I.B. (PG) COLLEGE, PANIPAT (SESSION 2019-20)

Weekly Lesson Plan (January 2020 - April 2020)

Name of the Paper:- DEVELOPING COMPOSITION SKILLS Class: BA III (D)

Name of the Teachers: DR NIDHI

WEEK	DATE	TOPICS
1	January (1 - 4)	INTRODUCTION TO THE SYLLABUS
		LETTER WRITING: MEANING, TYPES, ELEMENTS
1		LETTER WRITING: STRUCTURE AND FORMAT OR LAYOUT
		BUSINESS LETTERS: MEANING, TYPES
		SUNDAY - 05.01.2020
		BUSINESS LETTERS: BASIC ELEMENTS OF A GOOD BUSINESS LETTER
		BUSINESS LETTERS: FORMAT AND POINTS TO BE KEPT IN MIND
2	January	OFFICIAL LETTERS: TYPES, ELEMENTS AND FORMAT
2	(6-11)	JOB APPLICATION
		RESUME: SAMPLE
		PRACTICE (BUSINESS LETTERS)
		SUNDAY - 12.01.2020
	January (13-18)	PRACTICE (BUSINESS LETTERS)
3		ONE-WORD SUBSTITUTIONS
		ONE-WORD SUBSTITUTIONS
		ONE-WORD SUBSTITUTIONS
		OFFICIAL LETTERS: RECOMMENDATION AND REFERENCE LETTERS
		PRECISE WRITING: MEANING AND RULES
		SUNDAY - 19.01.2020
	January (20 -25)	PRECISE WRITING: STEPS TO FOLLOW AND POINTS TO BE KEPT IN MIND
4		PRECISE WRITING: EXERCISE FOR PRACTICE
		PRECISE WRITING: EXERCISE FOR PRACTICE
		ASSIGNMENT GIVEN: PRECISE WRITING
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	(====)	ONE-WORD SUBSTITUTIONS

ONE-WORD SUBSTITUTIONS ONE-WORD SUBSTITUTIONS ONE-WORD SUBSTITUTIONS PRACTICE (BUSINESS LETTERS) ASSIGNMENT MEMORANDUM: MEANING, FORMAT AND GENERAL RULES MEMORANDUM: HOW TO WRITE A MEMO (SAMPLE) SUNDAY - 02.02.2020 MEMO: EXERCISES MEMO: EXERCISES CIRCULAR: MEANING, FORMAT AND DIFFERENCE BETWEEN A NOTICE AND CIRCULAR CIRCULAR: ONE OR TWO SAMPLES PRACTICE OF CIRCULAR PRACTICE OF CIRCULAR PRACTICE OF CIRCULAR PLACING AN ORDER OF GOODS (EXAMPLE) PLACING AN ORDER OF GOODS (EXAMPLE) PRACTICE (BUSINESS LETTERS) ONE-WORD SUBSTITUTIONS CLASS TEST SUNDAY - 16.02.2020 PRECISE WRITING: EXERCISE FOR PRACTICE PRECISE WRITING: EXERCISE FOR PRACTICE A LETTER OF COMPLAINT AND REPLY			January 25 04 2020
ONE-WORD SUBSTITUTIONS January (27-31) February (1) PRACTICE (BUSINESS LETTERS) ASSIGNMENT MEMORANDUM: MEANING, FORMAT AND GENERAL RULES MEMORANDUM: HOW TO WRITE A MEMO (SAMPLE) SUNDAY - 02.02.2020 MEMO: EXERCISES MEMO: EXERCISES CIRCULAR: MEANING, FORMAT AND DIFFERENCE BETWEEN A NOTICE AND CIRCULAR CIRCULAR: ONE OR TWO SAMPLES PRACTICE OF CIRCULAR PRACTICE OF CIRCULAR PRACTICE OF CIRCULAR PRACTICE OF CIRCULAR PRACTICE (BUSINESS LETTERS) PRACTICE (BUSINESS LETTERS) ONE-WORD SUBSTITUTIONS CLASS TEST SUNDAY - 16.02.2020 PRECISE WRITING: EXERCISE FOR PRACTICE PRECISE WRITING: EXERCISE FOR PRACTICE PRECISE WRITING: EXERCISE FOR PRACTICE PRECISE WRITING: EXERCISE FOR PRACTICE PRECISE WRITING: EXERCISE FOR PRACTICE PRECISE WRITING: EXERCISE FOR PRACTICE LETTERS OF COMPLAINT REGARDING POOR SALES LETTERS OF COMPLAINT AND REPLY			January - 26.01.2020
February (10-15) PRACTICE (BUSINESS LETTERS) ASSIGNMENT MEMORANDUM: MEANING, FORMAT AND GENERAL RULES MEMORANDUM: HOW TO WRITE A MEMO (SAMPLE) SUNDAY - 02.02.2020 MEMO: EXERCISES MEMO: EXERCISES CIRCULAR: MEANING, FORMAT AND DIFFERENCE BETWEEN A NOTICE AND CIRCULAR CIRCULAR: ONE OR TWO SAMPLES PRACTICE OF CIRCULAR PRACTICE OF CIRCULAR PRACTICE OF CIRCULAR PRACTICE OF CIRCULAR PRACTICE (BUSINESS LETTERS) ONE-WORD SUBSTITUTIONS CLASS TEST SUNDAY - 16.02.2020 PRECISE WRITING: EXERCISE FOR PRACTICE			ONE-WORD SUBSTITUTIONS
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PRECISE WRITING: EXERCISE FOR PRACTICE A LETTER OF COMPLAINT REGARDING POOR SALES LETTERS OF COMPLAINT AND REPLY			SUNDAY - 16.02.2020
8 February (17-22) A LETTER OF COMPLAINT REGARDING POOR SALES LETTERS OF COMPLAINT AND REPLY	8		PRECISE WRITING: EXERCISE FOR PRACTICE
8 (17-22) LETTERS OF COMPLAINT AND REPLY			PRECISE WRITING: EXERCISE FOR PRACTICE
LETTERS OF COMPLAINT AND REPLY			A LETTER OF COMPLAINT REGARDING POOR SALES
LETTERS OF THE STATE OF THE STA			LETTERS OF COMPLAINT AND REPLY
LETTERS OF ENQUIRY			LETTERS OF ENQUIRY
LETTERS OF ENQUIRY AND REPLY			LETTERS OF ENQUIRY AND REPLY
SUNDAY - 23.02.2020			SUNDAY - 23.02.2020
BUSINESS LETTERS(EXAMPLES)		February (24-29)	BUSINESS LETTERS(EXAMPLES)
BUSINESS LETTERS(EXAMPLES)			BUSINESS LETTERS(EXAMPLES)
February JOB APPLICATION (EXAMPLES)			JOB APPLICATION (EXAMPLES)
1 4 1	9		JOB APPLICATION (EXAMPLES)
RESUME: SAMPLE			
CURRICULUM VITAE: SAMPLE			

		SUNDAY - 01.03.2020
		RECOMMENDATION LETTER
		RECOMMENDATION LETTER
		A LETTER TO EDITOR ABOUT ENCROACHMENT ON THE CITY ROADS
10	March (02 -07)	A LETTER TO EDITOR ABOUt IRREGULAR WATER SUPPLY
		PRECISE WRITING: EXERCISE FOR PRACTICE
		PRECISE WRITING: EXERCISE FOR PRACTICE
		SUNDAY - 08.03.2020
		HOLI BREAK
		HOLI BREAK
44	NA 1 (00 44)	HOLI BREAK
11	March (09 -14)	HOLI BREAK
		HOLI BREAK
		HOLI BREAK
		SUNDAY - 15.03.2020
		E-MAIL WRITING:INTRODUCTION AND GENERAL RULES
		E-MAIL WRITING:FORMAT AND HOW TO WRITE AN E-MAIL(SAMPLE)
12	March (16 -21)	E-MAIL WRITING:EXERCISES
12		E-MAIL WRITING:EXERCISES
		E-MAIL WRITING:EXERCISES
		E-MAIL WRITING:EXERCISES
		SUNDAY - 22.03.2020
		SUMMARIZING
13	March (23-28)	SUMMARIZING
		RTI: INTRODUCTION, MEANING, AND RULES
		RTI: ONE OR TWO SAMPLES
		RTI: ONE OR TWO SAMPLES
		RTI: EXERCISES FOR PRACTICE
		SUNDAY - 29.03.2020
	March (30 -31) April 1-4)	RTI: EXERCISES FOR PRACTICE
		RTI: EXERCISES FOR PRACTICE
14		RTI: EXERCISES FOR PRACTICE
		ASSIGNMENT
		ONE-WORD SUBSTITUTIONS
		ONE-WORD SUBSTITUTIONS

		SUNDAY - 05.04.2020
		A LETTER OF COMPLAINT ABOUT INCREASING THEFTS
		A LETTER FOR APPOINTING A RADIOLOGIST IN THE CIVIL HOSPITAL
15	1 (05 44)	A LETTER OF APPRECIATION
15	April (06 -11)	PRACTICE OF CIRCULAR
		PRACTICE OF MEMO
		PRACTICE OF E-MAIL
		SUNDAY - 12.04.2020
		REVISION
		REVISION
16	April (13-18)	REVISION
	April (13 10)	REVISION
		REVISION
		REVISION
		SUNDAY - 19.04.2020
	April (20-25)	EXAMINATIONS
17		EXAMINATIONS
		SUNDAY - 26.04.2020
	April (27-30)	EXAMINATIONS
18		EXAMINATIONS
		EXAMINATIONS
		EXAMINATIONS

IB(PG) COLLEGE, PANIPAT SESSION 2019-20

LESSON PLAN
Name of Teacher:

LESSON PLAN: 19 WEEK (JULY - NOV)

WEEK	DATE	CLASS RA W Section A Subject HxxXI
	16-Jul-19	HAWAN & INAUGURATION SESSION 2019-20
	17-Jul-19	TIME-TABLE DISPLAY & DISCUSSION
1	18-Jul-19	ORIENTATION PROGRAMME & LIBRARY VISIT (SCIENCE)
*	19-Jul-19	ORIENTATION PROGRAMME & LIBRARY VISIT (COMMERCE)
	20-Jul-19	ORIENTATION PROGRAMME & LIBRARY VISIT (ARTS)
	21-Jul-19	SUNDAY
	22-Jul-19	पाठ्य क्रम विध्य न्यन्य
	23-Jul-19	समका भीन हुन्दी कतिया मेळ अने का साहित्यक पहिन्छ
	24-Jul-19	अने के की किस्ता है है। के किस्ता की किस्ता की कारण अने के किस्ता है। व अंदी के दीए की
2	25-Jul-19	
	26-Jul-19	्राह्म दीप अंक्षिण की द्रमाला
1	27-Jul-19	" " " " STE EIT STOWN OU STIEM
	28-Jul-19	SUNDAY
	29-Jul-19	ं सुनी सी सांक्ष रक्ष का सांव कोट्यास्व
	30-Jul-19	" , उड्डनंश हाहिंग, थ्री जास्मा
	31-Jul-19	SHAHEED UDHAM SINGH MARTYRDOM DAY
3	01-Aug-19	महीर सकामर मिलाइ के सिताबीक कि हिर हिस
	02-Aug-19	" प्रमुखरात्मव अस्म
	100000000000000000000000000000000000000	TORON CONTROL OF THE PARTY OF T
	03-Aug-19	HARDING TWO
	04-Aug-19	The state of the s
	05-Aug-19	
	06-Aug-19	
A	07-Aug-1	ने नार्य त्या मुक्तिया देश का इंडा तहिया, की दमस्या
1	08-Aug-1	" " " प्रायम की आक्रम की ट्याइमा



	09-Aug-19	
4	10-Aug-19	" " व्यासाह कर गीतः की द्यासमा
	11-Aug-19	SUNDAY
	12-Aug-19	ID-UL-ZUHA (BAKE-ID)
	13-Aug-19	" " 'शका काम वहा, भा दातम
	14-Aug-19	, " 'यने हर कालावार में कीट्यम्बा
5	15-Aug-19	INDEPENDENCE DAY / RAKSHA BANDHAN
	16-Aug-19	" विश्वक्षा को द्याख्या
	17-Aug-19	रामितर भारती की क्विताओं के अभीनमारम्स अवन
	18-Aug-19	SUNDAY
	19-Aug-19	CEN MANAGERO W
	20-Aug-19	्र भ भ की मीचिक परीका
	21-Aug-19	्निरेश महता का साहित्यक परिन्य
5	22-Aug-19	महाम मात महिला में महीत कि कि माता महाम
	23-Aug-19	" " अन्यान दी विचायको " "
7	24-Aug-19	JANAMASHTMI
	25-Aug-19	SUNDAY
	26-Aug-19	, असम्मा में वापसी ह की ट्या
	27-Aug-19	अर्थ अहरा की कविताओं के आलोचनास्थार प्रथ
	28-Aug-19	, अर्थासम्बद्धाः ॥ अर्थासम्बद्धाः भवन
	- ALP RIVER AV	अंभेग भी के साहित्येक परिना की 14 प्रभव लिस
	30-Aug-19	क्रियमणार्जुन का सार्थिक वर्षिका
	31-Aug-19	स्मार्गिया भी की कविता, उनमी सेताता, भ प्राथम
	01-Sep-19	SUNDAY
	02-Sep-19	" "सिन्दूर तिलमित आला की ट्राय
	03-Sep-19	, " " 'वायन की चिरते देखा है 'भीटा।
8	04-Sep-19	" " अमाग और उसमे वाद्यंसीट्या
	05-Sep-19	गायमा कि प्राप्त का अर्थ " "



4	Barrie A.	
1		" के आहें। जिल्ला अस्ति । " " विकास अस्ति । " " विकास अस्ति । " विकास अस्ति । " विकास अस्ति । " विकास अस्ति । "
8	06-Sep-19	The state of the s
	07-5ep-19	" स्थारीयिक्षियाम् अथना
	08-Sep-19	SUNDAY A CARACTER SA CARACTER
	09-Sep-19	
9	10-Sep-19	क रंसवीर सहाय का साविताक परिच्या
	11-Sep-19	सहाम भी की कविता लीकतंत्र का संकर नी व्यक्त
	12-Sep-19	" " निर्मा में की द्याच्या
	13-Sep-19	" " , ज्ञाला वर्ग तेष्ट्र, स्पु द्रमाख्या
	14-Sep-19	" " द्वा, भी द्वारा
	15-Sep-19	SUNDAY
	16-Sep-19	, अभवादास की ट्याट्या
10	17-Sep-19	, " कीई एक और अतदाता की व्यक्ति
	18-Sep-19	" " साला नेजा बन्या पैका की तास्त्र
	19-Sep-19	" " अग्रायहरण में दिसहें भी ट्रामण
	20-Sep-19	" " (नुमड़ा - निमड़ा श्री भी निमम
	21-Sep-19	सहाम त्या . " है आल्यान्यनास्त्रक राज्य
	22-Sep-19	SUNDAY
11	23-Sep-19	SHAHEEDI DIVAS/HARYANA WAR HERGES' MARTYROOM DAY
	24-Sep-19	, क्रान्तिक कार्यात्राच्या के क्रान्तिक कार्या अवस्ति । क्रान्तिक क्रान्तिक क्रान्तिक क्रान्तिक क्रान्तिक क्रा
	25-Sep-19	© कुंबर नारामण का भारित्रिक परिनय
	26-Sep-19	कुंबर मारायण की कविता 'नुकट्रार' की त्याखा
	27-Sep-19	ं राज्या के मामान के सामानिक
	28-Sep-19	क्षाता है है हिन्द प्रियाह प्रियाह करणे
	29-Sep-19	SUNDAY (MAHARAJA AGRASEN JAYANTI)
	30-Sep-19	" के लासुनेस्माक प्रवन
	01-Oct-19	" अ आजी-मामा ५३ म
12	02-Oct-19	MAHATMA GANDHI JAYANTI
	03-Oct-19	क्र लिलाहर जाड़ी को साहित्येक परिचय



T	04-Oct-19	(अगेड्री, त्या का अवया विमा हडाता, त्या कारणा
T	05-Oct-19	" " " परिवार की आड़ी में की कार्या
Total Control	05-Oct-19	SUNDAY
1	07-Oct-19	" " म्वर-ण तिवाना सु ध्वास्ता
	08-Oct-19	DUSSEHRA
	09-Oct-19	े देश्वर और आक्षी में वास्ति। में
-	10-Oct-19	् - भी दीकर स्त्राते हैं? तथा वहासे पत्रारे
	11-Oct-19	" आजी-जनातम त लाखुनरातमक प्रदेश
	12-Oct-19	कर्मा कि विकित कार की आहात कारी मा किया (105 20165)
100	13-Oct-19	SUNDAY (MAHARISHI VALMIKI JAYANTI)
-	14-Oct-19	
	15-Oct-19	प्र02 - द्विदी - युगि " " "
	16-Oct-19	प्रठ3- क्षाचावाशी काटम स्वासा की प्रवृतियो।
	17-Oct-19	KARVA CHAUTH
	18-Oct-19	The thousand with a Couldest
	19-Oct-19	प्रचप- प्राप्तिकरी काटा हारा की प्रवृतिमा
	20-Oct-19	SUNDAY
	21-Oct-19	प्रव ५ प्रची गावादी " " "
	22-Oct-19	प्रध्न अर्थ कि तिमिक द्रिक ने जर
	23-Oct-19	प्रकार समावालीन कविता » " "
	24-Oct-19	VACATION -I (DIWALI)
	25-Oct-19	VACATION -I (DIWALI)
	26-Oct-19	VACATION -I (DIWALI)
	27-Oct-19	SUNDAY (VACATION - I (DIWALI)
	28-Oct-19	VACATION -I (DIWALI)
1	29-Oct-19	VACATION -I (DIWALI)
	30-Oct-19	VACATION -I (DIWALI)
	31-Oct-19	

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		THE PERSON NAMED IN COLUMN TWO IS NOT THE OWNER.
	01-Nov-19	
	02-Nov-19	MARYANA DAY
4	03-Nov-19	and an endrytette Att
	04-Nov-19	SUNDAY
	05-Nov-19	(अर्थ का अर्थ के का क्षेत्रक का अर्थ का का अर्थ का अर
	05-Nov-19	मानी किर मान सामाहित कर सामाहित कि मानिया का सामाहित
17		त्रेय पल्लक का अनुसाम परिशाम क्रिका
1,	07-Nov-19	Action 31 Brain (4 april 4 (4 112)
	08-Nov-19	26 Part (4310VH) 470 34/5201
	09-Nov-19	Ko Bross - देख किराजा कर रिकार का - रास्के - का
	10-Nov-19	SUNDAY
	11-Nov-19	(छ) विभागीय प्रत
	12-Nov-19	(11) अविद्यासम्बद्धाः प्राचीनाः पात्रे
	13-Nov-19	(क) संभावन की नाम पामहा विश्वास पाम का अंतिका पाम
18	14-Nov-19	का विकासी पन का त्यावसाविक पन
	15-Nov-19	(सन्द्र-क) की क्षेत्रमई पुत्रसन्
	16-Nov-19	(समार का) भाग हमार - गा की हो हमें प्रमान कि
	17-Nov-19	SUNDAY
19	18-Nov-19	