

Vivekanand College, Kolhapur (Autonomous)
 Department of English
Annual Teaching Plan
 Academic Year: 2022-2023

Name of Teacher : Dr. K. D. Tiwade

Class: BA III


Semester: V

Course Title: English for Communication


| Month: June 2022 | | | Module/Unit: | Sub-units planned |
|-----------------------|-------------|-------|--------------|--|
| Lectures | Practical's | Total | Module I: | A. Interview skills B. The Interview – V. V. John |
| 15 | N. A | 15 | | |
| Month : July 2022 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module II: | A. Grammar for Competitive Examination B. The Lottery - Shirley Jackson |
| 15 | N. A | 15 | | |
| Month: August 2022 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module III: | A. Writing skills for Competitive Examination B. After Twenty Years – O' Henry |
| 15 | N. A | 15 | | |
| Month: September 2022 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module IV: | A. I shall Return to This Bengal – Jibanananda Das B. Song of Youth – A P J Abdul Kalam C. The Orphan Girl - Henry Derozio |
| 15 | N. A | 15 | | |



| Month: November 2022 | | | Module/Unit: | Sub-units planned |
|-----------------------|-------------|-------|--------------|--|
| Lectures | Practical's | Total | Module V: | A. Group discussion B. The Lighthouse Keeper of Aspinwall – Henry Sienkiewicz |
| 15 | N. A | 15 | | |
| Month : December 2022 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module VI: | A. Note Making and Note Taking B. Three Questions – Leo Tolstoy |
| 15 | N. A | 15 | | |
| Month: January 2023 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module VII: | A. Media Writing B. Eight Rupees – Murli Das Melwani |
| 15 | N. A | 15 | | |
| Month: February 2023 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module VIII: | A. The Mystic Drum – Gabriel Okara B. Two Dead Soldiers – Jean Arasanayagam C. Bora Ring – Judith Wright |
| 15 | N. A | 15 | | |


Dr. K. D. Tiwade
 Subject Teacher
 Head

DEPARTMENT OF ENGLISH
 VIVEKANAND COLLEGE
 KOLHAPUR (AUTONOMOUS)


Dr. R. R. Kumbhar
 Principal

PRINCIPAL
 Vivekanand College
 Kolhapur



Name of the teacher: Dr. Shruti Joishi

Class: B. A. Part III DSC 1017E3

Semester: V

Course Title: English Literature: Victorian to Post-Modernism

| Month: August 2022 | | | Module/Unit: | Sub-units planned |
|------------------------|-------------|-------|--|---|
| Lectures | Practical's | Total | Module I: Literary Movements | <ul style="list-style-type: none"> • Neoclassicism – definition, characteristics, major exponents. • Realism - definition, characteristics, major exponents |
| 15 | N. A | 15 | | |
| Month : September 2022 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module II: English Drama | <ul style="list-style-type: none"> • Development of drama - Modern and post-modern drama • Types of Modern drama -Drama of Ideas/The Problem Play -Theatre of Absurd • Introduction- G.B. Shaw, his philosophy, text source, contemporary scene |
| 15 | N. A | 15 | | |
| Month: October 2022 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module III: Text G B Shaw: The Doctor's Dilemma | <ul style="list-style-type: none"> • Text reading, discussion of characters, setting, themes • Question and answers. |
| 15 | N. A | 15 | | |
| Month: November 2022 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module IV: Prose | <ul style="list-style-type: none"> • Introduction to the form • Teaching the essays G. K. Chesterton – What I Found in My Pocket Lynd –A Disappointed Man A. G. Gardiner – All About a Dog J. B. Priestley - On Gossip A. A. Milne –The Future Orwell : Shooting an Elephant |
| 15 | N. A | 15 | | |

Class: B. A. Part III III DSC 1017E3

Semester: VI

Course Title English Literature: Victorian to Post-Modernism

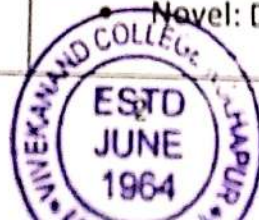
| Month: December 2022 | | | Module/Unit: | Sub-units planned |
|----------------------|-------------|-------|--|---|
| Lectures | Practical's | Total | Module V: Literary Movements Module VI: English Novel | <ul style="list-style-type: none"> Naturalism- definition, characteristics, major exponents. Symbolism- definition, characteristics, major exponents. Development-Modern and post-modern novel |
| 15 | N. A | 15 | | |
| Month : January 2023 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module VI: English Novel: Module VII: Text | <ul style="list-style-type: none"> Types of Novel: <ul style="list-style-type: none"> -Pastoral Novel, -Campus Fiction, -Science Fiction Introduction – Thomas Hardy, Victorian society, Wessex novels, background to 'Tess' |
| 15 | N. A | 15 | | |
| Month: February 2023 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module VII: Text | <ul style="list-style-type: none"> <i>Tess of D'Urbervilles</i> : Thomas Hardy Reading of the novel Discussion – setting, characters, themes, questions |
| 15 | N. A | 15 | | |
| Month: March 2023 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module VIII: Poetry | Tennyson – The Lady of Shallot Thomas Hardy : The Darkling Thrush Robert Browning – My Last Duchess Matthew Arnold : Dover Beach' W.B. Yeats : Second Coming Wilfred Owen : Strange Meeting Dame Edith Sitwell: Still Falls the Rain Dylan Thomas: Do not go gentle |
| 15 | N. A | 15 | | |

Class: B. A. Part II DSC Paper IV

Semester: III

Course Title: English Literature

| Month: August 2022 | | | Module/Unit: | Sub-units planned |
|--------------------|-------------|-------|--------------|---|
| Lectures | Practical's | Total | Module I: | <ul style="list-style-type: none"> Novel: Definition, elements, types, brief historical background |



| | | | | |
|--|-------------|-------|--|--|
| 15 | N. A | 15 | Major Forms: Novel | <ul style="list-style-type: none"> Indian English novel- introduction, history Partition novel, Parsi community background |
| Month : August & September 2022 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module II: text Ice Candy Man – Bapsi Sidhwa | <ul style="list-style-type: none"> Background – Sidhwa Reading of text Discussion – setting, characters, themes, questions |
| 15 | N. A | 15 | | |
| Month: September 2022 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module III: Major Forms: Poetry | <ul style="list-style-type: none"> Definition, brief history of development types(sonnet, ode, elegy, ballad, song, dramatic monologue)- explanation of each type |
| 15 | N. A | 15 | | |
| Month: October 2022 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module IV : Texts | Teaching of poems – 1) Sonnet – Shall I Compare thee to a Summer's day? -William Shakespeare 2) Ode to a Nightingale – John Keats 3) Elegy – O! Captain, My Captain – Walt Whitman 4) Ballad – La Belle Dam Sans Mercy - John Keats 5) Song-First ,They Said - Alice Walker 6) Dramatic Monologue – My last Duchess by Robert Browning |
| 15 | N. A | 15 | | |

Class: B. A. Part II DSC Paper IV

Semester: IV

Course Title: English Literature

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|-----------------------------|-------------|-------|---|---|
| Month: December 2022 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module V: Major Form: Drama | <ul style="list-style-type: none"> Definition, Elements, types – explanation Brief history of development of drama Indian English Drama |
| 15 | N. A | 15 | | |
| Month : January 2023 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module VI: text Hayvadan – Girish | <ul style="list-style-type: none"> Biographical discussion on Girish Karnard Reading of the text Discussion – setting, characters, themes, questions |
| 15 | N. A | 15 | | |



| Month: February 2023 | | | Module/Unit: | Sub-units planned |
|----------------------|-------------|-------|---|--|
| Lectures | Practical's | Total | Module VII: Literary Prose | <ul style="list-style-type: none"> • Discussion on types -Letter , Travelogue, Interview , Review Writing • Reading of texts 1)Prakash Padukone's letter to Deepika & Anisha 2) The Accidental Tourist - Bill Bryson 3) Interview with Ratan Tata : Mohan Thite 4) Review Writing -Mahashweta: Sudha Murthy |
| 15 | N. A | 15 | | |
| Month: March 2023 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module VIII: Critical Analysis of Unseen Text | Nonliterary text: Nobel Lecture, December 10,2014 Malala Yousafza |
| 15 | N. A | 15 | | |

Class: B. A. Part I (Div. A) AECC Semester: I Course Title: English for Communication

| Month: July 2022 | | | Module/Unit: | Sub-units planned |
|-----------------------|-------------|-------|--------------|---|
| Lectures | Practical's | Total | Module I | Unit I: Description Describing People, Places, Objects and Pictures Daily Routine Unit 2: ' The Eyes Are Not Here' by Ruskin Bond |
| 9 | N. A | 9 | | |
| Month : August 2022 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module II | Unit 1: English for General Purpose I Introducing yourself (about family, ambitions, hobbies, strengths and weaknes Expressing likes and dislikes Unit 2: Arunima Sinha: A Biography |
| 7 | N. A | 7 | | |
| Month: September 2022 | | | Module/Unit: | Sub-units planned |



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|----------------------------|-------------|-------|---------------------|--|
| Lectures | Practical's | Total | Module III | Unit 1: Day today Conversations Greetings, Bidding Farewells, Making Enquiries, Making Requests and Asking for Permission |
| 7 | N. A | 7 | | Unit 2: 'We Wear the Mask' by Paul Laurence Dunbar |
| Month: October 2022 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module IV | Unit 1: Milkha Singh: The Flying Sikh |
| 7 | N. A | 7 | | Unit 2: 'Because I could not Stop for Death' by Emily Dickenson |
| | | | | Unit 3: 'The Road not Taken' by Robert Frost |

Class: B. A. Part I AECC Semester: II Course Title: English for Communication

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|-----------------------------|-------------|-------|---------------------|---|
| Month: December 2022 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module V | Unit 1: Narration Personal Experiences, Past Incidences, First person and third person narration |
| 9 | N. A | 9 | | Unit 2: Let's Go Home: Kewlian Sio Tenses I |
| Month : January 2023 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module VI | Unit 1: English for General Purpose II Offering Help, Expressing Apologies, Giving Instructions, Asking directions |
| 7 | N. A | 7 | | Unit 2: Let's Make India a Better Country Tenses II |
| Month: February 2023 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module VII | Unit 1: Note Making and Summary Writing Methods of Note making and writing summary |
| 7 | N. A | 7 | | Unit 2: 'Waiting' by Ravindranath Tagore |
| Month: March 2023 | | | Module/Unit: | Sub-units planned |



| Lectures | Practical's | Total | Module VIII |
|----------|-------------|-------|---|
| 7 | N. A | 7 | Unit 1: 'The Power of Prayer' by A.P.J. Abdul Kalam Unit 2: 'A Red Rose' by Robert Burns Unit 3: 'Still I Rise' by Maya Angelou |

Class: B. A. Part I DSC 1017C3

Semester: I

Course Title: English Language and Literature

| Month: July 2022 | | | Module/Unit: | Sub-units planned |
|-----------------------|-------------|-------|-------------------------------|--|
| Lectures | Practical's | Total | Module I : Language | a. Definitions and Characteristics of Language B. Functions of Language – detailed explanation with examples |
| 15 | N. A | 15 | | |
| Month : August 2022 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module II: Functional English | a. Developing Vocabulary b. Connotations and Denotations |
| 15 | N. A | 15 | | |
| Month: September 2022 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module III The Short Story | A. Definitions & Characteristics – explanation B Elements of the Short Story - discussions. Reading text - 1. The Night Train at Deoli by Ruskin Bond |
| 15 | N. A | 15 | | |
| Month: October 2022 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module IV: Text | Reading and discussion on texts 2. The Bond of Love by Kenneth Anderson 3. The Watchman by R. K. Narayan 4. Three Hermits by Leo Tolstoy |
| 15 | N. A | 15 | | |

Class: B. A. Part I DSC 1017D3

Semester: II

Course Title: English Language and Literature

| Month: December 2022 | | | Module/Unit: | Sub-units planned |
|----------------------|-------------|-------|-------------------------|---|
| Lectures | Practical's | Total | Module V: Phonology and | A. Phonemes and allophones- explanation, definitions, examples, types |
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|-----------------------------|-------------|-------|---|---|
| 15 | N. A | 15 | Morphology | B. Three term labels – speech mechanism, diagram of speech organs, description of three term labels |
| Month : January 2023 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module VI: Practical English | A. Basic Translation skills: Simple Sentences B. Proverbs & Phrases |
| 15 | N. A | 15 | | |
| Month: February 2023 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module VII: The One-act Play | A. Definitions & Characteristics B. Elements of One-act Play |
| 15 | N. A | 15 | | |
| Month: March 2023 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module VIII: Text The Bear : Anton Chekov | Reading the text Discussion – characters, setting, dialogues etc. |
| 15 | N. A | 15 | | |

Class: B. A. Part II AECC

Semester: III

Course Title: English for Communication

| | | | | |
|------------------------------|-------------|-------|---------------------|--|
| Month: July 2022 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module I | A. Oral Skills B. A Day's Wait by Ernest Hemingway |
| 9 | N. A | 9 | | |
| Month : August 2022 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module II | A. Conversational Skills Face Book is Making and Apology is Miserable by Dawel Gulati |
| 15 | N. A | 15 | | |
| Month: September 2022 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module III | A. Developing Writing Skills Connecting the Dots by Steve Jobs |
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|---------------------|-------------|-------|---------------------------|--|
| 15 | N. A | 15 | Module/Unit: Module IV | Sub-units planned A. My Soul has a hat - Mario de Andrade B. Middle Age- Kamala Das Mirror - Sylvia Plath |
| Month: October 2022 | | | | |
| Lectures | Practical's | Total | | |
| 14 | N. A | 14 | | |


Class: B. A. Part II AECC


Semester: IV

Course Title: English for Communication

| | | | | |
|----------------------|-------------|-------|------------------------------|---|
| Month: December 2022 | | | Module/Unit: Module V: | Sub-units planned A. E – Communication Happy Prince - Oscar Wilde |
| Lectures | Practical's | Total | | |
| 15 | N. A | 15 | | |
| Month : January 2023 | | | Module/Unit: Module VI: | Sub-units planned A. English for Banking B. Secrete of My Success - Sania Nehwal |
| Lectures | Practical's | Total | | |
| 15 | N. A | 15 | | |
| Month: February 2023 | | | Module/Unit: Module VII: | Sub-units planned A. Interpretation of data and data transfer Once upon a time: Gabriel Okara |
| Lectures | Practical's | Total | | |
| 15 | N. A | 15 | | |
| Month: March 2023 | | | Module/Unit: Module VIII: | Sub-units planned A. On Doing Nothing by J.B. Priestley B. A Psalm of Life by Henry Wadsworth Longfellow C. Diviner by Semous Heaney |
| Lectures | Practical's | Total | | |
| 15 | N. A | 15 | | |


Dr. Shruti Joshi
Subject Teacher


Dr. K. D. Tiwade
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Dr. R. R. Kumbhar
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(EMPOWERED AUTONOMOUS)



Vivekanand College, Kolhapur (Autonomous)
Department of English
Annual Teaching Plan
 Academic Year: 2022-2023

Name of the Teacher : **Dr. S. I. Maner**

Class: B.Sc. I

Semester: I

Course Title: English for Communication


| Month: July 2022 | | | Module/Unit: | Sub-units planned |
|-----------------------|-------------|-------|--------------------|--|
| Lectures | Practical's | Total | Module I: | A. Description B. Wife's Holiday by R. K. Narayan |
| 15 | N. A | 15 | | |
| Month : August 2022 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module II: | A. Narration B. Parachute by Lenrie |
| 15 | N. A | 15 | | |
| Month: September 2022 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module III: | A. English for General Purposes –I B. Public Attitude towards Science by Stephen Hawkins |
| 15 | N. A | 15 | | |
| Month: October 2022 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module IV: | A. My Silent Keeper by Kevin Harter B. How Do I Love Thee by Elizabeth Browning C. She Walks in Beauty by Lord Byron |
| 15 | N. A | 15 | | |

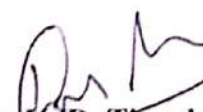
Class: B. Sc. I


Semester: II

Course Title: English for Communication

| Month: December 2022 | | | Module/Unit: | Sub-units planned |
|----------------------|-------------|-------|--------------|---|
| Lectures | Practical's | Total | Module V: | English Grammar and Usage |
| 15 | N. A | 15 | | A. Summarizing and Note Making B. Futurology by Aldous Huxely |
| Month : January 2023 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module VI: | A. Information Transfer and Interpretation of Data B. A Guardian Angel by Ruskin Bond |
| 15 | N. A | 15 | | |
| Month: February 2023 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module VII: | A. English For General Purposes II B. The Secret of My Success |
| 15 | N. A | 15 | | |
| Month: March 2023 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module VIII: | A. While Auto Waits B. The Voice of Unwanted Girl by Sujata Bhatt C. The Blind Boy by Colley Gibber |
| 15 | N. A | 15 | | |


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Name of Teacher : Dr. S. I. Maner

Class: Bio. Tech. III

Semester: V

Course Title: English for Communication

| Month: July 2021 | | | Module/Unit: | Sub-units planned |
|-----------------------|-------------|-------|--------------|--|
| Lectures | Practical's | Total | Module I: | 1. Developing Vocabulary 2. Avoiding Errors in Written English |
| 15 | N. A | 15 | | |
| Month : August 2021 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module II: | 1. Organizing a Passage 2. Nation Building Requires Commitment |
| 15 | N. A | 15 | | |
| Month: September 2021 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module III: | 1. The Tiger in The Tunnel 2. The Prophet Who Taught India How to Win |
| 15 | N. A | 15 | | |
| | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module IV: | 1. A Psalm of Life 2. Daffodils |
| 15 | N. A | 15 | | |



| Month: December 2021 | | | Module/Unit: | Sub-units planned |
|----------------------|-------------|-------|--------------|---|
| Lectures | Practical's | Total | Module V: | 1. Interacting in a Group Discussion 2. Writing Reports |
| 15 | N. A | 15 | | |
| Month : January 2021 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module VI: | 1. Writing official Letters 2. Let's Make India a Better country |
| 15 | N. A | 15 | | |
| Month: February 2021 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module VII: | 1. Kusum (short story) 2. Indian Folk Culture and Reverence for Nature |
| 15 | N. A | 15 | | |
| Month: March 2021 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module VIII: | 1. An Ode to Death 2. She Walks in Beauty |
| 15 | N. A | 15 | | |

S. I. Maner
 Dr. S. I. Maner
 Subject Teacher

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| Month: July 2022 | | Lectures | Practical's | Total |
|--|-------------------|----------|-------------|-------|
| Module I: Introduction to Communication: | Sub-units planned | 15 | N.A | 15 |
| 1. Basic types of communication- Reading, Writing, Listening, Speaking; | | | | |
| 2. Purpose of Communication; Process of Communication | | | | |
| 3. Importance of Communication in Business | | | | |
| 4. Barriers to Communication; Measures to Overcome the Barriers to Communication. | | | | |
| Module/Unit: | Sub-units planned | | | |
| Month : August 2022 | | | | |
| Module II: Communication Network | Sub-units planned | 15 | N.A | 15 |
| 1. Scope and Types of Communication Network; | | | | |
| 2. Formal and Informal Communication Network; | | | | |
| 3. Upward Communication Downward Communication Horizontal Communication; Diagonal Communication; Grapevine. | | | | |
| Module/Unit: | Sub-units planned | | | |
| Month: September 2022 | | | | |
| Module III: Writing Memos, Circulars and Notices | Sub-units planned | 15 | N.A | 15 |
| 1. Memo- Characteristics of a memo, Language and writing style of a memo-Format of a Memo | | | | |
| 2. Circulars- Guidelines for writing a circular- Languages and writing style of a circular | | | | |
| 3. Notices- Purpose- Format- Important points to remember while writing a notice | | | | |
| 4. Writing Business Letter: Importance of Business Letters; Difference between Personal and Business Letters; Structure and Format of Business Letters; Types of Business Letters. | | | | |
| Module/Unit: | Sub-units planned | | | |
| Month: October 2022 | | | | |
| Module IV: Employment Communication | Sub-units planned | | | |
| Resume: Contents of Good Resume; Guidelines for Writing Resume; Different Types of Resumes; Reason for a Cover Letter | | | | |




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| 15 | N. A | 15 | | Apply for a Job-Format of Cover Letter; Different Types of Cover Letters Employment Communication – Job Interview: Importance and Factors Involving Job Interview; Characteristics of Job Interview; Job Interview Process; Job Interview Techniques- Manners and etiquettes to be maintained during an interview; Sample Questions Commonly asked During Interview |
|----|------|----|--|---|




| Month: December 2022 | | | Module/Unit: | Sub-units planned |
|----------------------|-------------|-------|---|---|
| Lectures | Practical's | Total | Module V: Oral Communication | 1. Nature, characteristics, Principles of effective oral communication 2. Speech -prepared speech, public speech and extempore speech 3. Media of Oral communication- face to face communication, teleconferences, press conferences |
| 15 | N. A | 15 | | |
| Month : January 2023 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module VI: Seminar, Conferences, Group Discussion and Effective Presentation | 1. Seminar- preparing, conducting and organizing seminar conferences 2. Group discussion- opening of topic, discussion, summary, observer's comments 3. Presentation- introduction, purpose of presentation, tools for effective presentation |
| 15 | N. A | 15 | | |
| Month: February 2023 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module VII: Report Writing | 1. Features of Writing a Good Report; Purpose of Report Writing; 2. Difference between Business Report and Engineering Report 3. Characteristics of writing a good report-Importance of communication in report writing; 4. Guidelines for Report Writing; Steps in Report Writing; Structure of Report; Types of Reports and Different Formats. |
| 15 | N. A | 15 | | |
| Month: March 2023 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module VIII: Application of Communication Skills | 1. Group Decision-Making 2. Conflict and Negotiations 3. Customer Care/Customers Relations - Public Relations (Concept, Principles, Do's and Don'ts etc. to be studied for each type). |
| 15 | N. A | 15 | | |


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Department of English

Annual Teaching Plan

Academic Year: 2022-2023

Name of teacher: Ms. Sarika J. Shinde

Class: Bio. Tech. III

Semester: V

Course Title: English for Communication

| Month: July 2022 | | | Module/Unit: | Sub-units planned |
|-----------------------|-------------|-------|---|--|
| Lectures | Practical's | Total | Module I: A. Interview Skills B. Poem | 1)Preparation for the Interview 2)Winning strategies of interview 3)Do's & Don'ts at the time of Interview 4)Preparation before an Interview 5)During the Interview 6) Exercises 7) Enterprise poem by Nissim Ezekel |
| 15 | N. A | 15 | | |
| Month : August 2022 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module II: A. E-Communication B. Short Story | 1)Electronic Mail- Creating an email Id, Formal & Informal Email 2)Email Discussion Group, Email Pals 3)Blogs- Types of Blog- Personal, professional Blog 4)Exercises 5)The Ant & the Grasshopper by William Somerest Mugham |
| 15 | N. A | 15 | | |
| Month: September 2022 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module III: A. English For Competitive Examinations B. Short Story | 1)Organizing a Paragraph 2)Formal Letter Writing 3)Structure of Letter Writing 4)Examples 5) Report Writing 6) Elements of good report writing 7)Important point of Report writing 8) Short Story - The Look-Out Man by Nicolas Bentley |
| 15 | N. A | 15 | | |
| Month: October 2022 | | | Module/Unit: | Sub-units planned |



| December 2022 | | | Module V: | Sub-units planned |
|---------------|-------|--|---|---|
| Practical's | Total | | VI. A. Note Making & Note Taking | 1) Note Making- Nature 2) Methods of Note Making format etc. 3) Importance of Note taking 4) Exercises |
| N. A | 15 | | B. Short Story | 5) Gateman's Gift Short |
| January 2023 | | | Module/Unit: | Sub-units planned |
| Practical's | Total | | Module VI: VI. An Introduction to Media Writing | 1) Types of Mass Media 2) Journalistic Writing- 1 structure, Types of Editing |
| N. A | 15 | | B. Prose | 3) Script Writing for Television 4) Structure of a Radio Script 5) Skimming & Scanning |
| February 2023 | | | Module/Unit: | Sub-units planned |
| Practical's | Total | | Module VII: | 1) Karma by Khushwant Singh |

| Lectures | Practical's | Total | Module IV: A. Group Discussion |
|----------|-------------|-------|-----------------------------------|
| 15 | N. A | 15 | B. Poem |

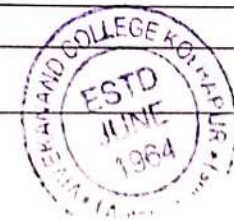
- 1) Concept of Group Discussion
- 2) Initiating the Group Discussion
- 3) Inviting Comments & Eliciting Opinions
- 4) Expressing Agreement & Disagreement
- 5) Making Suggestions/ Accepting & Refusing Suggestions
- 6) Commenting on the Attitudes of Others
- 7) Summing Up
- 8) Evolution , poem by Sherman Alexie

Class: Bio Tech. III

Semester: VI

Course Title: English for Communication

| Month: December 2022 | | | Module/Unit: | Sub-units planned |
|----------------------|-------------|-------|--------------------------------------|---|
| Lectures | Practical's | Total | Module V: | |
| 15 | N. A | 15 | VI. A. Note Making & Note Taking | 1) Note Making- Nature & Important Key Points 2) Methods of Note Making-Linear Method, Cornell, Split- Page format etc. 3) Importance of Note taking 4) Exercises |
| | | | B. Short Story | 5) Gateman's Gift Short Story by R. K. Narayan |
| Month : January 2023 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module VI: | |
| 15 | N. A | 15 | VI. An Introduction to Media Writing | 1) Types of Mass Media 2) Journalistic Writing- Importance of Editorials, purpose & the structure, Types of Editorials. 3) Script Writing for Television & radio 4) Structure of a Radio Script & television 5) Skimming & Scanning questions |
| | | | B. Prose | |
| Month: February 2023 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module VII: | |
| | | | | 1) Karma by Khushwant Singh |



| | | | | |
|--------------------------|-------------|-------|---|--|
| 15 | N. A | 15 | A. Prose | |
| Month: March 2023 | | | Module/Unit: | Sub-units planned |
| Lectures | Practical's | Total | Module VIII: B. Poem C. Poem | 1) Bhaurao in America by Barr. P.G.Patil 2) The Grass Is Really Like Me by Kiswar Naheed 3) The Granny by Tejswini Patil |
| 15 | N. A | 15 | | |

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