D. B. G. Govt. College, Sec-18, Panipat

lesson Plan

Class:- B.Sc. I (H.S./P.S./M.C.) Sem: I Session: 2026-27

Paper: AEC (English) Code: B23-AEC-111

Nomenclature: Eng. lang. and Communication skills: level 3

Aug 1-31	General welcome of the class, an introduction to the syllabus, Unit I: Theory and types of Communication, Verbal and Non-verbal Communication.
Sep 1-30	Unit II: Workplace and Interpersonal Communication, Introducing oneself, others, Making requests, Offering help, Congratulating, Making Enquiries and seeking permission.
Oct 1-31	Unit III: Importance of Listening skills and their types Barriers to Effective listening and how to overcome them, Note-taking techniques to capture the main ideas.
Nov 1-30	Parts of speech.
Dec 1-4	Revision

14-09-26

(Narsingh Jangra)

Associate Professor.