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

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

**Class: BA I Semester**   **Name of the Teacher: Jasreet Kaur**

**Subject: Functional English Period: 3**

**Paper: Writing Skills Room No: Fun. Eng. Lab**

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| **S. No** | **Dates** | **Topics to be Covered** |
| Week 1 | 23-07-2019 to 27-07-2019 | Introduction  Syllabus |
| Week 2 | 29-07-2019 to 03-08-2019 | Introducing yourself; Greeting |
| Week 3 | 05-08-2019 to 10-08-2019 | Refusing requests; file work |
| Week 4 | 13-08-2019 to 17-08-2019 | Making inquiries; giving information; file work |
| Week 5 | 19-08-2019 to 24-08-2019 | Giving directions; file work |
| Week 6 | 26-08-2019 to 31-08-2019 | Describing people; group activity; file work |
| Week 7 | 02-09-2019 to 07-09-2019 | Describing process; procedure; group activity; file work |
| Week 8 | 09-09-2019to 14-09-2019 | Describing objects; narrating events; file work |
| Week 9 | 16-09-2019 to 21-09-2019 | Extending invitation; accepting invitation; practicals |
| Week 10 | 23-09-2019 to28-09-2019  (Youth Festival 24-09-2019 to 27-09-2019) | Declining invitation; file work |
| Week 11 | 30-09-2019 to 05-10-2019 | Making complaints; apologizing; offering excuses; group activity |
| Mid Semester Exams | | |
| Week 12 | 16-10-2019 to 19-10-2019 | Negotiating; persuading people |
| Week 13 | 21-10-2019 to 26-10-2019 | Expressing dissent and caution |
| Week 14 | 29-10-2019 to 02-11-2019 | Offering emotional support; motivating people; expressing condolences |
| Week 15 | 04-11-2019 to 09-11-2019 | File work |
| Week 16 | 11-11-2019 to 16-11-2019 | Making announcements; |
| Week 17 | 18-11-2019 to 23-11-2019 | Public addressing |
| Week 18 | 25-11-2019 to 30-11-2019 | revision |

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

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

**Class: MA III Sem**   **Name of the Teacher: jasreet kaur**

**Subject: English Period: 6**

**Paper: Indian writings Room No: Fun Eng Lab**

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| **S. No** | **Dates** | **Topics to be Covered** |
| Week 1 | 23-07-2019 to 27-07-2019 | - Introduction and history of Indian literature |
| Week 2 | 29-07-2019 to 03-08-2019 | Agha Shahid Ali- intorduction  Farewell- reading and analysis  Country without a post office- reading |
| Week 3 | 05-08-2019 to 10-08-2019 | Country without a post office- discussion |
| Week 4 | 13-08-2019 to 17-08-2019 | revision |
| Week 5 | 19-08-2019 to 24-08-2019 | A K Ramanujan- introduction  Obituary – reading and analysis |
| Week 6 | 26-08-2019 to 31-08-2019 | Small scale reflections on a great house - reading and analysis  discussion |
| Week 7 | 02-09-2019 to 07-09-2019 | Literary terms |
| Week 8 | 09-09-2019to 14-09-2019 | Assignments |
| Week 9 | 16-09-2019 to 21-09-2019 | Imtiaz Dharker – introduction  Reading and analysis of Purdah-1 |
| Week 10 | 23-09-2019 to28-09-2019  (Youth Festival 24-09-2019 to 27-09-2019) |  |
| Week 11 | 30-09-2019 to 05-10-2019 | Reading and analysis of Grace  Reading and analysis of Prayer discussion |
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| Week 12 | 16-10-2019 to 19-10-2019 | Final Solutions: Mahesh Dattani  introduction |
| Week 13 | 21-10-2019 to 26-10-2019 | Reading and discussion |
| Week 14 | 29-10-2019 to 02-11-2019 | Discussion contd… assignments |
| Week 15 | 04-11-2019 to 09-11-2019 | The Shadow Lines- introduction  Historical Background |
| Week 16 | 11-11-2019 to 16-11-2019 | Discussion and presentations |
| Week 17 | 18-11-2019 to 23-11-2019 | presentations |
| Week 18 | 25-11-2019 to 30-11-2019 | Revision and discussion |

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

**Class: BA III Sem**   **Name of the Teacher: jasreet kaur**

**Subject: functional English Period: 6**

**Paper: print journalism Room No: fun eng lab**

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| **S. No** | **Dates** | **Topics to be Covered** |
| Week 1 | 23-07-2019 to 27-07-2019 | Introduction: print media |
| Week 2 | 29-07-2019 to 03-08-2019 | Newspaper report |
| Week 3 | 05-08-2019 to 10-08-2019 | Investigative journalism |
| Week 4 | 13-08-2019 to 17-08-2019 | interviews |
| Week 5 | 19-08-2019 to 24-08-2019 | Writing news stories |
| Week 6 | 26-08-2019 to 31-08-2019 | News reporting |
| Week 7 | 02-09-2019 to 07-09-2019 | Reporting contd. |
| Week 8 | 09-09-2019to 14-09-2019 | Editing |
| Week 9 | 16-09-2019 to 21-09-2019 | Editing contd. |
| Week 10 | 23-09-2019 to28-09-2019  (Youth Festival 24-09-2019 to 27-09-2019) |  |
| Week 11 | 30-09-2019 to 05-10-2019 | Designing the newspaper |
| **MID SEMESTER EXAMINATION** | | |  | Practical – designing the news paper |
| Week 12 | 16-10-2019 to 19-10-2019 | The reader- |
| Week 13 | 21-10-2019 to 26-10-2019 | Feature writing |
| Week 14 | 29-10-2019 to 02-11-2019 | Feature writing-contd. |
| Week 15 | 04-11-2019 to 09-11-2019 | practical |
| Week 16 | 11-11-2019 to 16-11-2019 | Practical |
| Week 17 | 18-11-2019 to 23-11-2019 | Preparing files and presentation |
| Week 18 | 25-11-2019 to 30-11-2019 | Preparing files and presentation |