**Post Graduate Govt. College for Girls, Sector-42, Chandigarh**

**Teaching Plan (Odd Semester) Session (2019-2020)**

**Class: B.Com I Name of the Teacher: Prof. Manjit Kaur**

**Subject: English & BCS Period: 4th**

**Paper: - Room No: 302**

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| **S. No** | **Dates** | **Topics to be Covered** |
| Week 1 | 23-07-2019 to 27-07-2019 | The Model Millionaire- Reading & Questions |
| Week 2 | 29-07-2019 to 03-08-2019 | The Gift of the Magi- Reading |
| Week 3 | 05-08-2019 to 10-08-2019 | The Gift of the Magi  Questions .The Judgment Seat….Intro |
| Week 4 | 13-08-2019 to 17-08-2019 | The Judgment Seat- Reading & Questions.  Fur: Reading & Questions |
| Week 5 | 19-08-2019 to 24-08-2019 | Fur: Reading & Questions |
| Week 6 | 26-08-2019 to 31-08-2019 | Business Letters  Intro & Practice |
| Week 7 | 02-09-2019 to 07-09-2019 | Business Letters -Practice |
| Week 8 | 09-09-2019 to 14-09-2019 | Business Letters -Practice |
| Week 9 | 16-09-2019 to 21-09-2019 | Vocabulary exercises |
| Week 10 | 23-09-2019 to 28-09-2019  (Youth Festival 24-09-2019 to 27-09-2019) | Memos & Notices- Intro & Practice |
| Week 11 | 30-09-2019 to 05-10-2019 | Memos & Notices- Practice |
| Mid Semester Exams | | |
| Week 12 | 16-10-2019 to 19-10-2019 | A Marriage Proposal- Intro, Reading, Explanation & Questions. |
| Week 13 | 21-10-2019 to 26-10-2019 | Chandalika- Intro, Reading, Explanation & Questions |
| Week 14 | 29-10-2019 to 02-11-2019 | Memos & Notices- Practice |
| Week 15 | 04-11-2019 to 09-11-2019 | Memos & Notices- Practice |
| Week 16 | 11-11-2019 to 16-11-2019 | Business Communication Intro & Various Aspects |
| Week 17 | 18-11-2019 to 23-11-2019 | Business Communication Intro& Various Aspects |
| Week 18 | 25-11-2019 to 30-11-2019 | Business Communication Intro& Various Aspects |