

Annual Teaching Plan

Academic Year: 2020-2021

Subject: English

Name of the teacher: Dr. Salama Maner

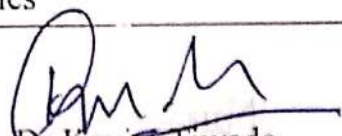
Semester I Department- B.Sc. I

Course Title: English for Communication

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 Continued	Sub-units planned
Lectures	Practical	Total	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	-	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		Total	Prose and Poetry	1. The Auspicious Vision 2. The Book
14		14		
Month: October & November			Revision	All Modules


Dr Salama Maner




Dr Kavita Tiwade,
Head, Department of English

Head,
Department of English
Vivekanand College, Kolhapur

Annual Teaching Plan

Academic Year: 2020-2021

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 Continued	Sub-units planned
Lectures	Practical	Total	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	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

Dr Salama Maner

Dr Kavita Tiwade,

Head,
Department of English
Vivekanand College, Kolhapur



Academic Year: 2020-2021

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	Interview Skills	1.Preparation for Interview 2. Few Tips for successful interview 3. Strategies for Interview
10	-	10		
Month: July			Module/Unit: I	Sub-units planned
Lectures	Practical	Total	Interview Skills and Poetry	1.Personal Qualities 2. FAQ of Interview 3. Enterprise
08	-	08		
Month: July			Module/Unit: II	Sub-units planned
Lectures	Practical	Total	E-communication and Short Story	1.Email 2.E-pal 3.Blog 4. The Ant and the Grasshopper
08	-	08		
Month: August			Module/Unit: III	Sub-units planned
Lectures	Practical	Total	English For Competitive Examination	1. Organizing Paragraph 2. Letter Writing
08	-	08		
Month: August			Module/Unit III	Sub-units planned
Lectures	Practical	Total	English For Competitive Examination	3.Essay Writing 4. Report Writing
08	-	08		
Month: September			Module/Unit: : III & IV	Sub-units planned
Lectures	Practical	Total	Short Story	1. The Look Out Man
10		10		
12		12	Module : IV Article Poetry	1.Forgetting Our Own History 2.The Butterfly
Month: September & October			Module/Unit: IV	Sub-units planned
Lectures	Practical	Total	Poetry	1. For Your Lanes My Country
14		14		
Month: October & November			Revision	All Modules

Dr Salama Maner



Dr Kavita Tiwade,
Head, Department of English

Head
DEPARTMENT OF ENGLISH
VIVEKANAND COLLEGE
KOLHAPUR (EMPOWERED AUTONOMOUS)

Annual Teaching Plan

Academic Year: 2020-2021

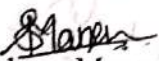
Semester VI Department- B.Sc. III

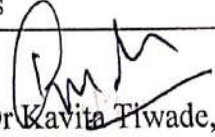
Subject: English-

Course Title: English for Communication

Name of the teacher: Dr Salama Isak Maner

Month : November			Module/Unit: V	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: V	Sub-units planned
Lectures	Practical	Total	Poem	1. Evolution
08	-	08		
Month: December			Module/Unit: VI	Sub-units planned
Lectures	Practical	Total	Note Making and Note Taking	1. Methods of Note Making 2. Methods of Note Taking
04	04	Total 08		
Month: January			Module/Unit: VI	Sub-units planned
Lectures	Practical	Total	Prose	Gateman's Gift
04	04	08		
Month: January			Module/Unit: VII	Sub-units planned
Lectures	Practical	Total	Introduction to Media Writing	1. Print Media 2. Electronic Media
08	-	08		
Month: February			Module/Unit: VII & VIII	Sub-units planned
Lectures	Practical	Total	Short Story	Karma
10		10		
			Article	Bhaurao In America
12		12		
			Poetry	1. The Grass is Really Like Me
Month: March			Module/Unit: VIII	Sub-units planned
Lectures	Practical	Total	Poetry	1. The Granny
14		14		
Month: March & April			Revision	All Modules


Dr Salama Maner


Dr Kavita Tiwade,
Head, Department of English

Head
 DEPARTMENT OF ENGLISH
 B.Sc. III SEMESTER VI
 2020-2021

Annual Teaching Plan

Academic Year: 2020-2021

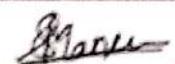
Subject: English

Semester III Department- B.Com II

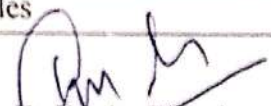
Course Title: English for Business Communication

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
14		14	Prose & Poetry	1. Stormy Arrival in South Africa -M.K.Gandhi 2. The Road Not Taken- Robert Frost
Month: October & November			Revision	All Modules


Dr Salama Maner




Dr Kavita Tiwade,
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VIVEKANAND COLLEGE
KOLHAPUR (EMPOWERED AUTONOMOUS)

Annual Teaching Plan

Academic Year: 2020-2021

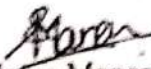
Semester IV Department- B.Com. II

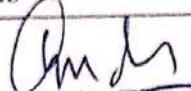
Subject: English

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	2. E-mail 3.
10	-	10		
Month: December			Module/Unit: V Continued	Sub-units planned
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 04	Practical 04	Total 08	English for Competitive Exam	1. Transformation of Sentences
Month: January			Module/Unit: VI	Sub-units planned
Lectures 12	Practical 12	08	English for Competitive Exam	2. Precis Writing 3. Essay Writing
Month: January			Module/Unit: VI	Sub-units planned
Lectures 04	Practical -	Total 04	English for Competitive Exam	1. My Financial Career
Month: February			Module/Unit: VII	Sub-units planned
Lectures 16	Practical	Total 16	English for Banking and Industries	Notice, Agenda and Minutes
Month: March & April			Module/Unit: VII	Sub-units planned
20		20	1. English for Banking and Industries	1. Writing Advertisement 2. Note Taking & Note Making 3. Writing Report
			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 Kavita Tiwade,

DEPARTMENT OF ENGLISH
VIVEKANAND COLLEGE
KOLHAPUR (EMPOWERED AUTONOMOUS)

Annual Teaching Plan

Academic Year: 2020-2021

Semester V Department- B.A. III

Subject: English

Course Title: English for Communication

Name of the teacher: Dr Salama Maner

Month : June			Module/Unit: I	Sub-units planned
Lectures	Practical	Total	Interview Skills	1.Preparation for Interview 2. Few Tips for successful interview 3. Strategies for Interview
10	-	10		
Month: July			Module/Unit: I	Sub-units planned
Lectures	Practical	Total	Interview Skills and Prose	1.Personal Qualities 2. FAQ of Interview 3. The Interview – V.V. John
08	-	08		
Month: July			Module/Unit: II	Sub-units planned
Lectures	Practical	Total	Grammar for Competitive Examinations	1.Vocabulary 2. Tenses 3. Voices 4. Degree
08	-	08		
Month: August			Module/Unit: II	Sub-units planned
Lectures	-	08	English For Competitive Examination and Prose	3.
08				
Month: August			Module/Unit III	Sub-units planned
Lectures	Practical	Total	English For Competitive Examination	3.Essay Writing 4. Report Writing
08	-	08		
Month: September			Module/Unit: : III & IV	Sub-units planned
Lectures	Practical	Total	Short Story	2. The Look Out Man
10		10		
12		12	Module : IV Article Poetry	1.Forgetting Our Own History 2.The Butterfly
Month: September & October			Module/Unit: IV	Sub-units planned
Lectures		14	Poetry	2. For Your Lanes My Country
14				
Month: October & November			Revision	All Modules

Dr Salama Maner

Dr Kavita Tiwade,

Head, Department of English

Head

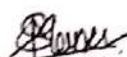
DEPARTMENT OF ENGLISH
VIVEKANAND COLLEGE

V. V. COLLEGE (EMPOWERED AUTONOMOUS)

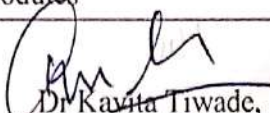
Annual Teaching Plan

Academic Year: 2020-2021 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 Kavita Tiwade,
Head,
 Department of English
 Vivekanand College, Kolhapur

Annual Teaching Plan

Academic Year: 2020-2021

Subject: English

Semester I Department- B.Com I

Course Title: English for Business Communication

Name of the teacher: Dr Prabhavati Arvind Patil

Month : July			Module/Unit: I	Sub-units planned
Lectures	Practical	Total	Developing Vocabulary	1. Word Classes 2. Word Formation Process 3. Synonyms and Antonyms
16	-	16		
Month: August			Module/Unit: I Continued	Sub-units planned
Lectures	Practical	Total	Developing Vocabulary	1. Problem/Confusing Words 2. On Smiles by A. G. Gardiner
08	-	08		
Month: August			Module/Unit: II	Sub-units planned
Lectures	Practical	Total	Description	1. Describing Person, Place, Office and Objects
12	-	12		
Month: September			Module/Unit: II	Sub-units planned
Lectures	-	08	Poetry	2. The Unknown Citizen by W.H. Auden
08			Grammar	Basic English Grammar
Month: September & October			Module/Unit: III	Sub-units planned
Lectures	Practical	Total 10	Grammar	Tense
10				
12		12	Module IV Prose & Poetry	1. Kabuliwala by Rabindranath Tagore 2. . Offering in the Temple by Desika Vinayakam Pillai
Month: October			Module/Unit: IV	Sub-units planned
04		04	Prose & Poetry	3. The Felling of the Banyan Tree Dilip Chitre
Month: November			Revision	All Modules

Dr Prabhavati Patil

Dr Kavita Tiwade,
Head, Department of English



Head,
Department of English
Vivekanand College, Kolhapur

Annual Teaching Plan

Academic Year: 2020-2021

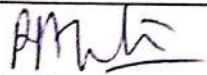
Subject: English

Semester II Department- B.Com I

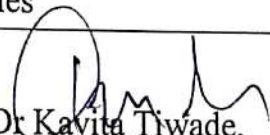
Course Title: English for Business Communication

Name of the teacher: Dr Prabhavati Arvind Patil

Month : November			Module/Unit: IV	Sub-units planned
Lectures	Practical	Total	English Grammar and Usage	1. Articles
10	-	10		
Month: December			Module/Unit: IV Continued	Sub-units planned
Lectures	Practical	Total		1. Active and Passive Voice
08	-	08		
Month: December			Module/Unit: V	Sub-units planned
Lectures	Practical	Total	Functional English	1. Basic Translation Skills
04	04	08		
Month: January			Module/Unit: V	Sub-units planned
Lectures	Practical	08	Business Correspondence (Formal)	2. Writing Letters- Letter of Enquiry, Placing an Order, Letter of Complaint
08	08			
Month: January			Module/Unit: V	Sub-units planned
Lectures	Practical	Total	Prose	1. Why Does the Child Cry? Mulk Raj Anand
04	-	04		
Month: February			Module/Unit: VI	Sub-units planned
Lectures	Practical	Total	English For Specific Purpose	Writing for Journalism,
12		12		
04		04	Poetry	I Thank You God- Bernard Dadie
Month: March			Module/Unit: VII	Sub-units planned
14		14	Prose and Poetry	1. War- Luigi Pirandello 2. To The Cuckoo- William Wordsworth 3. Let Me Not To The Marriage-Shakespeare
Month: March & April			Revision	All Modules


Dr Prabhavati Patil




Dr Kavita Tiwade,
Head, Department of English

Head,
Department of English
Vivekanand College, Kolhapur

Annual Teaching Plan

Academic Year: 2020-2021

Subject: English

Semester III Department- B.Com II

Course Title: English for Business Communication

Name of the teacher: Dr Prabhavati Arvind Patil

Month : July			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: August			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	Practical	Total		2.The Childless One by Jai Nimbkar 3.Those Winter Sundays-Robert Hayden
08	-	08		
Month: September			Module/Unit: III	Sub-units planned
Lectures	Practical	Total	English For Competitive Exams-I	1. Building Vocabulary 2. English Grammar
08	-	08		
Month: September & October			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	Practical	Total	Prose & Poetry	1. Stormy Arrival in South Africa -M.K.Gandhi 2. The Road Not Taken- Robert Frost
14		14		
Month: November			Revision	All Modules

Dr Prabhavati Patil



Dr Kavita Tiwade,
Head, Department of English

Head,
Department of English
Vivekanand College, Kolhapur

Academic Year: 2020 2021

Subject: English

Name of the teacher: Dr Prabhavati Arvind Patil

Annual Teaching Plan

Semester IV Department- B.Com II

Course Title: English for Business Communication

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

Dr Prabhavati Patil



Dr Kavita Tiwade,
Head, Dept of English

Head,
Department of English
Vivekanand College, Kolhapur

Academic Year: 2020-2021

Subject: English

Annual Teaching Plan
Semester III Department- B.A. II DSC English

Course Title: Language and Linguistics

Name of the teacher: Dr Prabhavati Arvind Patil

Month : July			Module/Unit: I	Sub-units planned
Lectures	Practical	Total	Speech and Writing	1. Characteristics of speech 2. Characteristics of writing,
10	-	10		
Month: July			Module/Unit: I Continued	Sub-units planned
Lectures	Practical	Total	Speech and Writing	1. difference between speech and writing
08	-	08		
Month: August			Module/Unit: II	Sub-units planned
Lectures	Practical	Total	Phonetics and Phonology	1. Syllables, 2. Word stress,
08	-	08		
Month: August			Module/Unit: II	Sub-units planned
Lectures	Practical	Total	Phonetics and Phonology	1. Weak and strong forms 2. Intonation
08	-	08		
Month: September			Module/Unit: III	Sub-units planned
Lectures	Practical	Total	Mass communication	1. Definition of mass media 2. Different forms of mass media
08	-	08		
Month: September			Module/Unit: III	Sub-units planned
Lectures	Practical	Total	Mass communication	Speech and writing for print media
10	-	10		
12	-	12	Module IV Functional English	1. Writing advertisements 2. Writing Radio scripts
Month: October			Module/Unit: IV	Sub-units planned
Lectures	Practical	Total	Functional English	3. Writing News Reports etc.
14	-	14		
Month: November			Revision	All Modules

Dr Prabhavati Patil



Dr Kavita Tiwade,
Head, Department of English

Head,
Department of English
Vivekanand College, Kolhapur

Academic Year: 2020-2021

Annual Teaching Plan

Semester IV Department- B.A. II DSC English

Subject: English

Course Title: Language and Linguistics

Name of the teacher: Dr Prabhavati Arvind Patil

Month : November			Module/Unit: V	Sub-units planned
Lectures	Practical	Total	Syntax: Phrases	1.Noun Phrase 2. Genitive Phrase
06	-	06		
Month: December			Module/Unit: V Continued	Sub-units planned
Lectures	Practical	Total	Syntax: Phrases	1. Prepositional Phrase 2. Adjective Phrase 3. Adverb Phrase
08	-	08		
Month: December			Module/Unit: VI	Sub-units planned
Lectures	Practical	Total 12	Syntax: Clauses and sentences	1. Types of Sentences 2.Subordination
08	04			
Month: January			Module/Unit: VI	Sub-units planned
Lectures	Practical	08	Syntax: Clauses and sentences	1. Direct Clauses 2. Indirect Clauses
04	04			
Month: January			Module/Unit: VII	Sub-units planned
Lectures	Practical	Total	Introduction to Translation	1. Basic concepts and terms
08	-	08		
Month: February			Module/Unit: VII	Sub-units planned
Lectures	Practical	Total	Introduction to Translation	Translation Competence
10		10		
12		12	Module VIII Functional English	Translating Non-literary text
Month: March			Module/Unit: VIII	Sub-units planned
14		14	Functional English	Translating General books, news, film/book reviews
Month: April & May			Revision	All Modules

Dr Prabhavati Patil



Dr Kavita Tiwade,
Head, Department of English

Head,
Department of English
Vivekanand College, Kolhapur

Annual Teaching Plan

Academic Year: 2020-2021

Semester V Department- DSE English

Subject: English Course Title: Linguistics

Name of the teacher: Dr Prabhavati Arvind Patil

Month : July			Module/Unit: I	Sub-units planned
Lectures	Practical	Total	Introduction to Semantics	1. What is Semantics? 2. Types of Semantics,
10	-	10		
Month: July			Module/Unit: I Continued	Sub-units planned
Lectures	Practical	Total	Introduction to Semantics	1. Nature of Semantics 2. Sense Relations
08	-	08		
Month: August			Module/Unit: II	Sub-units planned
Lectures	Practical	Total	Introduction to Pragmatics	1. What is Pragmatics? 2. Speech Act Theory
08	-	08		
Month: August			Module/Unit: II	Sub-units planned
Lectures	-	08	Introduction to Pragmatics	3. Locutionary Act 4. Illocutionary Act 5. Perlocutionary Act
08				
Month: September			Module/Unit: III	Sub-units planned
Lectures	Practical	Total	Concept of Discourse	Mode of Discourse Tone of Discourse Domain of Discourse
08	-	08		
Month: September			Module/Unit: III	Sub-units planned
Lectures	Practical	Total	Concept of Discourse	Unity, Cohesion, Coherence
10		10		
12		12	Module IV Discourse Analysis	Analysis of Literary Text
Month: October			Module/Unit: IV	Sub-units planned
14		14	Discourse Analysis	Analysis of Discourse
Month: November			Revision	All Modules

Dr Prabhavati Patil



Dr Kavita Tiwade,
Head, Department of English

Head,
Department of English
Vivakanand College, Kolhapur

Academic Year: 2020-2021

Annual Teaching Plan

Subject: English Course Title: Linguistics

Semester VI Department- DSE English

Name of the teacher: Dr Prabhavati Arvind Patil

Month : November			Module/Unit: V	Sub-units planned
Lectures	Practical	Total	Syntax: Sentence Connection,	1. Substitutions
10	-	10		
Month: December			Module/Unit: V Continued	Sub-units planned
Lectures	Practical	Total	Syntax: Sentence Connection,	1. Ellipses
08	-	08		
Month: December			Module/Unit: VI	Sub-units planned
Lectures	Practical	Total	Ambiguity	1. What is Ambiguity 2. Types of Ambiguity
04	04	08		
Month: January			Module/Unit: VI	Sub-units planned
Lectures	Practical	Total	Ambiguity	1. Lexical/Phrasal Ambiguity 2. Sentential Ambiguity
04	04	08		
Month: January			Module/Unit: VII	Sub-units planned
Lectures	Practical	Total	Focused Emphasis	1. Basic and Derived Structures
08	-	08		
Month: February			Module/Unit: VII	Sub-units planned
Lectures	Practical	Total	Focused Emphasis	Clefting Pseudo Clefting Fronting and so on Varieties of language
10		10		
12		12	Module VIII Language variations	
Month: March			Module/Unit: VIII	Sub-units planned
Lectures	Practical	Total	Language variations	Dialects and Registers
14		14		
Month: April & May			Revision	All Modules

Dr Prabhavati Patil

Dr Kavita Triwade,
Head, Department of English



Head,
Department of English
Vivekanand College, Kolhapur

Academic Year: 2019-2020

Annual Teaching Plan

Subject: English

Semester V Department- English Compulsory

Course Title: English for Communication

Name of the teacher: Dr Prabhavati Arvind Patil

Month : July			Module/Unit: I	Sub-units planned
Lectures	Practical	Total	Interview Skills	1. Dos and Don'ts of Interview
10	-	10		
Month: July			Module/Unit: I Continued	Sub-units planned
Lectures	Practical	Total	Reading Comprehension	I Shall Return To This Bengal by Jibananda Das
08	-	08		
Month: August			Module/Unit: II	Sub-units planned
Lectures	Practical	Total	Grammar for Competitive Examinations	1. Tenses 2. Vocabulary-synonyms, antonyms 3. Phrase structure
12		12		
Month: August			Module/Unit: II	Sub-units planned
Lectures	Practical	Total	Reading Comprehension	The Lottery - Shirley Jackson
04	-	04		
Month: September			Module/Unit: III	Sub-units planned
Lectures	Practical	Total	Writing Skills for Competitive Examinations	Précis writing Note Making and note taking Organizing Paragraph
08	-	08		
Month: September			Module/Unit: III	Sub-units planned
Lectures	Practical	Total	Reading Comprehension	After Twenty Years by O' Henry
10		10		
12		12	Module IV Reading Comprehension	A. The Lighthouse Keeper of Aspinwall by Henry Sienkiewicz
Month: October			Module/Unit: IV	Sub-units planned
Lectures	Practical	Total	Reading Comprehension	B.(i) Song of Youth - A. P. J. Abdul Kalam (ii) The Orphan Girl - Henry Derezio
14		14		
Month: November			Revision	All Modules

Dr Prabhavati Patil



Dr Kavita Tiwade,
Head, Department of English

Head,
Department of English
Vivekanand College, Kolhapur

Academic Year: 2019-2020

Subject: English

Name of the teacher: Dr Prabhavati Arvind Patil

Annual Teaching Plan

Semester VI Department- English Compulsory

Course Title: English for Communication

Month : November			Module/Unit: V	Sub-units planned
Lectures	Practical	Total	Group Discussion	Agreement, Disagreement and Partial agreement
10	-	10		
Month: December			Module/Unit: V Continued	Sub-units planned
Lectures	Practical	Total	Reading Comprehension	B. The Mystic Drum - Gabriel Okara
08	-	08		
Month: December			Module/Unit: VI	Sub-units planned
Lectures	Practical	Total 08	Note Making and Note Taking	Note making Note Taking
04	04			
Month: January			Module/Unit: VI	Sub-units planned
Lectures	Practical	08	Reading Comprehension	B. Three Questions - Leo Tolstoy
04	04			
Month: January			Module/Unit: VII	Sub-units planned
Lectures	Practical	Total	Media Writing	1. News report 2. Writing headlines
08	-	08		
Month: February			Module/Unit: VII	Sub-units planned
Lectures	Practical	Total	Reading Comprehension	B. Eight Rupees - Murli Das Melwani
10		10		
12		12	Module VIII Reading Comprehension	A. The Interview - V.V. John
Month: March			Module/Unit: VIII	Sub-units planned
14		14	Reading Comprehension	B. (i) Two Dead Soldiers- Jean Arasanayagam (ii) Bora Ring - Judith Wright
Month: April & May			Revision	All Modules

Dr Prabhavati Patil



Dr Kavita Tiwade,
Head, Department of English

Head,
Department of English
Vivekanand College, Kolhapur

Vivekanand College, Kolhapur (Autonomous)
Department of English
Annual Teaching Plan
 Academic Year: 2020-2021

Name of the Teacher : Ms. Supriya M. Patil

Class: Bio. Tech. III

Semester: V

Course Title: English for Communication

Month: July 2020			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module I:	
15	N. A	15	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
Month : August 2020			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module II:	
15	N. A	15	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
Month: September 2020			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module III:	
15	N. A	15	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



Month: October 2020			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module IV: A. Group Discussion 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 & Refining Suggestions 6) Commenting on the Attitudes of Others 7) Summing Up 8) Evolution , poem by Sherman Alexie
15	N. A	15		



Month: December 2020			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module V:	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 Short Story by R. K. Narayan
15	N. A	15	VI. A. Note Making & Note Taking B. Short Story	
Month : January 2021			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module VI:	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
15	N. A	15	VI. An Introduction to Media Writing B. Prose	
Month: February 2021			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module VII:	1) Karma by Khushwant Singh
15	N. A	15	A. Prose	
Month: March 2021			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module VIII:	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	B. Poem C. Poem	

Ms. Supriya M. Patil
Subject Teacher

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



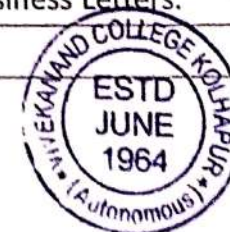
Dr. R. R. Kumbhar
Principal
PRINCIPAL
Vivekanand College
Kolhapur

Vivekanand College, Kolhapur (Autonomous)
Department of English
Annual Teaching Plan
Academic Year: 2020-21

Name of Teacher : Ms. Supriya M. Patil

Class: B. B. A. Part I **Semester: I** **Course Title: Business Communication**

Month: July 2020			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module I: Introduction to Communication:	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 2020			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module II: Communication Network	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 2020			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module III: Writing Memos, Circulars and Notices	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 2020			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 to 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
15	N. A	15		

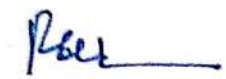


Month: December 2020			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module V: Oral Communication	1. Nature, characteristics, Principles of effective oral communication 2. Speech -prepared speech, public speech and extempore speech 3. Media of Oral communication- face to face communication, teleconferences, press conferences
15	N. A	15		
Month : January 2021			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 2021			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 2021			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
 Head
 DEPARTMENT OF ENGLISH
 VIVEKANAND COLLEGE
 KOLHAPUR (AUTONOMOUS)




 Dr. R. R. Kumbhar
 Principal
PRINCIPAL
 Vivekanand College
 Kolhapur

Vivekanand College, Kolhapur (Autonomous)
Department of English
Annual Teaching Plan
Academic Year: 2020-2021

Name of the teacher : Dr. K. D. Tiwade

Class: BA III

Semester: V

Course Title: English for Communication

Month: June 2020			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 2020			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 2020			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 2020			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 2020			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module V:	A. Group discussion
15	N. A	15		B. The Lighthouse Keeper of Aspinwall – Henry Sienkiewicz
Month : December 2020			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module VI:	A. Note Making and Note Taking
15	N. A	15		B. Three Questions – Leo Tolstoy
Month: January 2021			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module VII:	A. Media Writing
15	N. A	15		B. Eight Rupees – Murli Das Melwani
Month: February 2021			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module VIII:	A. The Mystic Drum – Gabriel Okara
15	N. A	15		B. Two Dead Soldiers – Jean Arasanayagam
				C. Bora Ring – Judith Wright

[Signature]
Dr. K. D. Tiwade
Subject Teacher

HEAD
DEPARTMENT OF ENGLISH
JIVEKANAND COLLEGE
KOLHAPUR (AUTONOMOUS)

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Dr. R. R. Kumbhar
Principal
PRINCIPAL
Jivekanand College
Kolhapur



Vivekanand College, Kolhapur (Autonomous)
Department of English
Annual Teaching Plan
 Academic Year: 2020-2021

Name of Teacher : Dr. S. I. Maner

Class: Bio. Tech. III

Semester: V

Course Title: English for Communication

Month: July 2020			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 2020			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 2020			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 2020			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. Maner
Dr. S. I Maner
 Subject Teacher

K. D. Tiwade
Dr. K. D. Tiwade
 Head, Dept. of English
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 KOLHAPUR (AUTONOMOUS)

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