

Annual Teaching Plan

Academic Year: 2019-2020

Semester III Department- B.Com II

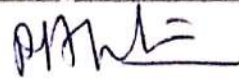
Subject: English

Course Title: English for Business Communication

Name of the teacher: Dr. Salama Maner

Month : June			Module/Unit: I	Sub-units planned
Lectures	Practical	Total	Oral Skills	1.Oral Presentation 2.Compering
10	-	10		
Month: July			Module/Unit: I Continued	Sub-units planned
Lectures	Practical	Total	Oral Skills & Poetry	1. Power Point Presentation 2. Interviewing Person 3.Phenomenal Woman by Maya Angelou
14	-	14		
Month: July			Module/Unit: II	Sub-units planned
Lectures	Practical	Total	Conversation Skills	1.Introducing Yourself 2.Asking Information 3.Complaining 4. Agreements/Disagreement
12	-	12		
Month: August			Module/Unit: II	Sub-units planned
Lectures	-	Total		2.The Childless One by Jai Nimbkar 3.Those Winter Sundays-Robert Hayden
08		08		
Month: August			Module/Unit: III	Sub-units planned
Lectures	Practical	Total	English For Competitive Exams-I	1. Building Vocabulary 2. English Grammar
08	-	08		
Month: September			Module/Unit: III	Sub-units planned
Lectures	Practical	Total	English For Competitive Exams-I	Subordination , Idioms and Phrases
16		16		
Month: October			Module/Unit: IV	Sub-units planned
Lectures		Total	Prose & Poetry	1. Stormy Arrival in South Africa –M.K.Gandhi 2. The Road Not Taken- Robert Frost
14		14		
Month: October & November			Revision	All Modules


Dr Salama Maner


Dr Prabha Patil,
Head, Department of English



Head,
Department of English
Vivekanand College, Kolhapur

Annual Teaching Plan

Academic Year: 2019-2020

Semester IV Department- B.Com. II

Subject: English

Course Title: English for Business Communication

Name of the teacher: Dr Salama Maner

Month : November			Module/Unit: V	Sub-units planned
Lectures	Practical	Total	E-communication	E-mail
10	-	10		
Month: December			Module/Unit: V	Sub-units planned
			Continued	
Lectures	Practical	Total	E-communication	4. 1. Blogs-Personal and Professional 5. Blogs-Personal and Professional 6. Breathing Spaces- Rana Nayar
12	-	12		
Month: December			Module/Unit: VI	Sub-units planned
Lectures	Practical	Total	English for Competitive Exam	1. Transformation of Sentences
04	04	Total 08		
Month: January			Module/Unit: VI	Sub-units planned
Lectures	Practical	Total	English for Competitive Exam	2. Precis Writing 3. Essay Writing
12	12	08		
Month: January			Module/Unit: VI	Sub-units planned
Lectures	Practical	Total	English for Competitive Exam	1. My Financial Career
04	-	04		
Month: February			Module/Unit: VII	Sub-units planned
Lectures	Practical	Total	English for Banking and Industries	Notice, Agenda and Minutes
16		16		
Month: March & April			Module/Unit: VII	Sub-units planned
Lectures	Practical	Total	1. English for Banking and Industries	1. Writing Advertisement 2. Note Taking & Note Making 3. Writing Report
20		20		
			2. Prose and Poetry	1. Senior Payroll 2. I Am The People, The Mob by Carl Sandburg
Month: April			Revision	All Modules

Dr. Salama Maner
 Dr. Salama Maner
 Department of English
 V. J. Somaiya College, Kalyan



Dr. Kavita Tiwade
 Dr Kavita Tiwade,


Academic Year: 2019-2020
 Subject: English

Annual Teaching Plan


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

Name of the teacher: Dr. Salama Maner

Month : June			Module/Unit: I	Sub-units planned
Lectures	Practical	Total	Developing Vocabulary	1. Words in Contexts 2. Prefixes and Suffixes 3. Synonyms 4. Antonyms
10	-	10		
Month: July			Module/Unit: I	Sub-units planned
Lectures	Practical	Total	Continued Prose and Poetry	1. Technology with Human Face 2. How Beautiful
14	-	14		
Month: July			Module/Unit: II	Sub-units planned
Lectures	Practical	Total	Grammar	1. Tenses A. Present Tense B. Past Tense C. Future Tense
12	-	12		
Month: August			Module/Unit: II	Sub-units planned
Lectures	Practical	Total	Preposition	1. Preposition of Time 2. Preposition of Place 3. Preposition of Direction
08	-	08		
Month: August			Module/Unit: III	Sub-units planned
Lectures	Practical	Total	Description	1. Describing objects/things/instruments 2. Describing Birds and Animals 3. Describing Places 4. Describing Persons
08	-	08		
Month: September			Module/Unit: III	Sub-units planned
Lectures	Practical	Total	Description and Prose	1. Describing habits and routine 2. Describing Scene 3. I Have a Dream
16	-	16		
Month: October			Module/Unit: IV	Sub-units planned
Lectures	Practical	Total	Prose and Poetry	1. The Auspicious Vision 2. The Book
14	-	14		
Month: October & November			Revision	All Modules


 Dr Salama Maner




 Dr Prabha Patil,
 Head, Department of English

Annual Teaching Plan

Academic Year: 2019-2020

Subject: English

Name of the teacher: Dr Salama Maner

Semester II Department- B.Sc. I

Course Title: English for Communication

Month : November			Module/Unit: V	Sub-units planned
Lectures	Practical	Total	Telephonic Communication	1. Informal Communication
10	-	10		
Month: December			Module/Unit: V	Sub-units planned
Lectures	Practical	Total	Continued Telephonic Communication	1. Formal Communication 2. Leaving and Reporting Messages 3. Lost Forests
12	-	12		
Month: December			Module/Unit: VI	Sub-units planned
Lectures	Practical	Total	Grammar	1. Change the Voice A. Active Voice B. Passive Voice
04	04	Total 08		
Month: January			Module/Unit: VI	Sub-units planned
Lectures	Practical	Total	Grammar	1. Article A. Definite article B. Indefinite article C. Zero article
12	12	08		
Month: January			Module/Unit: VII	Sub-units planned
Lectures	Practical	Total	English for Advertising	1. Advertising and its meaning 2. Advertising and its Media
04	-	04		
Month: February			Module/Unit: VII	Sub-units planned
Lectures	Practical	Total	English for Advertising	3. Structure of Advertising
16		16		
Month: March & April			Module/Unit: VII & VIII	Sub-units planned
20		20	1. Poetry	1. An Epitaph
			2. Prose and Poetry	1. The Golden Touch 2. Offering in the Temple
Month: April			Revision	All Modules

Maner
Dr Salama Maner



Prabha Patil
Dr Prabha Patil,

Academic Year: 2019-2020

Annual Teaching Plan

Subject: English


Semester V Department- B.Sc. III

Course Title: English for Communication

Name of the teacher: Dr Salama Maner

Month : June			Module/Unit: I	Sub-units planned
Lectures	Practical	Total	Developing Vocabulary	1.Words with similar but different spelling and meaning 2.Synonyms 3.Suffixes and Pre-fixes
10	-	10		
Month: July			Module/Unit: II	Sub-units planned
Lectures	Practical	Total	Continued Avoiding Errors in Written English	1.Articles 2.Parts of Speech 3.Tenses 4.Homonyms,
08	-	08		
Month: July			Module/Unit: III	Sub-units planned
Lectures	Practical	Total	Organizing a Passage	1.Passage – Draft and Redraft 2. Types of Passage
08	-	08		
Month: August			Module/Unit: IV	Sub-units planned
Lectures	-	08	Prose	1. Nation Building Requires Commitment
08				
Month: August			Module/Unit: V	Sub-units planned
Lectures	Practical	Total	Short Story	1. The Tiger in the Tunnel
08	-	08		
Month: September			Module/Unit: VI	Sub-units planned
Lectures	Practical	Total	Prose	The Prophet who taught India how to win
10		10		
12		12	Module VII Poetry	1.A Psalm of Life
Month: September & October			Module/Unit: VIII	Sub-units planned
Lectures		14	Poetry	2. Daffodils
14				
Month: October & November			Revision	All Modules


Dr Salama Maner


Dr Prabha Patil,
Head, Department of English



Annual Teaching Plan

Academic Year: 2019-2020

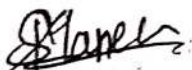
Semester VI Department- B.Sc. III

Subject: English

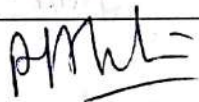
Course Title: English for Communication

Name of the teacher: Dr Salama Isak Maner

Month : November			Module/Unit: IX	Sub-units planned
Lectures	Practical	Total	Interacting in a Group Discussion	1. Initiating a Discussion 2. Developing the topic 3. Expressing Agreement and Disagreement 4. Intervening or Breaking into the middle of the Discussion 5. Making suggestions/ Accepting or Refusing suggestion
10	-	10		
Month: December			Module/Unit: X	Sub-units planned
Lectures	Practical	Total	Writing Report	1. Report : Definition and meaning 2. Types of Report A. Formal B. Informal
08	-	08		
Month: December			Module/Unit: XI	Sub-units planned
Lectures	Practical	Total	Writing Official Letters	1. Application for a Job 2. Appointment letter 3. Accepting an Appointment 4. Resignation 5. Complaint
04	04	Total 08		
Month: January			Module/Unit: XII	Sub-units planned
Lectures	Practical	Total	Prose	Let's Make India a Better Country
04	04	08		
Month: January			Module/Unit: XIII	Sub-units planned
Lectures	Practical	Total	Short Story	Kusum
08	-	08		
Month: February			Module/Unit: 14	Sub-units planned
Lectures	Practical	Total	Prose	Indian Folk Culture
10		10		
12		12	Unit: 15 Poetry	1. An Ode to Death
Month: March			Module/Unit: 16	Sub-units planned
Lectures	Practical	Total	Poetry	1. She Walks in Beauty
14		14		
Month: March & April			Revision	All Modules


Dr Salama Maner




Dr Prabha Patil,
Head, Department of English

Academic Year: 2019-2020

Annual Teaching Plan

Subject: English

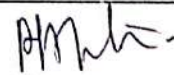
Semester V Department- B.A. III

Name of the teacher: Dr Salama Maner

Course Title: English for Communication

Month : June			Module/Unit: I	Sub-units planned
Lectures	Practical	Total	Interview Skills	A.How to Face an Interview Dos and Don'ts of Interview
10	-	10		
Month: July			Module/Unit: I	Sub-units planned
Lectures	Practical	Total	Continued Poetry	B. I Shall Return To This Bengal by Jibananda Das
08	-	08		
Month: July			Module/Unit: III	Sub-units planned
Lectures	Practical	Total	Grammar for Competitive Examinations	A. Tenses, Vocabulary-synonyms, antonyms Phrase structure
08	-	08		
Month: August			Module/Unit: III	Sub-units planned
Lectures	Practical	Total	Prose	B The Lottery by Shirley Jackson
08	-	08		
Month: August			Module/Unit: IV	Sub-units planned
Lectures	Practical	Total	Writing Skills for Competitive Examinations	1 Précis writing 2.Note Making and note taking 3.Organizing Paragraph
08	-	08		
Month: September			Module/Unit: IV	Sub-units planned
Lectures	Practical	Total	Writing Skills for Competitive Examinations	4.Letter Writing 5. Essay Writing
10	-	10		
12	-	12	Module IV Prose	1. A.The Lighthouse Keeper of Aspinwall by Henry Sienkiewicz
Month: September & October			Module/Unit: IV	Sub-units planned
Lectures	Practical	Total	Poetry	B.(i) Song of Youth - A. P. J. Abdul Kalam 1. (ii) The Orphan Girl - Henry Derezio
14	-	14		
Month: October & November			Revision	All Modules


Dr Salama Maner


Dr. Prabha Patil
Head, Department of English

Head,
Department of English
Vivekanand College, Kolhapur



Annual Teaching Plan

Academic Year: 2019-2020

Semester VI Department- B.A. III

Subject: English


Course Title: English for Communication

Name of the teacher: Dr Salama Isak Maner

Month : November			Module/Unit: V	Sub-units planned
Lectures	Practical	Total	Group Discussion	1. Initiating a Discussion 2. Developing the topic 3. Expressing Agreement and Disagreement 4. Intervening or Breaking into the middle of the Discussion 5. Making suggestions/Accepting or Refusing suggestion
10	-	10		
Month: December			Module/Unit: V	Sub-units planned
Lectures	Practical	Total	Poetry	B. The Mystic Drum - Gabriel Okara
08	-	08		
Month: December			Module/Unit: VI	Sub-units planned
Lectures	Practical	Total	Note Making and Note Taking	A. Methods of Note making B. Methods of Note Taking
04	04	Total 08		
Month: January			Module/Unit: VI	Sub-units planned
Lectures	Practical	Total	Prose	B. Three Questions - Leo Tolstoy
04	04	08		
Month: January			Module/Unit: VII	Sub-units planned
Lectures	Practical	Total	Media Writing	A.1. News report 2. Writing headlines
08	-	08		
Month: February			Module/Unit: VII	Sub-units planned
Lectures	Practical	Total	Prose	Eight Rupees - Murli Das Melwani
10		10		
12		12	Unit: VIII Reading Comprehension	A. The Interview - V.V. John B. (i) Two Dead Soldiers- Jean Arasanayagam
Month: March			Module/Unit: VIII	Sub-units planned
14		14	Poetry	(ii) Bora Ring - Judith Wright
Month: March & April			Revision	All Modules


Dr Salama Maner




Dr Prabha Patil

Head,
Department of English
Vivekanand College, Kolhapur

Vivekanand College, Kolhapur (Autonomous)
Department of English
Annual Teaching Plan
Academic Year: 2019-20

Name of Teacher : Ms. Supriya M. Patil

Class: B. B. A. Part I

Semester: I

Course Title: Business Communication


Month: July 2019			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module I: Introduction to Communication	<ol style="list-style-type: none"> 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.
15	N. A	15		
Month : August 2019			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module II: Communication Network	<ol style="list-style-type: none"> 1. Scope and Types of Communication Network; 2. Formal and Informal Communication Network; 3. Upward Communication Downward Communication Horizontal Communication; Diagonal Communication; Grapevine.
15	N. A	15		
Month: September 2019			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module III: Writing Memos, Circulars and Notices	<ol style="list-style-type: none"> 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- Format 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.
15	N. A	15		
Month: October 2019			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module IV: Employment Communication	Resume Contents of Good Resume, Guidelines for Writing Resume, Different Types of Resumes, Reason for a Cover Letter




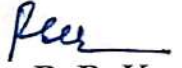
15	N. A	15		Apply for a Job-Format of Cover Letter; Different Types of Cover Letters Employment Communication – Job Interview: Importance and Factors Involving Job Interview; Characteristics of Job Interview; Job Interview Process; Job Interview Techniques- Manners and etiquettes to be maintained during an interview; Sample Questions Commonly asked During Interview
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Month: December 2019			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 2020			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 2020			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 2020			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		


 Ms. Supriya M. Patil
 Subject Teacher


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


 Dr. R. R. Kumbhar
 Principal
 VIVEKANAND COLLEGE KOLHAPUR
 ESTD JUNE 1964
 (Autonomous)