

Satyug Darshan Institute of Engineering and TechnologyLesson Plan / Teaching Plan / Lecture Plan with Progress: BBA 2nd Semester: 2025-26

Course Name (Code): ENGLISH-II-AEC-201-V

Faculty Name- Sheetal Kaushik

Topics / lectures are arranged in sequence - same - as to be taught in the class. Maintain data related to "Date" in its hard copy					
S. No	Lecture No	Topic Description	Teaching Pedagogy	Reference Material	Remarks, if any
1	1	INTRODUCTION OF NARRATION , IMPORTANCE	TC-1	R1	
2	2	TYPES OF NARRATIONS, ELEMENTS	TC-1	R2	
3	3	WRITING, TYPES ESSENTIALS	TC-1	R1	
4	4	DEFINITION OF DEFINE, FEATURES, IMPORTANCE	TC1	R1	
5	5	TYPES OF FEATURES ARGUE	TC1	R3	
6	6	TYPES &IMPORTANCE OF DESCRIBE	TC1	R4	
7	7	PRECISE , READING COMPREHENSION	TC1	R3	
8	8	REPORT WRITING TYPES &IMPORTANCE	TC1	R2	
9	9	TYPES OF REPORTS	TC-1	R3	
10	10	SPEECHES	TC-1	R2	
11	11	ORATORY SKLLS ,TECHNIQUES OF PUBLIC SPEAKING	TC-1	R1	
12	12	TYPES OF SPEECHES	TC1	R1	
13	13	EXTEMPOREANEOUS & IMPROMPTU SPEECHES	TC1	R2	
14	14	IMPORTANCE OF SPECHES, QUALITIES	TC1	R1	
15	15	CLASS TEST-1	TC1	R2	
16	16	ESSAY WRITING, TYPES, STRUCYURE OF ESSAY	TC1	R3	
17	17	WRITTEN COMMUNICATION	TC-1	R4	
18	18	PROGRESSION OF THOUGHTS , STAGES	TC-1	R3	
19	19	PARAGRAPHS	TC-1	R1	
20	20	TYPES , STRUCTURE OF PARAGRAPHS	TC1	R3	
21	21	FEATURES	TC1	R1	
22	22	TYPES OF FEATURES (DRAFTING)	TC1	R1	
23	23	ARTICLES (DRAFTING)	TC1	R1	
24	24	OP-ED'S	TC1	R2	
25	25	SOLO-PERFORMANCE (TYPES)	TC-1	R4	
26	26	GROUP PERFORMANCE (TYPES)	TC-1	R1	
27	27	DRILLS	TC-1	R3	
28	28	READING DRILLS	TC1	R4	
29	29	WRITING DRILLS	TC1	R3	

30	30	TYPES OF DRILLS	TC1	R1	
31	31	CLASS-TEST-II	TC1	R3	
32	32	TYPES OF REPORTS (REVISION	TC1	R2	
33	33	NARRATION (REVISION)	TC-1	R4	
34	34	STRUCTURES OF PARAGRAPHS (REVISION)	TC-1	R1	
35	35	OPED'S (REVISION)	TC-1	R3	
36	36	REVISION OF UNIT-1 & 2	TC1	R1	
37	37	REVISION OF UNIT-3 & 4	TC1	R1	
38	38	PYQ'S	TC1	R3	
39	39	PPT-UNIT-1&2	TC1	R4	
40	40	PPT- UNIT-3&4	TC1	R3	

Study Material / Books / Web-resources / Online Courses Links etc.

S. No.	Description
1	Madhulika Jha, Echoes, Orient Long Man.
2	Ramon & Prakash, Business Communication, Oxford.
3	Sydney Greenbaum Oxford English Grammar, Oxford.
4	M. Ashraf Rizvi ,Effective Technical Communication, Tata McGraw Hill
5	Anjanee Sethi & Bhavana Adhikari, Business Communication, Tata McGraw Hill