

LESSON PLAN
Session: 2025-26

Name of Teacher: Rajender Singh
Subject: - English (AEC)
Class: -1st Semester

Week	Topics to be Covered
1 st Week 16.07.25 – 19.07.25	Introduction to the syllabus.
2 nd Week 21.07.25 – 26.07.25	Introduction to the syllabus and the scheme of examination.
3 rd Week 28.07.25 – 02.08.25	Theory of Communication. The communication cycle.
4 th Week 04.08.25 – 09.08.25	Elements of communication process. Types of Communication. Effective communication.
5 th Week 11.08.25 – 16.08.25	Models of communication. Verbal Communication and its different aspects.
6 th Week 18.08.25 – 23.08.25	Non-verbal Communication and its different aspects.
7 th Week 25.08.25 – 30.08.25	Workplace and interpersonal communication. Key elements of Interpersonal Communication. Its different Challenges.
8 th Week 01.09.25-06.09.25	Introducing oneself. Introducing others.
9 th Week 08.09.25-13.09.25	Offering help. Congratulating.
10 th Week 15.09.25-20.09.25	Making Enquiries. Seeking Permission. Different ways of making enquiries and seeking permission.

11 th Week 22.09.25-27.09.25	Revision of topics covered so far.
12 th Week 29.09.25-04.10.25	Listening skills and their importance.
13 th Week 06.10.25-11.10.25	Types of listening skills.
14 th Week 13.10.25-18.10.25	Barriers to effective listening.
15 th Week 20.10.25-25.10.25	Diwali Vacations
16 th Week 27.10.25-01.11.25	Class Test
17 th Week 03.11.25-08.11.25	Assignments
18 th Week 10.11.25-15.11.25	Overcoming the barriers to effective listening.
19 th Week 17.11.25-22.11.25	Note-taking techniques to capture the main ideas.
20 th Week 24.11.25-29.11.25	Revision.


 (RAJENDER SINGH)
 Asst. Prof. of English.