Column 1	Resources (Main)	Introductory Sessions	Reading Comprehension & Writing Basics	Grammar Fundamentals	Communication & Oral Skills	Writing Skills	Vocabulary Building	Reading & Listening	Professional English Skills
TA Role:		Greet students warmly and explain the course structure using simple language (Hindi is also fine) Conduct simple basic assessments gently and explain that these tests help tailor the course to their needs. Make sure every student feels comfortable asking questions and expressing concerns.	Choose simple reading passages and work through them with the class, clarifying any difficult words or ideas. Demonstrate basic writing techniques (like formal/informal email and SoP writing) through clear examples and templates. Conduct small-group discussions and peer-review sessions to encourage learning through collaboration. Provide friendly, constructive feedback to build students' confidence.	Distribute grammar worksheets, clarify doubts, and organize quick practice quizzes (e.g., fill-in-the-blanks, sentence corrections). Introduce grammar rules (like sentence structure, tenses, and parts of speech) with everyday examples. Track common errors and give concise, targeted feedback to help students improve steadily. Gently correct mistakes and offer one-on-one support where needed.	Organize fun speaking activities such as JAM sessions and group debates/discussions on simple topics that students could relate to. Listen carefully to each student, offering friendly corrections such as grammatically error or pronunciation in a sentence. Conduct activities like the Infinite Loop game to build spontaneous speaking skills in a relaxed setting. Ensure all students have opportunities to speak and share their thoughts.	Provide detailed templates and step-by-step instructions for report writing, descriptive tasks, and creative exercises. Organize writing activities where students can work in groups to draft and edit their work. Offer personalized feedback and encourage multiple revisions to help each student improve.	Introduce new words in context with simple definitions and clear examples. Conduct engaging vocabulary games like Taboo, Hangman, or a daily "Word of the Day" challenge. Encourage students to use new words in their writing and speaking exercises and let them know the importance of it. Praise for correct usage and gentity correct mistakes to build vocabulary skills.	Select fun, beginner-friendly short stories, poems, and podcasts which would be relatable to the students (Marvel, DC Harry Dotter, Disney). Explain the content in simple terms. Conduct group reading and listening sessions, pausing to ask simple comprehension questions. Encourage students to discuss what they've read or listened to in small groups. Wrap up with a friendly review session to ensure understanding and reinforce key points.	Simply explain what professional English {usually the tone and way of speaking is a bit different} is and why it is important. Show sample interview questions, clear email formats, and simple CV outlines. Organize role-plays and group discussions so students can practice in a friendly setting. Listen to students' responses, correct mistakes kindly, and praise their efforts. Make sure each student gets a turn to practice and ask questions. Summarize the key points learned and answer any remaining questions and provide final tips for improvement.
						Writing			
Objectives:		The first class is probably the most important one. Motive should be to become very friendly with the tutees so that they feel like they are coming to meet a friend next time more than their TA. Introduce the course, its structure, and expectations Establish a baseline of students' English skills	Reading Skills: Basic reading techniques Understanding slide presentations and simple passages Making inferences from texts Recognizing key points in simplified research summaries	Sentence Structure: • Identifying subject, predicate, phrases, and clauses • Reviewing parts of speech in simple terms	Speaking & Listening: • Engaging in debates and group discussions on simple topics • JAM (Just A Minute) sessions where students speak for one minute on a familiar topic • Fun games like "Infinite Loop" (each student starts with the last word of the previous sentence) • Reading poetry to improve enunciation (using well-known, simple poems).	writing Techniques: Writing introductions and clear reports Descriptive writing using pictures (find simple images from free sites like Unsplash) Movie/Book reviews with guided structures Refining email writing with a focus on clarity and tone SoP writing: Breaking down the structure step by step Creative tasks like writing a character sketch (e.g., describing a character they dislike)	Word Games & Daily Practice: • Engaging in games like Taboo, Hangman, Codenames, and even a simplified version of Scrabble • "Word of the Day" exercises to introduce new vocabulary • Interactive games such as Wordle (optional for advanced practice) or similar beginner-friendly apps	Reading: • Short stories and simple poems • Materials that are both engaging and at an accessible level (e.g., stories from Storynory) Listening Practice: • Watching easy-to-understand shows like ""Mind Your Language"" (available on YouTube) • Following simplified news through resources like VOA Learning English or News in Levels • Listening to podcasts designed for English learners"	Build Confidence in Professional English: Help students learn to speak and write clearly in work settings. Prepare for Real-Life Situations: Teach them how to handle job interviews, answer common HR questions, and write professional emails. Move from Basic to Intermediate: Give students the skills they need to feel confident and ready for work situations.

Core Grammar Topics: · Articles (a. an. the) · Tenses: Simple and Continuous; later, Perfect Writing Skills: and Perfect Continuous Basic writing structure · Verbs: Using auxiliaries (introduction, body, and modals conclusion) Active & Passive voice Email writing (formal and transformations informal formats) · Subject-verb agreement · Critical writing and · Basic prepositions and summary writing conjunctions (plus forming · Writing a Statement of simple complex sentences) Purpose (SoP) using Direct and indirect templates speech · Correct usage of nouns, pronouns, adjectives, verbs, and adverbs Mock Interviews: Step-by-Step Reading Exercises: Classroom Games: Worksheets & Exercises: Listenina Assignments: Speaking Practice: · Use short, simplified Taboo/Hangman: Icebreakers & Use printables and online Provide clear Exercises: Organize passages from websites Use common words Introductions: exercises from templates and · Plav short audio like Breaking News English small-group debates and simple clues. examples for each · Group activities where EnglishGrammar.org clips or episodes (look for lower-level on everyday topics · Codenames: Adapt students introduce select beginner-level writing type (e.g., a from recommended (e.g., favorite foods or activities). the rules for a Activities & themselves in simple basic report podcasts. topics · Group reading sessions hobbies). beginner vocabulary Practices: sentences. · Create fill-in-the-blank structure with Provide transcripts with guided questions to Set up JAM sessions level · "Two Truths and a Lie" exercises by taking simple headings). (if available) so where each student check comprehension. · Contact: A group using basic vocabulary to texts (like paragraphs from Organize students can follow Slide interpretation talks about a favorite activity where one build confidence and make workshops where a favorite book) and along and match the

- · Short reading and writing tests (e.g., a simple passage with questions and a basic paragraph writing task).
- Google Forms to create

- activities: Present simple slides and ask students to summarize the content.
- removing target grammar words
- subject for one to two minutes
- the class writes together, then edits and revises drafts.
- student gives clues and others guess the word

· Set up a classroom

- interview setting.
- Ask common questions like "Tell me about vourself" or "Why do you want this
- "Position/Job/Role?" · Have students take turns as interviewers and interviewees. · After each session,
- give clear feedback on what went well and what could be improved.

Assessment:

them feel comfortable.

 Use online tools like simple quizzes if needed.

Writing (Basic): · Start with sentence

- construction exercises using basic vocabulary.
- · Provide sample emails and SoP templates (e.g., a simple email template that highlights greeting, body, and sign-off).
- · Pair students for peer-review sessions where they exchange short written responses.

Interactive Quizzes:

 Live quizzes using Quizizz/Quizlet. Choose or create sets with basic grammar questions. · Use mobile apps or websites like British Council LearnEnglish for interactive grammar games.

Listening Exercises: Listen to

beginner-friendly podcasts like ESLPod and BBC Learning English - these are designed for learners. Use YouTube channels such as "BBC Learning English" for short lessons and pronunciation guides.

Peer Reviews & Group Discussions:

- Use collaborative tools like Google Docs so that students can edit each other's work in real time.
- Set up sessions where students share their work and receive constructive feedback.

Daily Vocabulary Challenges:

- Post a "Word of the Dav" on a classroom board or digital platform with its definition and a simple sentence.
- Encourage students to use the word in their diary entries or spoken English.

Reading Sessions:

spoken words with

text.

- · Organize guided reading sessions where the teacher reads aloud while students follow along.
- · Discuss the story or poem afterward focusing on simple comprehension questions.

HR Question Practice:

- · Create a list of simple HR questions (for example, "What are your strengths?" or "How do you work in a team?").
- · Let students work in pairs or small groups to practice answering these questions.
- · Discuss as a group how to answer these questions well.

			Tools: • Encourage the use of Grammarly (set to basic suggestions) to build self-correction habits. • Use simple guided worksheets available from websites and look for beginner sections.	Practical Writing Tasks: • Ask students to write short diary entries about their day, then review them together focusing on grammar usage.	Interactive Games: Infinite Loop: A simple English antakshari where one student finishes with a word and the next student starts their sentence with that word. Description Making: Give a random word (e.g., "tree") and have each student describe it in as much detail as possible.		Tools: • Use Vocabulary.com for interactive word challenges designed for beginners. • Create custom flashcards using Quizlet with images and simple definitions.	Follow-Up Activities: • Ask students to summarize what they read or heard in a few simple sentences. • Encourage discussions in pairs or small groups to reinforce understanding.	Professional Email Writing: Provide a simple email template that shows the parts of a professional email (greeting, body, closing). Ask students to write a job application email using this template. Review the emails together, pointing out strong points and areas for improvement.
				Weekly Word & Grammar Focus: Introduce two to three new words every week with simple definitions and example sentences. End each week with a mini-review quiz on grammar points covered.					Group Discussions/Debate s: Lead a discussion on what makes a good interview or email. Ask questions like "What should you say at the beginning of an interview?" or "How do you end a professional email?" Encourage students to share their ideas and experiences.
Detailed Resources: We have to add this yet	English Grammar & Composition BY WREN & MARTIN https://icsefriends.weebly.com/uploads/1/0/1/0/10102563 6/english_grammar_by_wren_and_martin_kush_kansal.pdf	INTRODUCING YOURSELF: Introducing Yourself	■ Slide reading	Sentences> Tutorial: Ex 1 Wren and Martin Refer chps 1-4 Wren and Martin Articles> Tutorial: Book 1: Ex 23 and 24 Wren and Martin Slides/Teaching Material: 1)https://drive.google.com/f ile/d/1b2hj_ ImFQlq24Hz/ TDXTOCteC41mLBi/view? usp=drive_link 2)https://docs.google.com/ presentation/d/1rR89xGBL 7F8HacBL8Si592/2f84aVL QtuY16zev0Zdg/edit?usp= drive_link	https://drive.google.co m/drive/folders/1Ne7Y 2fyZdxCvG_H1rSrgJA O4M-GA9c0u (this drive contains various slides for conversations module, these can be referred for communication basic)	Basic Tips: https://www.coursera .org/in/articles/writin g-skills	Daily New word learning with Pronunciation and meaning in Flashcard format: https://www.vocabular y.com/lists/204981	Refer to the detailed reading and writing table(3) provided underneath for resources	

		https://environment.delhi.g ov.in/sites/default/files/inlin e-files/ppt_on_air_dust_pol lution_1.pdf (exercise)	Tenses> Simple+Continuous> Tutorial: Book 1: Ex 23 and 24 Wren and Martin https://drive.google.com/fil e/d/1JuPDOILs82KIvN2q0 gQO_rac51jseaCx/view?u sp=sharing Perfect+Perfect Continuous> https://drive.google.com/fil e/d/1JuPDOILs82KIvN2q0 gQO_rac51jseaCx/view?u sp=sharing	IMPROV slides: ELIT Conversat	Writing Workbook/ Practice: https://writeandimpro ve.com/workbooks#/ wi-workbooks	2nd Resource: https://www.dictionary. com/	
			Auxiliaries and Modals> Tutorial: Book 1 Ex 59 Wren and Martin Refer chp 32 Wren and Martin	TALKING TO STRANGERS: Talking to Stran	In-depth understanding of grammar and its importance in writing skills: https://www.ltrc.lsu.e du/pdf/Grammar3.pd f	Interactive Games and Quizzes: https://www.merriam-w ebster.com/games	
			Refer to the detailed grammar table(2) provided underneath for resources	ROLE PLAY:	Articles from the NY Times are good. Have a read on your interesting topics: https://www.nytimes. com/section/learning		
			https://learnenglish.britishc ouncil.org/grammar/english grammar-reference: Go through the section and select it. The page's right side will have columns for in-depth study. Want to start from scratch:	PRONUNCIATION AND SENTENCE EXPRESSION: Notes - 1.pdf			
			https://learnenglish.britishcouncil.org/grammar/a1-a2-grammar				
			Advanced Grammar Reference: https://www.bbc.co.uk/lear ningenglish/advanced-gra mmar-guide				
			Adjectives exercise: https://drive.google.com/fil e/d/1K7WPsNR8Ird_ir/Zo_l tsw9nhw9QYEg/Wew7usp =shanng				
# Week No. Topic	Subtopics	Exercise	Slides/ Teaching material	Slides/Teaching Material	Slides/Teaching Material		
1 The Sentence	Subject and Predicate, Phrase and Clause, Parts of Speech	Tutorial: Ex 1 Wren and Martin	Refer chps 1-4 Wren and Martin	Sentences - 1.pdf	Sentences - 2.pdf		

2	Articles		Tutorial: Book 1: Ex 23 and 24 Wren and Martin	https://drive.google.com/fil e/d/1b2hj_lmFQlq24kHZZ DXT0CteC41mLBi/view?u sp=drive_link	https://docs.google.co m/presentation/d/1rR8 9xGBL7F8HacBL85j5 92t2f84aVLQtuY16ze v0Zdg/edit?usp=drive _link	Articles & Adj (also includes adjectives)			
3	Tenses	Simple+Continuous	Tutorial: Book 1: Ex 23 and 24 Wren and Martin	https://drive.google.com/fil e/d/1JuPDOILs82KlvN2q0 gQO_rac51jseaCx/view?u sp=sharing	tenses_workshee t_work.pdf	Worksheet.pdf (also includes articles and adjectives)			
4	Tenses	Perfect+Perfect Continuous		https://drive.google.com/fil e/d/1JuPDOILs82KIvN2q0 gQO_rac51jseaCx/view?u sp=sharing	https://drive.google.co m/file/d/14 SWrsirXdo cu9Q5wQsgAY1Y4Ze zvSVs/view?usp=shari ng				
5	Verbs	Auxiliaries and Modals	Tutorial: Book 1 Ex 59 Wren and Martin	Refer chp 32 Wren and Martin					
6	Active-Passive Voice		Tutorial: Book 1: Ex 39-44: Wren and Martin	Subject-Verb-Object (SVO) Structure - Presentation	https://drive.google.co m/file/d/1VBnJGGKE Dli5yPnlUaOzQO7o1 uYXir3f/view?usp=sha ring				
7	Subject Verb Agreement		Tutorial: Book 2: Ex 110 Wren and Martin	https://drive.google.com/fil e/d/10aGdgwzj 98- rF8ju BmlmwibPU34pJg/view?us p=drive_link	https://docs.google.co m/presentation/d/1rR8 9xGBL7F8HacBL8Sj5 92t2f84aVLQtuY16ze v0Zdg/edit?usp=drive _link				
8	Prepositions		Tutorial: Write sentences using some prepositions Book 1: Ex 67 and 69: Wren and Martin	https://www.canva.com/design/DAGTLIdYL5w/upto0 GGnmWoWxXiFgkwiEA/edit?utm_content=DAGTLId YL5w&utm_campaign=designshare&utm_medium=lin k2&utm_source=sharebutt on	https://drive.google.co m/file/d/12RWGjfZ3hF 9INIoXGnIh9nUO4B5 sSAvh/view?usp=drive _link				
9	Conjunction	Also do formation of complex sentences	Tutorial: Write sentences with some conjunctions Book 1: Ex 96-98, 100-101, Book 2: Ex 99-110	Ref chps 40-41 in book 1 and chp 22 in book 2 Wren and Martin					
10	Direct and Indirect Speech		Tutorial: Book 2: Ex 104-108 Convert dialogue from a movie to indirect speech	Ref chp 16 book 2 Wren and Martin					
11	Correct Usage	Nouns and Pronouns, Adjectives	Tutorial: Book 2: Ex 111-114	Refer chps 18 and 19 Wren and Martin					
12	Correct Usage	Verbs and Adverbs	Tutorial: Book 2: Ex 115-116	Refer chps 20 and 21 Wren and Martin					
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	Column 2	Column 3	Column 4	Column 5					
	Topic	Subtopics	Material/ Exercise	Slides/ Teaching material					
1	Reading basics	-	▶ ELP_ Reading basi▶ ELP_Comprehensio	■ ELP_Reading.pptx					
2	Understanding slides	-	https://environment.delhi.g ov.in/sites/default/files/inlin e-files/ppt_on_air_dust_pol lution_1.pdf	■ Slide reading					
	3 4 5 6 7 8 9 10 11 12	Topic 1 Reading basics	3 Tenses Simple+Continuous 4 Tenses Perfect+Perfect Continuous 5 Verbs Auxiliaries and Modals 6 Active-Passive Voice 7 Subject Verb Agreement 8 Prepositions 9 Conjunction Also do formation of complex sentences 10 Direct and Indirect Speech 11 Correct Usage Nouns and Pronouns, Adjectives 12 Correct Usage Verbs and Adverbs Column 2 Column 3 Topic Subtopics 1 Reading basics -	24 Wren and Martin Tutorial: Book 1: Ex 23 and 24 Wren and Martin Tutorial: Book 1: Ex 23 and 24 Wren and Martin Tutorial: Book 1: Ex 59 Wren and Martin Tutorial: Book 1: Ex 39-44: Wren and Martin Active-Passive Voice Tutorial: Book 1: Ex 39-44: Wren and Martin Tutorial: Book 2: Ex 110 Wren and Martin Tutorial: Write sentences using some prepositions Book 1: Ex 67 and 69: Wren and Martin Tutorial: Write sentences with some conjunctions Book 1: Ex 67 and 69: Wren and Martin Tutorial: Write sentences with some conjunctions Book 1: Ex 67 and 69: Wren and Martin Tutorial: Write sentences with some conjunctions Book 1: Ex 67 and 69: Wren and Martin Tutorial: Write sentences with some conjunctions Book 1: Ex 67 and 69: Wren and Martin Tutorial: Book 2: Ex 110-110, Book 2: Ex 104-108 Convert dialogue from a movie to indirect speech Tutorial: Book 2: Ex 111-114 Tutorial: Book 2: Ex 111-114 Tutorial: Book 2: Ex 115-116 Column 2 Column 3 Column 4 Reading basics - BELP Comprehensio https://environment.delhi.gov.in/sites/default/files/finin e-files/sptpt.on_air_dust.pol https://environment.delhi.gov.in/sites/default/files/finin e-files/sptpt.on_air_dust.pol https://environment.delhi.gov.in/sites/default/files/finin e-files/sptpt.on_air_dust.pol https://environment.delhi.gov.in/sites/default/files/finin e-files/sptpt.on_air_dust.pol	Tutorial: Book 1: Ex 23 and 24 Wren and Martin Tutorial: Book 1: Ex 23 and 24 Wren and Martin Tutorial: Book 1: Ex 23 and 24 Wren and Martin Tutorial: Book 1: Ex 23 and 24 Wren and Martin Tutorial: Book 1: Ex 23 and 24 Wren and Martin Tutorial: Book 1: Ex 23 and 24 Wren and Martin Tutorial: Book 1: Ex 23 and 24 Wren and Martin Tutorial: Book 1: Ex 39-44: Subject-Verb-Object (SVO) Structure - Presentation Tutorial: Book 1: Ex 39-44: Subject-Verb-Object (SVO) Structure - Presentation Tutorial: Book 1: Ex 39-44: Subject-Verb-Object (SVO) Structure - Presentation Tutorial: Book 1: Ex 39-44: Subject-Verb-Object (SVO) Structure - Presentation Tutorial: Write sentences using some prepositions Tutorial: Write sentences using some prepositions Book 1: Ex 39-44: Subject-Verb-Object (SVO) Structure - Presentation Tutorial: Write sentences using some prepositions Book 1: Ex 39-44: Subject-Verb-Object (SVO) Structure - Presentation Tutorial: Write sentences using some prepositions Book 1: Ex 39-44: Subject-Verb-Object (SVO) Structure - Presentation Tutorial: Write sentences using some prepositions Book 1: Ex 39-44: Subject-Verb-Object (SVO) Structure - Presentation Tutorial: Write sentences using some prepositions Book 1: Ex 39-44: Subject-Verb-Object (SVO) Structure - Presentation Tutorial: Write sentences using some prepositions Book 1: Ex 39-89. 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3	Infereing from passages	-	ELP_Comprehension https://cpb-us-e2.wpmucdn .com/blogs.henrico.k12.va. us/dist/a/1546/files/2012/0 5/Inference-Updated.pdf	https://www.khanacademy. org/test-prep/sat-reading-a nd-writing/x0d47bcec73eb 6c4b:foundations-informati on-and-ideas/x0d47bcec73 eb6c4b:inferences/a/infere nces-lesson		
4	Understanding Research Papers	-	students will be given a short 3-4 page paper and they will be asked questions on it	https://www.sjsu.edu/writin gcenter/docs/handouts/Re ading%20a%20Research %20Paper.pdf		
5	Recap	Sentence structure and Grammar recap	https://owl.purdue.edu/owl exercises/sentence struc ture/subject verb agreeme ent/subject verb agreeme nt exercise.html https://www.liceopigafetta. edu.it/wp-content/uploads/, 2016/06/Quaderno-di-Ingle se-Liceo-Musicale.pdf	□ Sentence Structure		
	rtoup	Oranina rosap	Write your introduction in	_ contends of distant		
6	Basics of writing	Introduction writing and essay writing	50 words & Write an essay on why IIT Bombay is the best technical institute in the country	Fundamentals of Writing - Essay.pptx		
7	Email writing	-	Choose any topic from the following: Application for the role of a Teaching Assistant Application for an internship position Acting like a CR, mail to a professor about excessive work hours for the course Acting like a CR, mail to a professor for extension of a deadline	Email Writing.pptx Indicated to Juneau Section 19 Section 19 Character 19 Characte		
	Critical Writing	Persuasive writing & exercises	Write a 300-word essay on a topic such as: "Should universities adopt online-only learning post-pandemic?"	□ Persuasive Writing		
			Write the summary for the	_ ELP Summary and		
9	Summary Writing	-	passage given in slides	Precis Writing		
10	SoP writing	-	■ SoP exercise	■ SoP Writing.pptx		
11	Practice	Short story writing	Exercises in the presentation	https://www.canva.com/de sign/DAGTEYd_E8s/4x7b ZnJiAYJ8gikRKFVIIQ/edit? utm_content=DAGTEYd_E 8s&utm_campaign=design share&utm_medium=link2 &utm_source=sharebutton		