

Vivekanand College, Kolhapur (Autonomous)

Department of English

Annual Teaching Plan

Academic Year: 2023-24

Name of the teacher: Ms. Sarika Jotiram Shinde
Semester: I

Class: B. Com. I

Course Title: English for Business Communication

Month: July 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module I	Describing persons, places, objects, Describing duties-- of receptionist, bank manager sales-person and cashier Describing procedure – of opening an account, taking an admission.
07	N. A	07		
Month: August 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module I	Parts of Speech Types of Sentences: Simple, Compound and Complex Money Madness by D. H. Lawrence
08	N. A	08		
Month: September 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module II	Narration – Present events Narrating past event / experience Narration from Different points of View (First person and Third person) --Story / News Report
07	N. A	07		
Month: October 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module II	Tenses Link-words / Connectors Why a Start-up Needs to Find its Customers First by Pranav Jain
08	N. A	08		



Name of the teacher: Ms. Sarika Jotiram Shinde
Semester: II

Class: B. Com. I
Course Title: English for Business Communication

Month: December 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module III	Letter of Enquiry, Reply to the Letter of Enquiry Placing an Order, Letter of Complaint, Reply to the Complaint.
07	N. A	07		
Month: January 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module III	Types of Sentences "Commerce Education: Key to Prosperity and security" by Manjushree Deshpande
08	N. A	08		
Month: February 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module IV	Memorandum Office order and Circular
07	N. A	07		
Month: March 2024			Module/Unit:	Sub-units planned
Lectures	Practical	Total	Module IV	Elements of Clause "Leisure" by D. H. Lawrence
08	N. A	08		



Name of the teacher: Ms. Sarika Jotiram Shinde
Semester: III

Class: B. Com. II
Course Title: English for Business Communication

Month: August 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module I	A. Oral Skill B. Phenomenal Woman – Maya Angelou
15	N. A	15		
Month : August & Sept. 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module II	A. Conversation Skills B. The Childless One – Jai Nimbkar C. Those Winter Sunday – Robert Hayden
15	N. A	15		
Month: September 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module III	A. English for Competitive Examination I B. Four Minutes that Get you Hired – Connie Brown Galser and Barbara Steinberg Smalley
15	N. A	15		
Month: October 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module IV	A. Stormy Arrival in South Africa – M.K. Gandhi B. The Road Not Taken – Robert Frost
15	N. A	15		



Name of the teacher: Ms. Sarika Jotiram Shinde
Semester: IV

Class: B. Com. II
Course Title: English for Business Communication

Month: December 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module V	A. E- Communication B. Breathing Spaces- Rana Nayar
15	N. A	15		
Month: January 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module VI	A. English For Competitive Examination- II B. My Financial Career – Stephen Leacock
15	N. A	15		
Month: February 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module VII	A. English for Banking and Industries B. Senor Payroll – William Barrett
15	N. A	15		
Month: March 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module VIII	A. The Verger – Somerset Maugham B. I Am The People, The Mob – Carl Sandburg C. One Day I Wrote Her Name – Edmund Spenser
15	N. A	15		



Name of the teacher: Ms. Sarika Jotiram Shinde
Semester: I

Class: B. Sc. I
Course Title: English for Communication

Month: July 2023			Module/Unit:	Sub-units planned
Lectures	Practical	Total	Module I	Describing Objects Describing Processes and Experiments
08	N. A	08		
Month: August 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module I	Parts of Speech 'Parachute' by Lenrie Peters
07	N. A	07		
Month : September 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module II	Narrating Events and personal experiences First person narration Third person narration
08	N. A	08		
Month: October 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module II	Tenses 'My Silent Keeper' by Kevin Harter
07	N. A	07		



Name of the teacher: Ms. Sarika Jotiram Shinde
Semester: II

Class: B. Sc. I
Course Title: English for Communication

Month: December 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module III	Tables, Bar Chart, Pie Diagram Tree Diagram, Flow Chart
08	N. A	08		
Month: January 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module III	Use of degrees 'The Blind Boy' by Colley Gibber
07	N. A	07		
Month : February 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module IV	Introducing yourself and others, (About your family, your likes and dislikes, strengths and weaknesses) Describing Daily Routine
08	N. A	08		
Month: March 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module IV	Types of sentences Good Manners by J.C. Hill
07	N. A	07		



Name of the teacher: Ms. Sarika Jotiram Shinde
Semester: V

Class: B. Sc. III
Course Title: English for Communication

Month: August 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module I	Interview Skills
15	N. A	15		Enterprise - Nissim Ezekiel.
Month: August & September 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module II	E-Communication
15	N. A	15		The Ant and the Grasshopper - William Somerset Maugham
Month: September 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module III	English For Competitive Examinations
15	N. A	15		The Look-out Man - Nicolas Bentley
Month: October 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module IV	Forgetting Our Own History - Sudha Murty
15	N. A	15		The Butterfly - Arun Kolatkar For Your Lanes My Country - Faiz Ahmad Faiz



Name of the teacher: Ms. Sarika Jotiram Shinde
Semester: VI

Class: B. Sc. III
Course Title: English for Communication

Month: December 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module V	Group Discussion Evolution - Sherman Alexie Singh
15	N. A	15		
Month: January 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module VI	Note Making and Note Taking Gateman's Gift - R. K. Narayan
15	N. A	15		
Month : February 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module VII	An Introduction to Media Writing Karma - Khushwant
15	N. A	15		
Month: March 2024			Module/Unit:	Sub-units planned
Lectures	Practical	Total	Module VIII	Bhaurao In America - Barr. P. G. Patil The Grass is Really Like Me - Kishwar Naheed
15	N. A	15		



Name of the teacher: Ms. Sarika Jotiram Shinde
Semester: V

Class: Bio. Tech. III
Course Title: English for Communication

Month: July 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module I	Interview Skills Enterprise - Nissm Ezekiel.
15	N. A	15		
Month : August 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module II	E-Communication The Ant and the Grasshopper - William Somerset Mugham
15	N. A	15		
Month: September 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module III	English For Competitive Examinations The Look-out Man - Nicolas Bentley
15	N. A	15		
Month: October 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module IV	Forgetting Our Own History - Sudha Murty The Butterfly - Arun Kolatkar For Your Lanes My Country - Faiz Ahmad Faiz
15	N. A	15		



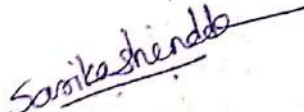
Name of the teacher: Ms. Sarika Jotiram Shinde

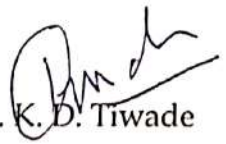
Class: Bio. Tech. III


Semester: VI

Course Title: English for Communication

Month: December 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module V	Group Discussion
15	N. A	15		Evolution - Sherman Alexie Singh
Month: January 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module VI	Note Making and Note Taking
15	N. A	15		Gateman's Gift - R. K. Narayan Module
Month: February 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module VII	An Introduction to Media Writing
15	N. A	15		Karma - Khushwant
Month: March 2024			Module/Unit:	Sub-units planned
Lectures	Practical	Total	Module VIII	Bhaurao In America - Barr. P. G. Patil
15	N. A	15		The Grass is Really Like Me - Kishwar Naheed


Ms. Sarika J. Shinde
(Subject Teacher)


Dr. K. D. Tiwade
(Head, ~~DEPT~~ English)
DEPARTMENT OF ENGLISH
VIVEKANAND COLLEGE, KOLHAPUR
(AUTONOMOUS)


Dr. R. R. Kumbhar
(Principal)
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(EMPOWERED AUTONOMOUS)



Vivekanand College, Kolhapur (Autonomous)
Department of English
Annual Teaching Plan
Academic Year: 2023-24

Name of the teacher: Ms. Supriya Mohan Patil

Class: B. A. Part III

Semester: V

Course Title: Introduction to Translation Studies

Month: August 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module I: What is Translation	<ul style="list-style-type: none"> - Significance of translation in a multi linguistic and multicultural society like India. - Process of Translation
15	N. A	15		
Month : August & September 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module II: Types of Translation	Word to Word, Literal and Free Translation
15	N. A	15		
Month: September 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module III: Tools of Translation	Dictionary, Thesaurus, Encyclopedia, CAT Tools
15	N. A	15		
Month: October 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module IV: Practical Translation	Translation of Non-literary texts News, articles, essays, letters, notices, memos etc
15	N. A	15		

Class: B. A. Part III

Semester: VI

Course Title: Introduction to Translation Studies

Month: December 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module V: Types of Translation	<ul style="list-style-type: none"> - Types of Translation (detailed), Communicative, Semantic Translation, Trans-creation
15	N. A	15		



Month : January 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module VI: Problems of Translation	Differences, Overtranslation, Undertranslation, Untranslatibility
15	N. A	15		
Month: February 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module VII: Qualities of an Efficient Translator	Language Proficiency, Technical Skills Essential Human Qualities: Patience, motivation etc.
15	N. A	15		
Month: March 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module VIII: Practical Translation	Practical Translation of Literary Text Translation of Prose & Poetry
15	N. A	15		

Class: B. A. Part II

Semester: III

Course Title: English Language and Linguistics

Month: August 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module I: Oral and Written Skills	Features of Spoken and Written Language
15	N. A	15		
Month : August & September 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module II: Introduction to Phonetics	Syllables, word stress, weak and strong forms, intonation
15	N. A	15		
Month: September 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module III: Syntax	Structure and types of Phrases
15	N. A	15		
Month: October 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module IV : Language of	Multi-media- introduction to different forms



15	N. A	15	Media	
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Class: B. A. Part II

Semester: IV

Course Title: English Language and Linguistics

Month: December 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module V: Syntax: Clauses	Declarative, Interrogative and Imperative
15	N. A	15		
Month : January 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module VI: Syntax	Syntax: Subordination and coordination
15	N. A	15		
Month: February 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module VII: Translation Studies	Definition, basic terms and types
15	N. A	15		
Month: March 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module VIII: Practical English	Translation of non-literary texts
15	N. A	15		

Class: B. A. Part I (Div. B)

Semester: I

Course Title: English for Communication

Month: July 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module I	A) Description (People, Places, Objects, Daily) B) Parts of Speech Nouns, Verbs, Prepositions
9	N. A	9		
Month : August 2023			Module/Unit:	Sub-units planned



Lectures	Practical's	Total	Module I	B) Parts of Speech Adjectives, Adverbs C) Comprehension We Wear the Mask by William Dunbar
7	N. A	7		
Month: September 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module II	A) EGP I Introducing yourself Introducing others
7	N. A	7		
Month: October 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module II	B) Elements of Sentence Structure C) Comprehension Let's Go Home: Kewlian Sio
7	N. A	7		

Class: B. A. Part I (Div. B)

Semester: II

Course Title: English for Communication

Month: December 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module III	A) Narration Personal Experiences/Past Incidences B) Tenses I
9	N. A	9		
Month : January 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module III	B) Tenses II C) Comprehension Arunima Sinha: A Biography
7	N. A	7		
Month: February 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module IV	A) EGP II Giving Instructions Asking Permission
7	N. A	7		
Month: March 2024			Module/Unit:	Sub-units planned

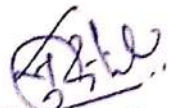



Class: B. Voc. Part I



Semester: II

Course Title: English for Communication

Month: December 2023			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module V: Group Discussion	Preparing for a Group Discussion Initiating a Discussion Eliciting Opinions, Views, etc. Expressing Agreement/ Disagreement Making Suggestions; Accepting and Declining Suggestions, Summing up.
15	N. A	15		
Month : January 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module VI: Business Correspondence	Writing Memos, e-mails, complaints, inquiries, etc. Inviting Quotations Placing Orders, Tenders, etc.
15	N. A	15		
Month: February 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module VII: English for Negotiation	Skills for leadership and team management Business Negotiations Agenda for Negotiation Stages of Negotiation
15	N. A	15		
Month: March 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module VIII: English for Marketing	Describing/ Explaining a Product/ Service Dealing/ bargaining with Customers Marketing a Product/ Service: Using Pamphlets, Hoardings, Advertisement, Public Function/ Festival
15	N. A	15		


Ms. Supriya Patil
Subject Teacher


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JUNE 1984

Vivekanand College, Kolhapur (Empowered
Autonomous)

Department of English
Annual Teaching Plan

Academic Year: 2023-24

Name of the teacher: Dr. S.V. Dhanawade

Course Title: English for Business Communication B.Com Part I Sem I

Month: July			Module/Unit:	Sub-units planned
Lectures	Practical	Total	I. A. Description	1) Describing person, place & object 2) Describing duties of receptionist, bank manager , sales person & cashier 3) Describing process
8	N. A	8	B. Grammar	4)Parts of speech: Noun, Verb, Adjective, Adverb, Conjunction, Preposition & Interjection
Month : August			Module/Unit:	Sub-units planned
Lectures	Practical	Total	B. Grammar	5)Types of sentences: Simple, CompoundComplex
8	N. A	8	C. Poem	6)Money Madness by D. H. Lawrence
Month: September			Module/Unit:	Sub-units planned
Lectures	Practical	Total	II A. Narration	1) Concept of Narration 2) Narration of what is happening 3) Narrating past experiences/ events



8	N. A	8		4) Narration from different point of view(1st & 3rd Person)
Month: October			Module/Unit:	
Lectures	Practical	Total	II. B. Grammar	5) Tenses & link words 6)Practice of various examples 7)Why a Start-up Needs to Find its Customers First by Pranav Jain
8	N. A	8		

Semester: II Course Title: **English for Business Communication B.Com Part I**

Month: December			Module/Unit:	Sub-units planned
8	N. A	8	V. A. Writing Letters	1) Letter of Enquiry, Reply to the Letter of Enquiry 2) Letter of Complaint, Reply to the complaint 3) Placing an Order. Reply to order
Month: January			Module/Unit:	Sub-units planned
Lectures	Practical	Total	B. Prose C. Grammar	4) Commerce Education : Key to Prosperity and Security by Manjushree Deshpande 5) Types of sentences
8	N. A	8		
Month : February 2022			Module/Unit:	Sub-units planned
Lectures	Practical	Total	IV. A. Interdepartment al Communication	1)Memorandum 2)Office Order 3)Office Circular 4) Elements of Clause



8	N. A	8	B. Grammar	
Month: March			Module/Unit:	Sub-units planned
Lectures	Practical	Total	C. Poem	1) Leisure by D.H. Lawrence
8	N. A	8		



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 Academic Year: 2022-23

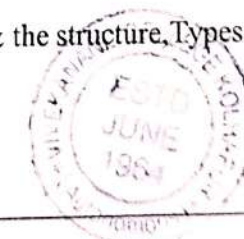
Semester: V Course Title: English for Communication B.Sc. III

Month: July			Module/Unit:	Sub-units planned
Lectures	Practical	Total	I. A. Interview Skills	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
16	N. A	14	B. Poem	
Month : August 2021			Module/Unit:	Sub-units planned
Lectures	Practical	Total	II A. E-Communication	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
16	N. A	14	B. Short Story	
Month: September			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	III. A. English For Competitive Examinations	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 1) Exercises 2) The Look-Out Man by Nicolas Bentley
16	N. A	12	B. Short Story	
Month: September			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	IV. A. Prose	1. Forgetting our Own History - Sudha Murthy 2. The Butterfly – Arun Kolatkar



16	N. A	12	B. Poetry	3. For your Lanes My Country – Faiz Ahmad Faiz
Month: October			Module/Unit:	Sub-units planned
Semester- VI Course Title- English for Communication				

Lectures	Practical	Total	V. A. Group Discussion	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) Evolution , poem by Sherman Alexie
16	N. A	12	B. Poem	
Month: January			Module/Unit:	Sub-units planned
Lectures	Practical	Total	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 5) Gateman's Gift by R. K. Narayan
16	N. A	13	B. Short Story	1) Skimming & Scanning Questions
Month : February			Module/Unit:	Sub-units planned
Lectures	Practical	Total	VII. 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) Karma by Khushwant Singh
			B. Prose	



16	N. A	14		6) Skimming & Scanning questions
Month: March			Module/Unit:	Sub-units planned
Lecture	Practical	Total	VII. A.Prose	1) Bhaurao in America by Barr. P.G.Patil 2) The Grass Is Really Like Me by Kiswar Naheed
16	N. A	11	B. Poem	3) The Granny by Tejswini Patil



Vivekanand College, Kolhapur
(Empowered Autonomous)
Department of English
Annual Teaching Plan
Academic Year: 2022-23

Name of the teacher: Dr. S. V.Dhanawade

Semester:I Course Title: English for Communication B. Sc I

Month: July			Module/Unit:	Sub-units planned
Lectures	Practical	Total	I. A. Description	1) Describing person, place & object 2) Describing duties... of receptionist, bank manager, sales person & cashier 3) Describing process
8	N. A	8	B. Grammar	
Month : August			Module/Unit:	Sub-units planned
Lectures	Practical	Total	II A. Narration	1) Concept of Narration 2) Narration of what is happening 3) Narrating past experiences/ events 4) Narration from different point of view 5) Turning point in life 6) Practice of various examples 7) Tenses & link words.
8	N. A	8	B. Grammar	
Month: September 2021			Module/Unit:	Sub-units planned
Lectures	Practical	Total	C. Poem	8) Parachute by Lenrie Peters



8	N. A	8		9) Stanza wise explanation of poem & its critical appreciation 10) Writing Practice of question & answers
Month: October			Module/Unit:	Sub-units planned
Lectures 8	Practical NA	Total 8	IV. A. Prose	1) My Silent Keeper by Kevin Harter 2) Skimming & Scanning Questions 3) Vocabulary Exercise

Semester: II Course Title: English For Communication

Month: December			Module/Unit:	Sub-units planned
Lectures 8	Practical N. A	Total 8	A. Information & Interpretation of data	1) Difference between Information Transfer & Interpretation of data 2) Devices- Tables, Pie Chart, Bar Diagram, Flow Chart & Tree Diagram 3) Use of Degrees 4) Exercises
Month: January			Module/Unit:	Sub-units planned
Lectures 8	Practical N. A	Total 8	B. Grammar C. Poem	Use of Degree The Blind Boy
Month: February			Module/Unit:	Sub-units planned
Lectures	Practical	Total	VII. English For General Purposes II B. Grammar	1) Introducing yourself and others, (About your family, your likes and dislikes, strengths and weaknesses) 2) Describing Daily Routine



8	N. A	8	3)Types of Sentences	
Month: March			Module/Unit:	Sub-units planned
Lectures	Practical	Total	C. Prose	1) Good Manners by J.C. Mill 2) Skimming and Scanning Question
8	N. A	8		



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Department of English
Annual Teaching Plan
Academic Year: 2022-23

Name of the teacher: Dr. S.V.Dhanawade
 Semester:I Course Title: Linguistics B A III

Month: August			Module/Unit:	Sub-units planned
Lectures	Practical	Total	I. Introduction to Branches of Linguistics	1) Sociolinguistics 2) Psycholinguistics 3) Semantics 4) Pragmatics etc.
15	N. A	15		
Month : September				
Lectures	Practical	Total	II. Clause structure	1) Formal Labels 2) Functional Labels
15	N. A	15		
Month: October			Module/Unit:	Sub-units planned
Lectures	Practical		III. Introduction to Semantics	1. Definition 2. Nature and scope
15	N.A.	15		
Month: November			Module/Unit:	Sub-units planned
Lectures	Practical	Total	IV. Introduction to Pragmatics	1. Definition 2. Nature and scope
15	N.A.	15		



Semester: II Course Title: Linguistics B A III

Month: December			Module/Unit:	Sub-units planned
15	N. A	15	Language Variation	1) Dialect 2) Register
Month: January			Module/Unit:	Sub-units planned
Lectures	Practical	Total	Ambiguity	1) Lexical 2) Syntactic
15	N. A	15		
Month : February			Module/Unit:	Sub-units planned
Lectures	Practical	Total	Discourse Analysis	1) Mode, Tenor, Domain 2) Unity, Cohesion, Coherence
15	N.A.	15		
Month: March			Module/Unit:	Sub-units planned
Lectures	Practical	Total	Discourse analysis	1) Practical questions based on various Passages, Poem, Conversation, News.
15	N. A	15		



Vivekanand College, Kolhapur
(Empowered Autonomous)
Department of English
Annual Teaching Plan
Academic Year: 2022-23

Name of the teacher: Dr. S.V.Dhanawade
Semester: I Course Title: **B.B.A. I**

Month: July			Module/Unit:	Sub-units planned
Lectures	Practical	Total	I. Introduction to Communication	1) What is Communication 2) Elements and stages of Communication
8	N. A	8		
Month : August				
Lectures	Practical	Total		1) Importance of Business Communication 2) Communication barrier and how to overcome them.
8	N. A	8		
Month: September				
Lectures	Practical	Total	II. Employment Communication and office drafting	Employment Communication: Job application letter and Resume writing
8	N. A	8		
Month: October				
Lectures	Practical	Total		Preparation of interview, questions etc.



8	N. A	8
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Month: January			Module/Unit:	Sub-units planned
Lectures	Practical	Total	I. Speeches, Seminars, Conference, Group Discussion and Presentation	1) Speech: extempore and prepared speeches 2) Seminar and Conference: Preparation and conduct 3) Group Discussion: Stages and preparation 4) Presentation: Preparation, Dos and Don'ts
8	N. A	8		
Month : February			Module/Unit:	Sub-units planned
Lectures	Practical	Total	Business Letters and Report Writing : A. Business Letters	1) Enquiry letter, Order letter
8	N. A	8		
Month: March			Module/Unit:	Sub-units planned
Lectures	Practical	Total		2) Complaint letter, and Reply to Complaint letter
8	N. A	8		
Month: April			Module/Unit:	Sub-units planned
Lectures	Practical	Total	B. Report Writing	1) Progress Report 2) Fall in Production Report 3) Accident Report
8	N. A	8		



Vivekanand College, Kolhapur
(Empowered Autonomous)
Department of English
Annual Teaching Plan
Academic Year: 2022-23

Name of the teacher: Dr. S.V.Dhanawade

Semester: I Course Title: English for Communication Bio. Tech I

Month: July			Module/Unit:	Sub-units planned
Lectures	Practical	Total	I. A. Description	3) Describing person, place & object 4) Describing duties... of receptionist, bank manager, sales person & cashier 3) Describing process 5) Grammar- Parts of speech
8	N. A	8	B. Grammar	
Month : August			Module/Unit:	Sub-units planned
Lectures	Practical	Total	II A. Narration	1) Concept of Narration 2) Narration of what is happening 3) Narrating past experiences/ events 4) Narration from different point of view 5) Turning point in life 8) Practice of various examples 9) Tenses & link words.
8	N. A	8	B. Grammar	
Month: September 2021			Module/Unit:	Sub-units planned
Lectures	Practical	Total	C. Poem	10) Parachute by Lenrie Peters


8	N. A	8		11) Stanza wise explanation of poem & its critical appreciation 12) Writing Practice of question & answers
Month: October			Module/Unit:	Sub-units planned
Lectures 8	Practical NA	Total 8	IV. A. Prose	4) My Silent Keeper by Kevin Harter 5) Skimming & Scanning Questions 6) Vocabulary Exercise


Semester: II Course Title: English For Communication


Month: December			Module/Unit:	Sub-units planned
Lectures 8	Practical N. A	Total 8	A. Information & Interpretation of data	1) Difference between Information Transfer & Interpretation of data 2) Devices- Tables, Pie Chart, Bar Diagram, Flow Chart & Tree Diagram 3) Use of Degrees 4) Exercises
Month: January			Module/Unit:	Sub-units planned
Lectures 8	Practical N. A	Total 8	B. Grammar C. Poem	Use of Degree The Blind Boy
Month: February			Module/Unit:	Sub-units planned
Lectures	Practical	Total	VII. English For General Purposes II B. Grammar	1) Introducing yourself and others, (About your family, your likes and dislikes, strengths and weaknesses) 2) Describing Daily Routine



8	N. A	8		3)Types of Sentences
Month: March			Module/Unit:	Sub-units planned
Lectures	Practical	Total	C. Prose	3) Good Manners by J.C. Mill 4) Skimming and Scanning Question


Dr. S. V. Dhanawade
(Subject Teacher)


Dr. K. D. Tiwade
(Head, Dept. of English)
HEAD
DEPARTMENT OF ENGLISH
VIVEKANAND COLLEGE, KOLHAPUR
(AUTONOMOUS)


Dr. R. R. Kumbhar
PRINCIPAL
VIVEKANAND COLLEGE, KOLHAPUR
(EMPOWERED AUTONOMOUS)



Vivekanand College, Kolhapur (Empowered Autonomous) Department of English

Annual Teaching Plan

Academic Year: 2023-24

Name of the teacher: Ms. Madhuri Pawar

Semester: I Course Title: English for Business Communication B.Com Part I

Month: July			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	I. A. Description	1) Describing person, place & object 2) Describing duties... of receptionist, bank manager, sales person & cashier 3) Describing process 4) Tense
8	N. A	8	B. Grammar	
Month: August			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	B. Grammar	4) Parts of speech: Noun, Verb, Adjective, Adverb, Conjunction, Preposition & Interjection 5) Types of sentences: Simple, Complex & Compound 6) Money Madness by D. H. Lawrence
8	N. A	8	C. Poem	
Month: September			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	II A. Narration	1) Concept of Narration 2) Narration of what is happening 3) Narrating past experiences/ events 4) Narration from different point of view (1st & 3rd Person)
8	N. A	8		
Month: October			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	II. B. Grammar	5) Tenses & link words. 6) Practice of various examples 7) Why a Start-up Needs to Find its Customers First by Brenna G. Jain
8	N. A	8		



Semester: II Course Title: English for Business Communication B.Com Part I

Month: November			Module/Unit:	Sub-units planned
8	N. A	8		1) Revision of each Unit 2) Exams
Month: December			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	III. A. Writing Letters B. Prose	1) Letter of Enquiry, Reply to the Letter of Enquiry 2) Letter of Complaint, Reply to the complaint Placing an Order. Reply to order 3) Commerce Education : Key to Prosperity and Security by Manjushree Deshpande 4) Types of sentences
8	N. A	8	C. Grammar	
Month : January			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	IV. A. Interdepartmental Communication B. Grammar	1) Memorandum 2) Office Order
8	N. A	8		
Month: February			Module/Unit:	Sub-units planned
Lectures	Practicals	Total	C. Poem	3) Office Circular 4) Elements of Clause 1) Leisure by D.H. Lawrence
8	N. A	8		
Month: March				



**Vivekanand College, Kolhapur (Empowered
Autonomous) Department of English**

Annual Teaching Plan

Academic Year: 2023-24

Name of the teacher: Ms. Madhuri Pawar

Semester: V Course Title: Business Communication B.C.A.Part- I (Division A,B,C,D)

Month: July			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	I. A. Introduction to Communication	1)Basic Types of communication 2)purpose of communication 3)process of communication
2	N. A	8		
Month : August			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	II. Writing Memos, Circulars and Notices	4)Importance of communication 5)Barriers of Communication 6)Measures to overcome the Barriers to communication
2	N. A	6		
Month: September			Module/Unit:	Sub-units planned
Lectures	Practical's	Total		1)Memo- Characteristics of a Memo, Language and writing style of a memo- format of a memo
2	N. A	8		
Month: October			Module/Unit:	Sub-units planned



Month: October			Module/Unit:	Sub-units planned
Lectures	Practical's	Total		2)Circulars- Guidelines for writing a circular- languages and writing style of a circular- format of a circular
16	N. A	13		
Month : November			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Modul II -Memo , circular and notice	3) Revision 4) Exams
16	N. A	14		
Month: December			Module/Unit:	Sub-units planned
Lectures	Practicals	Total	I.Communication Network	1) Scope and types of communication network 2) formal and informal communication network



16	N. A	11		3) Upward communication
Month:	January		1.Module	4) Downward communication 5)Horizontal
Month :	February		1.Module	6)Diagonal Communication 7) Grapevine
Month:	March		2. Module	1)Letters 2) format of letters 3) Structures of letters
Month:	April		2. Module	1) Types of Business Letters 2) Enquiry Letters 3)Complaint letters 4) Request letters



Vivekanand College, Kolhapur (Empowered Autonomous)

Department of English

Academic Year: 2023-24

Annual Teaching Plan

Name of the Teacher :

Semester: I Course Title: Business Communication B.C.S.Part- I (Division A,B,C)

Month: July			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	I. A. Introduction to Communication	1)Basic Types of communication 2)purpose of communication 3)process of communication
2	N. A	8		
Month : August			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	II .Writing Memos, Circulars and Notices	4)Importance of communication 5)Barriers of Communication 6)Measures to overcome the Barriers to communication
2	N. A	6		
Month: September			Module/Unit:	Sub-units planned
Lectures	Practical's	Total		1)Memo- Characteristics of a Memo, Language and writing style of a memo- format of a memo
2	N. A	8		
Month: October			Module/Unit:	Sub-units planned

Month: October			Module/Unit:	Sub-units planned
Lectures	Practical's	Total		2)Circulars- Guidelines for writing a circular- languages and writing style of a circular- format of a circular



16	N. A	13		
Month : November			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Modul II -Memo , circular and notice	1) Revision 2) Exams
16	N. A	14		
Month: December			Module/Unit:	Sub-units planned
Lectures	Practicals	Total	I.Communication Network	1) Scope and types of communication network 2) formal and informal communication network



16	N. A	11		3) Upward communication
Month:	January		1.Module	4) Downward communication 5)Horizontal
Month :	February		1.Module	6)Diagonal Communication 7) Grapevine
Month:	March		2. Module	1)Letters 2) format of letters 3) Structures of letters
Month:	April		2. Module	1) Types of Business Letters 2) Enquiry Letters 3)Complaint letters 4) Request letters

**Vivekanand College, Kolhapur (Empowered
Autonomous) Department of English**

Annual Teaching Plan _____ Academic Year: 2023-24

Name of the teacher: Ms. Madhuri Pawar

Semester:I Course Title: English for Communication B. Sc I

Month: July			Module/Unit:	Sub-units planned
Lecture s	Practical's	Total	I. A. Description	1)Describing person, place & object 2)Describing duties... of receptionist, bank manager , sales person & cashier 3)Describing process 5)Grammar- Parts of speech
8	N. A	8	B. Grammar	
Month : August			Module/Unit:	Sub-units planned
Lecture s	Practical's	Total	II A. Narration	1)Concept of Narration 2)Narration of what is happening



8	N. A	8	B. Grammar	3) Narrating past experiences/ events 4) Narration from different point of view 5) Turning point in life 6) Practice of various examples 7) Tenses & link words.
Month: September 2021			Module/Unit:	Sub-units planned
	N. A	8	C. Poem	8) Poem- Parachute by Lenrie Peters



				9) Stanza wise explanation of poem & its critical appreciation 10) Writing Practice of question & answers
Month: October			Module/Unit:	Sub-units planned
Lecture s	Practical's	Total	IV. A. Prose	<ol style="list-style-type: none"> 1) My Silent Keeper by Kevin Harter 2) Skimming & Scanning Questions 3) Vocabulary Exercise



Semester: II Course Title: English For Communication

Month: December			Module/Unit:	Sub-units planned
8	N. A	8	II. A. A. Information & Interpretation of data	1)Difference between Information Transfer & Interpretation of data 2)Devices- Tables, Pie Chart, Bar Diagram, Flow Chart & Tree Diagram 3)Use of Degrees 4)Exercises
Month: January			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	B. Grammar C. Poem	Use of Degree The Blind Boy
8	N. A	8		
Month : February			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	VII. English For General Purposes II B. Grammar	1)Introducing yourself and others, (About your family , your likes and dislikes, strengths and weaknesses) Describing Daily Routine Types of Sentences
Month: March			Module/Unit:	Sub-units planned



Semester :I Course Title: English for Business Communication B.Com Part II

Month: July			Module/Unit:	Sub-units planned
Lecture s	Practical's	Total	I. A. Oral Skills	1)Oral and Written skills 2)Oral Presentation 3) Compering skill 4)Greetings and Welcome
8	N. A	8		
Month : August			Module/Unit:	Sub-units planned
Lecture s	Practical's	Total	I.Oral Skill	5) Power Point Presentation 6)Interviewing famous personas 7) Phenomenon Poem 8)Critical Analysis of poem 9)Skimming and Scanning questions
8	N. A	8		
Month: September			Module/Unit:	Sub-units planned
Lecture s	Practical's	Total	II. A. Conversation Skill	1)Self Introduction 2) Asking Information 3)Complaining 4) Agreement and disagreement
8	N. A	8		
Month: October			Module/Unit:	
Lecture s	Practical's	Total	II. Poem	1)The Childless One 2) Those Winter Sundays
8	N. A	8	III. Module Prose	1)English for Competitive examination -I 2)Four Minutes that Get you Hired



Month: November			Module/Unit:	Sub-units planned
8	N. A	8	IV. Prose Poem	1) Stormy Arrival in South Africa 2) The Road Not taken
Month: December			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module V:	1) E-Communication 2) Breathing Spaces
8	N. A	8		
Month : January			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	VI:	1) English for Competitive Examination -II 2) My Financial Career
8	N. A	8		
Month: February			Module/Unit:	Sub-units planned
Lectures	Practicals	Total	Vi:	1) English for Banking and Industries 2) Senior Payroll
8	N. A	8		
Month: March			VIII:	1) The Verger 2) I Am The People, The Mob 3) One Day I Wrote Her name

Ms. Madhuri Pawar
Ms. Madhuri Pawar
Assistant Professor

Dr. Kavita Tiwade
Dr. Kavita Tiwade
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Month: November			Module/Unit:	Sub-units planned
8	N. A	8	IV. Prose Poem	1) Stormy Arrival in South Africa 2) The Road Not taken
Month: December			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module V:	1) E-Communication 2) Breathing Spaces
8	N. A	8		
Month : January			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	VI:	1) English for Competitive Examination -II 2) My Financial Career
8	N. A	8		
Month: February			Module/Unit:	Sub-units planned
Lectures	Practicals	Total	Vi:	1) English for Banking and Industries 2) Senior Payroll
8	N. A	8		
Month: March			VIII:	1) The Verger 2) I Am The People, The Mob 3) One Day I Wrote Her name

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