

Govt. Polytechnic Hamirpur (H.P.)
Practical Planning & Coverage

Branch : Computer Engg.

Semester : Sixth

Subject : PCS

Session : Jan.2024- May.2024

Teacher: Yuvender Singh

Labortary: Language Lab.

Pract. No.	Description of Practical/Activity	Reference for Procedure	Likely Dates	Actual Dates	Signature
1	EXERCISE ON PHONETICS	Growth and structure of Modern English By Dr	1st & 2nd week of Feb		
2	GROUP DISCUSSION	E.C.S.-II & through internet .	3rd & 4th week of Feb. & 1st week of March.		
3	EXERCISE ON SWOT ANALYSIS , LISTENING SKILLS	Through Self notes , You Tube clips & C.Ds	2nd & 3rd week of March		
4	INTERNET COMMUNICATION , CORRESPONDENCE	Through Internet , K.K.Dhir	4th week of March. & 1st week of April		
5	EXERCISE ON BODY LANGUAGE, DRESS SENSE	E.C.S.-II & through internet .	2nd & 3rd week of April.		
	ETIQUETTES AND MANNERISM		"		
	TABLE MANNERS		"		
	TELEPHONE ETIQUETTES		"		
	MANNERS RELATED TO OPPOSITE GENDER		"		
	CROSS CULTURAL COMMUNICATION		"		
6	MOCK INTERVIEWS	C.Ds , You Tube Clips	4th week of April & 1st week of May		
7	ROLE PLAY FOR EFFECTIVE COMMUNICATION	C.Ds , You Tube Clips	2nd 3rd & 4th week of May		

Signature of Teacher

Signature of H.O.D.