**LESSON PLAN**

Class: BTM IV Semester

Sub : Communicative English

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| 01 Jan to 06 Jan 2024 | Growth and Development of English in India  English as international medium of communication.  Status of English in India and its impacts |
| 08 Jan to 13 Jan 2024 | Main Features of Indian English  British Vs American English, differentiating features |
| 15 Jan to 20 Jan 2024 | Introduction to formal and informal English  Usage of Dictionary and Thesaurus |
| 22 Jan to 27 Jan 2024 | Synonyms and antonyms |
| 29 Jan to 27 Jan 2024 | Idioms and Phrases |
| 22 Jan to 03 Feb 2024 | One word substitutes, prefixes and Suffixes |
| 05 Feb to 11 Feb 2024 | Common errors in spellings  Common grammatical mistakes in sentences |
| 12 Feb to 17 Feb 2024 | Subject verb agreement,  Tag Questions |
| 19 Feb to 25 Feb 2024 | Active and Passive Voice  Narration |
| 26 Feb to 02 March 2024 | List of Terms commonly used in the field of Tourism |
| 04 March to 09 March 2024 | Resume Writing for different jobs |
| 11 March to 17 March 2024 | Need of English in Promoting Tourism  Importance and Role of English for Tourist Guiding and Escorting |
| 18 March to 23 March 2024 | Dialogue Writing with practice for different situations |
| 25 March to 30 March 2024 | **Holi Vacation** |
| 01 to 06 April | Paragraph Writing with practice |
| 08 to 13 April | Letter writing ( Formal and Informal)  Notice, Circulars and Memorandums |
| 15 to 20 April | Essentials of Different types of Conversation ( email, Group Discussion , Public Speaking etc) |
| 22 to 27 April | Etiquettes in Formal Conversation  Essentials of Telephonic Conversation |
| 29 to 30 April | Revision and Sessionals |
| 01 May | Examination |

01-01-2024 to 30-04-2024

**LESSON PLAN**

Class: BTM II SEMESTER

Sub: International Tourism

9-02-2024 to 30-04-2024

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| 9 Feb to 10 Feb | Factors affecting growth of international tourism |
| 12 Feb to 17 Feb 2024 | Global Tourism Trends in terms of arrival and receipts |
| 19 Feb to 25 Feb 2024 | Regional Distribution of international tourism-I, Europe |
| 26 Feb to 02 March 2024 | Continued… |
| 04 March to 09 March 2024 | Regional Distribution of international tourism-II, Americas |
| 11 March to 17 March 2024 | Continued… |
| 18 March to 23 March 2024 | Regional Distribution of international tourism-IV, Africa |
| 25 March to 30 March 2024 | Holi Vacation |
| 01 to 06 April | Continued…. |
| 08 to 13 April | Regional Distribution of international tourism-III, East Asia and Pacific |
| 15 to 20 April | Continued…. |
| 22 to 27 April | International Organizations- UNWTO, PATA and IATA |
| 29 to 30 April | Challenges before International tourism and Strategy to Promote internationall tourism |
| 01 May | Examination |

**LESSON PLAN**

Class: BTM IV Semester

Sub : Tourist Guiding

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| 01 Jan to 06 Jan 2024 | Basic Requirement of an Escort or Guide- Key KSAs |
| 08 Jan to 13 Jan 2024 | Personal Grooming , Smartness, Dressing Sense, hygiene , communication |
| 15 Jan to 20 Jan 2024 | Etiquettes, how to welcome tourist, Traditional Styles of welcoming in different cultures in India |
| 22 Jan to 27 Jan 2024 | Knowledge of frontier formalities, geography, history and culture |
| 29 Jan to 27 Jan 2024 | Communication, Principal of communication, Verbal and non- Verbal communications |
| 22 Jan to 03 Feb 2024 | Personal vs Organizational communication, Formal Vs Informal Communication |
| 05 Feb to 11 Feb 2024 | Communication Gaps, Rules for Effective communication |
| 12 Feb to 17 Feb 2024 | Barriers to Communications, AV aids and Presentation Skills |
| 19 Feb to 25 Feb 2024 | Body Language- Gesture, Posture and their interpretation |
| 26 Feb to 02 March 2024 | Pre Tour Preparation |
| 04 March to 09 March 2024 | Itinerary Preparation |
| 11 March to 17 March 2024 | Arrangement for Transfer and Sightseeing, arrangement at Hotel |
| 18 March to 23 March 2024 | Role and Resposibilites of Guide and Escorts |
| 25 March to 30 March 2024 | Work Ethics |
| 01 to 06 April | Tourism related rules and regulations, Foreigners Act, Custom rules |
| 08 to 13 April | ( Continued ) Currency rules, immigration check |
| 15 to 20 April | Passport rules and Indian Visa Rules |
| 22 to 27 April | Visa Rules for Schengen , US, UAE , China etc |
| 29 to 30 April | Revision and Sessional |
| 01 May | Examination |