

NBGSM College				
Lesson Plan November 2020- February 2021				
Name of assistant Professor :				Mrs. Prerna Sharma
Class :				B.A.
Semester:				5th
Subject:				HINDI COMPULSORY
	Day	Date	Topic	
Ist week	Sunday	1-Nov-20		
	1	2-Nov-20	INTRODUCTION OF SYLLABUS	
	2	3-Nov-20	AGGEY' AS A POET	
	3	4-Nov-20	Holiday	
	4	5-Nov-20	POEM OF AGGEY READING AND CRITICISM	
	5	6-Nov-20	POEM OF AGGEY READING AND CRITICISM	
	6	7-Nov-20	POEM OF AGGEY READING AND CRITICISM	
	Sunday	8-Nov-20		
2nd week	1	9-Nov-20	POEM OF AGGEY READING AND CRITICISM	
	2	10-Nov-20	POEM OF AGGEY READING AND CRITICISM	
	3	11-Nov-20	TEST OF AGGEY POETRY	
	4	12-Nov-20	DHARAMVIR BHARTI AS A POET	
	5	13-Nov-20	Diwali Vacation	
	6	14-Nov-20		
	Sunday	15-Nov-20		
3rd week	1	16-Nov-20		
	2	17-Nov-20	POEMS OF DHARAMVIR BHARTI READING AND CRITICISM	
	3	18-Nov-20	POEMS OF DHARAMVIR BHARTI READING AND CRITICISM	
	4	19-Nov-20	POEMS OF DHARAMVIR BHARTI READING AND CRITICISM	
	5	20-Nov-20	POEMS OF DHARAMVIR BHARTI READING AND CRITICISM	
	6	21-Nov-20	POEMS OF DHARAMVIR BHARTI READING AND CRITICISM	
	Sunday	22-Nov-20		
4th week	1	23-Nov-20	TEST OF POEM OF DHARAMVIR BHARTI	
	2	24-Nov-20	NARESH MEHTA AS A POET	
	3	25-Nov-20	POEMS OF MEHTA READING AND CRITICISM	
	4	26-Nov-20	POEMS OF MEHTA READING AND CRITICISM	
	5	27-Nov-20	POEMS OF MEHTA READING AND CRITICISM	
	6	28-Nov-20	POEMS OF MEHTA READING AND CRITICISM	
	Sunday	29-Nov-20		

5th week			30-Nov-20	Holiday
		1	1-Dec-20	POEMS OF MEHTA READING AND CRITICISM
		2	2-Dec-20	CLASS TEST
		3	3-Dec-20	NAGARJUN AS A POET
		4	4-Dec-20	POEM OF NAGARJUN
		5	5-Dec-20	READING AND CRITICISM OF POEM
	Sunday		6-Dec-20	
6th week		1	7-Dec-20	READING AND CRITICISM OF POEM
		2	8-Dec-20	READING AND CRITICISM OF POEM
		3	9-Dec-20	TEST OF NAGARARJUN'S POETRY
		4	10-Dec-20	RAGHUBIR SHAYE AS A POETRY
		5	11-Dec-20	POEMS READING AND CRITICISM
		6	12-Dec-20	POEMS READING AND CRITICISM
	Sunday		13-Dec-20	
7th week		1	14-Dec-20	POEMS READING AND CRITICISM
		2	15-Dec-20	POEMS READING AND CRITICISM
		3	16-Dec-20	POEMS READING AND CRITICISM
		4	17-Dec-20	TEST OF SHAYES POEMS
		5	18-Dec-20	KUNWAR NARAYAN AS A POEM
		6	19-Dec-20	POEMS READING AND CRITICISM
	Sunday		20-Dec-20	
8th week		1	21-Dec-20	POEMS READING AND CRITICISM
		2	22-Dec-20	POEMS READING AND CRITICISM
		3	23-Dec-20	POEMS READING AND CRITICISM
		4	24-Dec-20	POEMS READING AND CRITICISM
		5	25-Dec-20	
		6	26-Dec-20	Holiday
	Sunday		27-Dec-20	
9th week		1	28-Dec-20	LEELADHARJANGHRIAS A POET
		2	29-Dec-20	POEMS READING AND CRITICISM
		3	30-Dec-20	POEMS READING AND CRITICISM
		4	31-Dec-20	POEMS READING AND CRITICISM
		1	1-Jan-21	POEMS READING AND CRITICISM
		2	2-Jan-21	POEMS READING AND CRITICISM
	Sunday		3-Jan-21	

10th week		1	4-Jan-21	CLASS TEST
		2	5-Jan-21	SERIAL DEVELOPMENT OF AADHUNIK HINDI POEM
		3	6-Jan-21	SERIAL DEVELOPMENT OF AADHUNIK HINDI POEM
		4	7-Jan-21	TEST OF ABOVE
		5	8-Jan-21	CHARACTERISTICS OF BHARATENDU YUGIN KAVITA
		6	9-Jan-21	CHARACTERISTICS OF DIVEDI YUGIN KAVITA
	Sunday		10-Jan-21	
11th week		1	11-Jan-21	CHARACTERISTICS OF DIVEDI YUGIN KAVITA
		2	12-Jan-21	CHARACTERISTICS OF DIVEDI YUGIN KAVITA
		3	13-Jan-21	CHARACTERISTICS OF DIVEDI YUGIN KAVITA
		4	14-Jan-21	FAMOUS KAVI OF DIVEDI YUGIN KAVITA
		5	15-Jan-21	CHAYABAD
		6	16-Jan-21	CHAYABAD
	Sunday		17-Jan-21	
12th week		1	18-Jan-21	TEST OF ABOVE
		2	19-Jan-21	PRAGTIBAD
		3	20-Jan-21	PRAGTIBAD
		4	21-Jan-21	TEST OF ABOVE
		5	22-Jan-21	PRAYAGVAD
		6	23-Jan-21	PRAYAGVAD
	Sunday		24-Jan-21	
13th week		1	25-Jan-21	TEST OF ABOVE
		2	26-Jan-21	Holiday
		3	27-Jan-21	NAYE KAVITA
		4	28-Jan-21	SAMKALIN KAVITA
		5	29-Jan-21	SAMKALIN KAVITA
		6	30-Jan-21	TEST OF ABOVE
	Sunday		31-Jan-21	
14th week			1-Feb-21	LETTER WRITING
		1	2-Feb-21	LETTER WRITING
		2	3-Feb-21	LETTER WRITING
		3	4-Feb-21	LETTER WRITING
		4	5-Feb-21	TEST OF LETTER WRITING
		5	6-Feb-21	REVISION
	Sunday		7-Feb-21	

15th week				
		1	8-Feb-21	REVISION
		2	9-Feb-21	PRECIS WRITING
		3	10-Feb-21	PRECIS WRITING
		4	11-Feb-21	PALLAVAN WRITING
		5	12-Feb-21	PALLAVAN WRITING
		6	13-Feb-21	TEST OF PRECIS AND PALLAVAN
	Sunday		14-Feb-21	
16th week				
		1	15-Feb-21	TEST OF PRECIS AND PALLAVAN
		2	16-Feb-21	Holiday
		3	17-Feb-21	REVISION
		4	18-Feb-21	REVISION
		5	19-Feb-21	REVISION
		6	20-Feb-21	TEST OF FULL SYLLABUS
	Sunday		21-Feb-21	
17th week				
		1	22-Feb-21	REVISION
		2	23-Feb-21	REVISION
		3	24-Feb-21	REVISION
		4	25-Feb-21	REVISION
		5	26-Feb-21	REVISION
		6	27-Feb-21	REVISION
	Sunday		28-Feb-21	

Name of assistant Professor :				Mrs. Prerna Sharma
Class :				B.A.
Semester:				1ST
Subject:				HINDI COMPULSORY
		Day	Date	Topic
1st week	Sunday		1-Nov-20	
		1	2-Nov-20	INTRODUCTION OF SYLLABUS
		2	3-Nov-20	INTRODUCTION OF KABIR DAS
		3	4-Nov-20	Holiday
		4	5-Nov-20	POETRY OF KABIRDAS READING ND CRITICS
		5	6-Nov-20	POETRY OF KABIRDAS READING ND CRITICS
		6	7-Nov-20	POETRY OF KABIRDAS READING ND CRITICS
	Sunday		8-Nov-20	
2nd week		1	9-Nov-20	POETRY OF KABIRDAS READING ND CRITICS
		2	10-Nov-20	POETRY OF KABIRDAS READING ND CRITICS
		3	11-Nov-20	POETRY OF KABIRDAS READING ND CRITICS
		4	12-Nov-20	POETRY OF KABIRDAS READING ND CRITICS
		5	13-Nov-20	Diwali Vacation
		6	14-Nov-20	
	Sunday		15-Nov-20	
3rd week		1	16-Nov-20	
		2	17-Nov-20	TEST OF KABIRDAS POETRY
		3	18-Nov-20	INTRODUCTION OF SOORDAS
		4	19-Nov-20	PRESCRIBED POEM READING AND CRITICISM
		5	20-Nov-20	PRESCRIBED POEM READING AND CRITICISM
		6	21-Nov-20	PRESCRIBED POEM READING AND CRITICISM
	Sunday		22-Nov-20	
4th week		1	23-Nov-20	PRESCRIBED POEM READING AND CRITICISM
		2	24-Nov-20	TEST OF SOORDAS POEMS
		3	25-Nov-20	INTRODUCTION OF TULSIDAS
		4	26-Nov-20	PRESCRIBED POEMS OF TULSIDAS READING AND CRITICS
		5	27-Nov-20	PRESCRIBED POEMS OF TULSIDAS READING AND CRITICS
		6	28-Nov-20	PRESCRIBED POEMS OF TULSIDAS READING AND CRITICS
	Sunday		29-Nov-20	
5th week			30-Nov-20	Holiday
		1	1-Dec-20	PRESCRIBED POEMS OF TULSIDAS READING AND CRITICS
		2	2-Dec-20	TEST OF TULSIDAS
		3	3-Dec-20	MEERA BAI AS A POET
		4	4-Dec-20	POEM OF MEERABAI READING AND CRITICISM
		5	5-Dec-20	POEM OF MEERABAI READING AND CRITICISM
	Sunday		6-Dec-20	

6th week		1	7-Dec-20	POEM OF MEERABAI READING AND CRITICISM
		2	8-Dec-20	POEM OF MEERABAI READING AND CRITICISM
		3	9-Dec-20	POEM OF MEERABAI READING AND CRITICISM
		4	10-Dec-20	POEM OF MEERABAI READING AND CRITICISM
		5	11-Dec-20	TEST OF MEERA BAI
		6	12-Dec-20	'BIHARI' AS A POET
	Sunday		13-Dec-20	
7th week		1	14-Dec-20	POEMS OF BIHARI READING AND CRITICISM
		2	15-Dec-20	POEMS OF BIHARI READING AND CRITICISM
		3	16-Dec-20	POEMS OF BIHARI READING AND CRITICISM
		4	17-Dec-20	POEMS OF BIHARI READING AND CRITICISM
		5	18-Dec-20	POEMS OF BIHARI READING AND CRITICISM
		6	19-Dec-20	POEMS OF BIHARI READING AND CRITICISM
	Sunday		20-Dec-20	
8th week		1	21-Dec-20	TEST OF BIHARI LAL
		2	22-Dec-20	GHANANAND AS A POET
		3	23-Dec-20	POEMS READING AND CRITICISM
		4	24-Dec-20	POEMS READING AND CRITICISM
		5	25-Dec-20	Holiday
		6	26-Dec-20	Holiday
	Sunday		27-Dec-20	
9th week		1	28-Dec-20	POEMS READING AND CRITICISM
		2	29-Dec-20	POEMS READING AND CRITICISM
		3	30-Dec-20	POEMS READING AND CRITICISM
		4	31-Dec-20	TEST OF GHANANAND
		1	1-Jan-21	'RASKHAN' AS A POET
		2	2-Jan-21	POEM OF RASKHAN READING AND CRITICISM
	Sunday		3-Jan-21	
10th week		1	4-Jan-21	POEM OF RASKHAN READING AND CRITICISM
		2	5-Jan-21	POEM OF RASKHAN READING AND CRITICISM
		3	6-Jan-21	POEM OF RASKHAN READING AND CRITICISM
		4	7-Jan-21	POEM OF RASKHAN READING AND CRITICISM
		5	8-Jan-21	TEST OF RASHKHAN POETRY
		6	9-Jan-21	LITERATUREOF HINDI
	Sunday		10-Jan-21	
11th week		1	11-Jan-21	LITERATUREOF HINDI
		2	12-Jan-21	TEST OF ABOVE
		3	13-Jan-21	AADI KAL KI CIRCUMSTANCES
		4	14-Jan-21	AADI KAL KI CIRCUMSTANCES
		5	15-Jan-21	TEST OF CRITICISM
		6	16-Jan-21	CHARACTERISTICS OF AADI KAL
	Sunday		17-Jan-21	

12th week		1	18-Jan-21	CHARACTERISTICS OF AADI KAL
		2	19-Jan-21	TEST OF ABOVE
		3	20-Jan-21	Holiday
		4	21-Jan-21	'RASO KAVYA PARAMPURA SHORT INTRODUCTION
		5	22-Jan-21	'RASO KAVYA PARAMPURA SHORT INTRODUCTION
		6	23-Jan-21	TEST OF RASOKAVY PARAMPURA
	Sunday		24-Jan-21	
13th week		1	25-Jan-21	KAVYA KE TATVA
		2	26-Jan-21	Holiday
		3	27-Jan-21	KAVYA KE TATVA
		4	28-Jan-21	TEST OF ELEMENTS OF POETR
		5	29-Jan-21	RAS SWAROOP BHED
		6	30-Jan-21	RAS SWAROOP BHED
	Sunday		31-Jan-21	
14th week			1-Feb-21	RAS SWAROOP BHED
		1	2-Feb-21	TEST OF ABOVE
		2	3-Feb-21	TEST OF ABOVE
		3	4-Feb-21	'ALANKAR'
		4	5-Feb-21	'ALANKAR'
		5	6-Feb-21	TEST OF ALANKAR
	Sunday		7-Feb-21	
15th week		1	8-Feb-21	INTRODUCTION OF CHAND
		2	9-Feb-21	MATRIK CHAND
		3	10-Feb-21	VARNIK CHAND
		4	11-Feb-21	SHABD SHAKTI INTRODUCTION AND TYPES
		5	12-Feb-21	SHABD SHAKTI INTRODUCTION AND TYPES
		6	13-Feb-21	TEST OF CHAND AND SHABDSHAKTI
	Sunday		14-Feb-21	
16th week		1	15-Feb-21	'KAVYA GUN
		2	16-Feb-21	Holiday
		3	17-Feb-21	'KAVYA GUN' TYPES
		4	18-Feb-21	REVISION
		5	19-Feb-21	TEST OF FULL SYLLABUS
		6	20-Feb-21	REVISION
	Sunday		21-Feb-21	
17th week		1	22-Feb-21	REVISION
		2	23-Feb-21	REVISION
		3	24-Feb-21	REVISION
		4	25-Feb-21	REVISION
		5	26-Feb-21	REVISION
		6	27-Feb-21	REVISION
	Sunday		28-Feb-21	

Name of assistant Professor :				Mrs. Prerna Sharma
Class :				B.A.
Semester:				3rd
Subject:				HINDI COMULSORY
		Day	Date	Topic
Ist week	Sunday		1-Nov-20	
		1	2-Nov-20	INTRODUCTION OF SYLLABUS
		2	3-Nov-20	'AYODHYA SINGH UPADHAYA'AS A POET
		3	4-Nov-20	Holiday
		4	5-Nov-20	PAWANDATI' POEM INTRODUCTION
		5	6-Nov-20	'PAWANDATI' BACKGROUND ND LITRARY
		6	7-Nov-20	READING OF PAWANDATI
	Sunday		8-Nov-20	
2nd week		1	9-Nov-20	READING OF PAWANDATI
		2	10-Nov-20	CRITICISM OF PAWANDATI
		3	11-Nov-20	TEST OF AYODHYA SINGH POETRY
		4	12-Nov-20	'MATHILISHARANGUPT' AS A POET
		5	13-Nov-20	Diwali Vacation
		6	14-Nov-20	
	Sunday		15-Nov-20	
3rd week		1	16-Nov-20	
		2	17-Nov-20	'JAIDRATH VADH'INTRODUCTION AND READING
		3	18-Nov-20	READING OF JAIDRATH VAHU
		4	19-Nov-20	BHARAT BHARTI'INTRODUCTION ND READING
		5	20-Nov-20	READING AND CRITICISM OF BHARAT BHARTI
		6	21-Nov-20	SANDESHNAHIYAHANMEINSWARAGKA LAYA INTRODUCTION
	Sunday		22-Nov-20	
4th week		1	23-Nov-20	READING ND CRITICISM OF ABOVE
		2	24-Nov-20	TEST OF MAITHLI SHARAN GUPTA POEM
		3	25-Nov-20	JAI SHANKAR PRASA D AS APOET
		4	26-Nov-20	KAMAYAMI ANAND SARG INTRODUCTION
		5	27-Nov-20	READING ND CRITICISM OF ANAND SARG
		6	28-Nov-20	READING ND CRITICISM OF ANAND SARG
	Sunday		29-Nov-20	
5th week			30-Nov-20	Holiday
		1	1-Dec-20	READING ND CRITICISM OF ANAND SARG
		2	2-Dec-20	READING ND CRITICISM OF ANAND SARG
		3	3-Dec-20	READING OF'AANSU'POEM
		4	4-Dec-20	CRITICISM OF AANSU POEM
		5	5-Dec-20	TEST OF JAI SHANKAR PARSAD POEM
	Sunday		6-Dec-20	

6th week		1	7-Dec-20	SURYAKANT TRIPATHI NIRALA AS A POET
		2	8-Dec-20	VIDHWA' POEM READING ND CRITICISM
		3	9-Dec-20	BADAL RAG READING ND CRITICISM
		4	10-Dec-20	'JAGO PHIR EK BAR' READING AND CRITICISM
		5	11-Dec-20	TORTI PATHTHAR READING ND CRITICISM
		6	12-Dec-20	TEST OF NIRALA'S POETRY
	Sunday		13-Dec-20	
7th week		1	14-Dec-20	INTRODUCTIO OF MAHADEVI VERMA
		2	15-Dec-20	KEH DE MAAN KYA DEKHA' READIG ND CRITICISM
		3	16-Dec-20	'KAUN TUM MERE HRIDEV MEIN'READING AND CRITICISM
		4	17-Dec-20	'DUKH KI BADLI' READING AND CRITICISM
		5	18-Dec-20	'VE MUSKRATE PHHOL' READING AND CRITICISM
		6	19-Dec-20	RAMDHARI SINGH DINKAR AS A POET
	Sunday		20-Dec-20	
8th week		1	21-Dec-20	'KURUKHESTRA'READING ND CRITICISM
		2	22-Dec-20	'KURUKHESTRA'READING ND CRITICISM
		3	23-Dec-20	'KURUKHESTRA'READING ND CRITICISM
		4	24-Dec-20	'KURUKHESTRA'READING ND CRITICISM
		5	25-Dec-20	Holiday
		6	26-Dec-20	Holiday
	Sunday		27-Dec-20	
9th week		1	28-Dec-20	TEST OF KURUKHESTRA 4TH SARG
		2	29-Dec-20	BHARAT BHUSAN AGGARWAL AS A POET
		3	30-Dec-20	AANE WALLON SE EK SAWAL READING AND CRITICISM
		4	31-Dec-20	AANE WALLON SE EK SAWAL READING AND CRITICISM
		1	1-Jan-21	DURGA MAIN READING AND CRITICISM
		2	2-Jan-21	PHOOL KE BAL READING AND CRITICISM
	Sunday		3-Jan-21	
10th week		1	4-Jan-21	TEST OF ALL POEM OF AGGARWATH
		2	5-Jan-21	BACKGROUND OF 'REETI KAL'
		3	6-Jan-21	BACKGROUND OF 'REETI KAL'
		4	7-Jan-21	TEST OF BACKGROUND
		5	8-Jan-21	REETI KAL KA NAMKARAN
		6	9-Jan-21	REETI KAL KA NAMKARAN
	Sunday		10-Jan-21	
11th week		1	11-Jan-21	REETI KAL KA NAMKARAN
		2	12-Jan-21	TEST OF NAMKARAN
		3	13-Jan-21	CHARACTERISTIC OF REETI KAL
		4	14-Jan-21	CHARACTERISTIC OF REETI KAL
		5	15-Jan-21	TEST OF CHARACTERSISTIC OF REETI KAL
		6	16-Jan-21	REETI MUKT KAVITA INTRODUCTION
	Sunday		17-Jan-21	
12th week		1	18-Jan-21	REETI KAL KE PRERK TATAV
		2	19-Jan-21	IMPORTANT POETS OF REETI KAL
		3	20-Jan-21	Holiday
		4	21-Jan-21	CHARACTERISTICS OF REETI MUKTI KALA
		5	22-Jan-21	ACHIEVEMENTS OF REETI KAVYA
		6	23-Jan-21	TEST OF REETI MUKTA KAVYA
	Sunday		24-Jan-21	

13th week		1	25-Jan-21	ASSIGNMENT WORK
		2	26-Jan-21	Holiday
		3	27-Jan-21	TEST OF ACHIEVMENTS OF A REETI KAL
		4	28-Jan-21	COMPUTER NATURE AND IMPORTANCE
		5	29-Jan-21	COMPUTER NATURE AND IMPORTANCE
		6	30-Jan-21	CLASS TEST
	Sunday		31-Jan-21	
14th week				
			1-Feb-21	EMAIL SENDING
		1	2-Feb-21	E-MAIL RECEIVING
		2	3-Feb-21	TEST OF EMAIL
		3	4-Feb-21	REVISION
		4	5-Feb-21	INTERNET CONCEPT IMPORTANCE
		5	6-Feb-21	INTERNET CONCEPT IMPORTANCE
	Sunday		7-Feb-21	
15th week				
		1	8-Feb-21	TEST OF INTERNET
		2	9-Feb-21	MACHINE TRANSLATION
		3	10-Feb-21	MACHINE TRANSLATION
		4	11-Feb-21	TEST OF MACHINE TRANSLATION
		5	12-Feb-21	TRANSLATION DEFINITION
		6	13-Feb-21	TRANSLATION DEFINITION
	Sunday		14-Feb-21	
16th week				
		1	15-Feb-21	REVISION
		2	16-Feb-21	Holiday
		3	17-Feb-21	TRANSLATION CONCEPT
		4	18-Feb-21	ASSIGNMENT WORK
		5	19-Feb-21	REVISION
		6	20-Feb-21	CLASS TEST
	Sunday		21-Feb-21	
17th week				
		1	22-Feb-21	REVISION
		2	23-Feb-21	REVISION
		3	24-Feb-21	REVISION
		4	25-Feb-21	REVISION
		5	26-Feb-21	REVISION
		6	27-Feb-21	REVISION
	Sunday		28-Feb-21	

Name of assistant Professor :				Ms. Shrutika Sanduja
Class :				B.COM
Semester:				1
Subject:				Business Communication
		Day	Date	Topic
1st week	Sunday		1-Nov-20	
		1	2-Nov-20	Introduction of business communication
		2	3-Nov-20	Meaning and functions of communication
		3	4-Nov-20	Holiday
		4	5-Nov-20	Types of communication
		5	6-Nov-20	Verbal communication
		6	7-Nov-20	Oral communication
	Sunday		8-Nov-20	
2nd week		1	9-Nov-20	Process of communication
		2	10-Nov-20	Seven c's of effective communication
		3	11-Nov-20	Seven c's of effective communication
		4	12-Nov-20	Seven c's of effective communication
		5	13-Nov-20	Diwali Vacation
		6	14-Nov-20	
	Sunday		15-Nov-20	
3rd week		1	16-Nov-20	
		2	17-Nov-20	Barriers of communication
		3	18-Nov-20	Barriers of communication
		4	19-Nov-20	Barriers of communication
		5	20-Nov-20	How to improve communication
		6	21-Nov-20	How to improve communication
	Sunday		22-Nov-20	
4th week		1	23-Nov-20	Ethical context of communication
		2	24-Nov-20	Ethical context of communication
		3	25-Nov-20	Ethical context of communication
		4	26-Nov-20	Revision and Problems
		5	27-Nov-20	Revision and Problems
		6	28-Nov-20	Class Test
	Sunday		29-Nov-20	
5th week			30-Nov-20	Holiday
		1	1-Dec-20	Planning in the business letter
		2	2-Dec-20	Physical appearance of business letter
		3	3-Dec-20	Layout or format of letters
		4	4-Dec-20	Layout or format of letters
		5	5-Dec-20	Parts of business letter
	Sunday		6-Dec-20	

6th week		1	7-Dec-20	Parts of business letter
		2	8-Dec-20	Parts of business letter
		3	9-Dec-20	Email : history , challenges
		4	10-Dec-20	How email works?
		5	11-Dec-20	Uses , advantages, disadvantages of Email
		6	12-Dec-20	Email etiquettes
	Sunday		13-Dec-20	
7th week				
		1	14-Dec-20	Email signs and symbols
		2	15-Dec-20	What is bad news letter?
		3	16-Dec-20	Planning of bad news letter
		4	17-Dec-20	Types of bad news letter
		5	18-Dec-20	Purpose of bad news letter
		6	19-Dec-20	Tone of bad news letter
	Sunday		20-Dec-20	
8th week				
		1	21-Dec-20	What is persuasiveness?
		2	22-Dec-20	Purpose of persuasiveness
		3	23-Dec-20	AIDA formula
		4	24-Dec-20	Types of persuasive letter
		5	25-Dec-20	Holiday
		6	26-Dec-20	Holiday
	Sunday		27-Dec-20	
9th week				
		1	28-Dec-20	Types of persuasive letter
		2	29-Dec-20	Memos and memorandum
		3	30-Dec-20	Memos and memorandum
		4	31-Dec-20	Revision and Problems
		1	1-Jan-21	Revision and Problems
		2	2-Jan-21	Revision and Problems
	Sunday		3-Jan-21	
10th week				
		1	4-Jan-21	Class Test
		2	5-Jan-21	Meetings
		3	6-Jan-21	Notice and agenda of meeting
		4	7-Jan-21	Minutes of meeting
		5	8-Jan-21	Prepare of the meeting
		6	9-Jan-21	Revision and Problems
	Sunday		10-Jan-21	
11th week				
		1	11-Jan-21	Reports : Introduction
		2	12-Jan-21	Objectives and features of reports
		3	13-Jan-21	Types of business reports
		4	14-Jan-21	Short report
		5	15-Jan-21	Long report
		6	16-Jan-21	Abstract
	Sunday		17-Jan-21	
12th week				
		1	18-Jan-21	Summary
		2	19-Jan-21	Proposal
		3	20-Jan-21	Holiday
		4	21-Jan-21	Assignment
		5	22-Jan-21	What is reading?
		6	23-Jan-21	Reading process
	Sunday		24-Jan-21	

13th week		1	25-Jan-21	What are reading skills
		2	26-Jan-21	Holiday
		3	27-Jan-21	Efficient reading strategy
		4	28-Jan-21	SQ3R reading method
		5	29-Jan-21	3 C's of reading skills
		6	30-Jan-21	Importance and nature of listening
	Sunday		31-Jan-21	
14th week				
			1-Feb-21	Types of listening
		1	2-Feb-21	Factors while influencing listening
		2	3-Feb-21	Revision and Problem
		3	4-Feb-21	Revision and Problem
		4	5-Feb-21	Poor listening habits
		5	6-Feb-21	Costs of ineffective listening
	Sunday		7-Feb-21	
15th week				
		1	8-Feb-21	Principles of effective listening
		2	9-Feb-21	Advantages and barriers of listening
		3	10-Feb-21	Tips for effective note making
		4	11-Feb-21	Methods of note making
		5	12-Feb-21	Methods of note making
		6	13-Feb-21	Persuasive speaking
	Sunday		14-Feb-21	
16th week				
		1	15-Feb-21	Ways of delivering the message
		2	16-Feb-21	Holiday
		3	17-Feb-21	Audience analysis
		4	18-Feb-21	Hints and tips for effective persuasive speaking
		5	19-Feb-21	Types of non verbal language
		6	20-Feb-21	Kinesics or body language
	Sunday		21-Feb-21	
17th week				
		1	22-Feb-21	Nature of body language
		2	23-Feb-21	Types of body language
		3	24-Feb-21	Functions and significance of body language
		4	25-Feb-21	Revision and Problem
		5	26-Feb-21	Revision and Problem
		6	27-Feb-21	Revision and Problem
	Sunday		28-Feb-21	