**Lesson Plan (2025-26)**

**Class BA I AEC V3; Semester 01: SUSGC Matak, Majri-Indri, Karnal**

**Name of teacher: Naveen Kumar**

***AEC (Ability Enhancement Course): English Language & Communication Skills-I***

***July:*** *Introduction to the syllabus and the basic skills*

Chapter 1. Communication: Meaning, term and definition of communication

Types, model, business and theory of communication

***August*:** Chapter 2. Verbal Communication: Meaning, term and definition of verbal communication

Types of Verbal Communication

Chapter 3. Non-Verbal Communication and Explanation of the chapter

***September*:** Chapter 4. Listening Skill

Meaning, term, definition and types of the skill

Process and Barrier of Listening Skill

Chapter 5.Workplace and Interpersonal Communication

Introduction to the chapter

Meaning, definition, channel and advantages/importance of this communication

Sessional Test and Assignments

***October:*** *Introduction to the Grammar*

Chapter 6. Parts of Speech

Nouns, Pronouns, Adjectives, Verbs, Adverbs, Conjunctions and Interjections

Chapter 7. Note Taking

Introduction to the chapter, meaning, term, explanation of rules and uses of note taking

***November*:** Chapter 8. Introduction to Oneself and other Related Elements

Meaning and methods of the topic

Discussion on question-answers and revision of the syllabus

Signature of teacher

Department of English