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

**Teaching Plan Session Odd Semester**

**(2018-19)**

**Class: B AII Name of the Teacher: Ms. Monica Singh**

**Subject: Functional English Period:**

**Paper : A Room No : communication skills lab.**

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| **S. No** | **Date From** | | **Date Up to** | **Topics to be covered** |
| Week 1 | **(For ongoing classes)** | | | Introduction: communication and Radio |
| July 24, 2018 | | July 28, 2018 |
| Week 2 | July 30, 2018 | August 4, 2018 | | History of radio  Role of radio, Print & TV in mass communication  Submission of practical and PPT’s |
| Week 3 | August 6, 2018 | August 11, 2018 | | Interview: types of interview  Practical work |
| Week 4 | August 13, 2018 | August 18, 2018 | | Sources, qualities of a good interviewer, “foners”  Audio recording of interviews: formal and informal |
| Week 5 | August 20, 2018 | August 25, 2018 | | News Bulletin: kinds  Bulletinisation  News values |
| Week 6 | August 27, 2018 | September 1, 2018 | | Principles of Script Writing .  Writing for the eye & writing for the ear, agency copy, radio copy.  Practical work |
| Week 7 | September 3, 2018 | September 8, 2018 | | Practical work and PPT’s contd…. |
| Week 8 | September 10, 2018 | September 15, 2018 | | Announcements: purposes of announcements. Voice modulation for announcements. PSA |
| Week 9 | September 17, 2018 | September 22, 2018 | | Compering: elements of compering.  Role of wit and humour in compering  Practical work |
| Week 10 | September 24, 2018 | September 29, 2018 | | Submission of PPTs and files |
| Week 11 | October 1, 2018 | October 8, 2018 | | Submission of PPTs and files |
| **MID SEMESTER EXAMINATION (October 11, 2018 to October 17, 2018)** | | | | |
| Week 12 | October 20, 2018 | October 27, 2018 | | Commentary: commentary in different situations and purposes.  Language and style of commentary |
| Week 13 | October 29, 2018 | November 3, 2018 | | Audio recording of commentary  And submission |
| Week 14 | November 5, 2018 | November 10, 2018 | | Voice training: history  Stages in voice training  Common problems of broadcast voice |
| Week 15 | November 12, 2018 | November 17, 2018 | | Speech training:  Organs of speech: diagram |
| Week 16 | November 19, 2018 | November 22, 2018 | | Revision |
| Week 17 | November 26, 2018 | December 1, 2018 | | Submission of files and practical ppts and documentaries |