

**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:** A

**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	<b>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.</b>		10/2/17	
2	<b>Technical report Writing: Objectives, purpose, characteristics, structure and types of report. Followed by application question( Memo format &amp; letter format)</b>		17/2/17	
3	<b>Comprehension practice:</b> - 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.		03/03/17	
4	<b>Picture description:</b> - Any picture (landscape, location, maps etc....) would be selected by the students and has to describe the picture.		10/03/17	
	<b>Completion of Story:</b> - Faculty has to narrate half portion of any story then ask the students to use their own imagination to conclude the story.		17/03/17	
5	<b>Book Review:</b> - 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.		24/03/17	
6	<b>Presentation:</b> - 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.		31/03/17	
7	<b>Group Discussion:</b> - 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)		07/04/17	
8	<b>Phonetics – Spoken practice:</b> - Introduction of Monophthongs, Diphthongs, and Consonant sounds. Transcription of words, sentences, and paragraphs.		21/04/17	

**Sign of Faculty member**

**Dept. HOD.**

**Principal**