragraph to Dialogue |
| Week 7 | Feb 19, 2018 | Feb 24, 2018 | | - Diagram to Paragraph |
| Week 8 | Feb 26, 2018 | Mar 03 , 2018 | | Use of thesaurus  Vocabulary Increasing exercises |
| **2nd week March (Mid Semester Exam)** | | | | |
| Week 9 | March 12, 2018 | | March 17, 2018 | Dictionary notation |
| Week 10 | March 19 , 2018 | | March 24, 2018 | Report Writing: note taking in different formats. |
| Week 11 | March 26, 2018 | | March 31, 2018 | Note making. Developing those notes into Summaries |
| Week 12 | April 02, 2018 | | April 07, 2018 | Report writing Continued |
| Week 13 | April 09, 2018 | | April 14 , 2018 | Consulting dictionaries to find the meaning, spelling, pronunciations and usage words.  - |
| Week 14 | April 16, 2018 | | April 21, 2018 | Referring to thesauruses, encyclopedias and other reference books such as a grammar books, yearbooks timetable, and information brochures. |
| Week 15 | April 23, 2018 | | April 28, 2018 | Bibliography writing and Glossary writing |
| Week 16 | April 30, 2018 | | May 05, 2018 | Revision |