**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