

Sardar Vallabhbhai Patel Institute of Technology- Vasad.
Practical Lesson Plan-Seminar is part of lab session

Name: Ms. FORAM PATEL

Designation: Asst. Prof

Dept.: A. S. & H. Deptt.

Subject: CS (2110002)

Class: FY IT I

Batch: C

Lab. Sessions/Week: 1/1

Lab. Slot No. 12:15 TO 2:15

Week: 08

Pr.No.	Practical Name	Demo / Performanc e (D/P)	Proposed Date	Name/En. No. Of students who will give seminar
1	Letter Writing: Purpose, Principles, elements, layouts, “YOU’ attitude, 7 C’s of Business letter. Followed by application question (Inquiry letter, reply to inquiry, order, execution of order, complain and adjustment letter.		08/02/17	
2	Technical report Writing: Objectives, purpose, characteristics, structure and types of report. Followed by application question(Memo format & letter format)		15/02/17	
3	Comprehension practice: - Bar/ pie/ Line graphs to be given by faculty to students then students have to develop the information given in graphs in the paragraph manner.		22/02/17	
4	Picture description: - Any picture (landscape, location, maps etc....) would be selected by the students and has to describe the picture.		01/03/17	
	Completion of Story: - Faculty has to narrate half portion of any story then ask the students to use their own imagination to conclude the story.		08/03/17	
5	Book Review: - Each student will get an individual book from the list provided in the syllabus the students have to write review on particular book in prescribed format.		15/03/17	
6	Presentation: - Students are divided in the group of 5 and given a topic on which they are supposed to make power point presentation and paste the hard copy of particular presentation in their manual.		22/03/17	
7	Group Discussion: - Students will participate in the mock group discussion where teacher will provide them current issues based on politics, social, technical etc... (Note: Students have to write only the list of topics in their manual)		12/04/17	
8	Phonetics – Spoken practice: - Introduction of Monophthongs, Diphthongs, and Consonant sounds. Transcription of words, sentences, and paragraphs.		19/04/17	

Sign of Faculty member

Dept. HOD.

Principal