



## B.P.PODDAR INSTITUTE OF MANAGEMENT & TECHNOLOGY

137 V.I.P. ROAD, KOLKATA - 700052

### Lesson Plan

2020-21

Program: B.tech-**Information Technology**

Credit: 2

Contact: 2L

Course Code: HM-HU 201

Course Name: **English**

**Faculty: Abhijit Gupta**

Lecture (L)no./ Tutorial (T)	Topics covered	Text books/ Reference books	Teaching aids/ Methodology	Course Outcome	Bloom's level
<b>Vocabulary Building</b>					
L1	Word Formation	T1: cp8 R1:cp1	TA1, TM1	CO1	Remember
L2	Root Words from Foreign Language and their uses	T1: cp8 R1: cp1	TA1, TM1	CO1	Remember
L3	Prefixes and Suffixes	T1:cp8 R1: cp3	TA1, TM1	CO1	Remember
L4	Synonyms, Antonyms	T1: cp8 R1:cp1	TA1, TM1	CO1	Remember
<b>Nature and Style of Sensible Writing</b>					
L5	Describing & Defining	R1:cp7	TA1, TM1	CO2	Understand
L6	Classifying & Providing examples or evidence	R1:cp7	TA1, TM1	CO2	Understand
L7	Writing proper introduction & conclusion	R1:cp7	TA1, TM1	CO2	Understand
L8	Writing proper introduction & conclusion	R1:cp7	TA1, TM1	CO2	Understand
<b>Identifying Common Errors in Writing</b>					
L9	Subject-verb agreement, Noun-pronoun agreement	T1:cp3 R1: cp6	TA 1, TM 1	CO3	Understand
L10	Misplaced modifiers, Redundancies and Clichés	R1:cp6	TA 1, TM 1	CO3	Understand

L11	Articles & Prepositions	T1:cp2	TA 1, TM 1	CO3	Understand
<b>Basic Writing Skill</b>					
L12	Sentence structure & style, Use of phrases & clauses in sentences	R1: cp4	TA 1, TM 1	CO4	Apply
L13	Importance of proper punctuation	T1:cp3 R1:cp4	TA 1, TM 1	CO4	Apply
T14	Creating Coherence	T1:cp20 R1:cp7 R2:cp2	TA1, TM 1	CO4	Apply
L15	Techniques for writing precisely	R1:cp7	TA 1, TM 1	CO4	Apply
L16	Practice basic writing skills	R1:cp4, cp7 T1:cp3, cp20 R2:cp 2	TA 1, TM 1	CO4	Apply
<b>Writing Practice</b>					
L17	Reading Comprehension passages	T1:cp19 R1:cp8	TA1, TM1	CO5	Analyse
L18	Précis writing	T1:cp19 R1:cp8	TA1, TM1	CO5	Analyse
L19	Précis writing Practice	T1:cp19 R1:cp8	TA1, TM1	CO5	Analyse
L20	Essay writing	T1:cp21 R1:cp8	TA1, TM1	CO5	Analyse
L21	Essay writing	T1:cp21 R1:cp8	TA1, TM1	CO5	Analyse
<b>Business Communication</b>					
L22	Business Letters	T1:cp22	TA1, TM1	CO6	Apply
L23	Business Letters	T1:cp22	TA1, TM1	CO6	Apply
L24	Cover Letter	T1:cp22	TA1, TM1	CO6	Apply
L25	CV writing	T1:cp22	TA1, TM1	CO6	Apply
L26	E-mail writing	T1:cp25	TA1, TM1	CO6	Apply
<b>Gaps in the Syllabus</b>	Preparing formal Presentation	R2:cp5	TA1, TM1	CO6	Apply

**Text book (T):**

1. Kumar, Sanjay & Pushplata (2011). Communication Skills. OUP, New Delhi.

**Reference books (R):**

1. Prasad. P. (2018). Universal English in the Twenty-First Century. S.K.Kataria & Sons. New Delhi
2. English Skills for Technical Students. Orient Longman. (2002).

**Teaching aids (TA):**

1. Chalk & Talk

**Teaching Methodology (TM):**

1. Lecture

Faculty:

HOD:

Abhijit Gupta

Dr. Ranjana Goswami