

Revised :-1 year 2009

Syllabus

TRADE :
PLATE-MAKER
Under G.C.V.T. Pattern



Directorate of Employment & Training
(An ISO - 9000 : 2000 Certified Organisation)
Block No., 1/8, Dr. Jivraj Mehta Bhavan, Old Sachivalaya,
Gandhinagar, Gujarat State.
Web : www.talimrojgar.org

Syllabus for the Trade of PLATE-MAKER

Under

Craftsman Training Scheme

General Information

1.	Name of the Trade	:	PLATE-MAKER
2.	Trade Code No.	:	268
3.	Entry Qualification	:	S.S.C. (10th Pass)
4.	Duration of Training	:	1 Year
5.	Total Hours	:	42 hours per week
6.	On job Industrial Training	:	2 Months

Syllabus Committee

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|-----|--|-----------------|
| (1) | Shri A.D shah
Manager,
Govt. pholo litho press
Dudheswar, Ahmedabad | Member |
| (2) | Shri Bhagirath A. patel
Lecturer in printing department
R.C Techical Institute,
Ahmedabad | Member |
| (3) | Shri Kalpesh patel
Rajkalp mudranalaya
Ahmedabad | Member |
| (4) | Rameshbhai Patel
Modern Press
B/H. Satluj Hotel, Naroda road,
Ahmedabad | Membar |
| (5) | D. S. Jani
Managar,
S. T. Press,
Central Workshop Naroda,
Ahmedabad | Member |
| (6) | Shri D.R.Choudhari
Principal,
Industrial Training Institute
Himmatnagar | Chairman |
| (7) | Shri M. N. Shaikh
S. I. (printing group)
I.T.I kubernagar, Ahmedabad | Member |
| (8) | Shri S. A. Patel
S. I. (printing group)
I.T.I kubernagar, Ahmedabad | Member |

Syllabus

Week No.	Theory	Week No.	Practical	SoftSkill
1	Foundation course of basic calculation & estimating Paper, ink, raw material wastage	1	Introduction to plate making equipment and machinery	1.11 , 1.12 , 2.01 , 3.01 , 6.01 , 7.01 , 8.02 , 11.01
2 to 3	Brief history of printing.	2	Current working method and use of machinery tools and equipment.	1.13 , 1.21 , 2.02 , 3.01 , 5.01 , 6.02 , 8.01 , 11.02
	Different printing processes and comparison. Outline of preparation for all Printing	3	Maintanance of plate making machinery handing care.	1.14 , 1.22 , 2.02 , 3.01 , 6.03 , 8.02 , 8.03 , 9.01 , 11.03
4	history and devlopement of lithographic process.	4	Handling and uses of different printing sarfaces.	1.23 , 2.02 , 3.02 , 4.01 , 6.04 , 8.03 , 11.04
5	Photomechanical process classification equipment and material used for plate making and offset printing.	5	Handling care and uses of English various gauges.	1.15 , 1.24 , 2.03 , 3.02 , 5.02 , 6.04 , 8.02 , 8.07 , 11.05
6 to 9	Offset plates- metal used for offset plate. Aluminum, zinc,copper, polymaster. Different types of plates used for offset printing according to necessity of printing surface deep etch. multimetal plates, anodized plate presensitized plate.Their properties reparation.comparative analysis and use.	6	Introduction and use of lining up table.	1.25 , 2.03 , 6.04 , 8.02 , 8.07 , 10.01 , 11.06
		7	Differntiate various margins.	1.16 , 1.26 , 2.04 , 6.05 , 8.02 , 8.11 , 8.12 , 8.13 , 10.02 , 11.07
		8	Placement of pages.	2.05 , 6.05 , 8.02 , 8.04 , 8.08 , 10.03 , 11.07
		9	Works and Tumble Imposition scheme.	1.17 , 1.27 , 2.01 , 3.01 , 6.01 , 7.02 , 8.05 , 10.01
10 to 11	Chemicals and solution used for plate making. Their preparation redy-made solutions available in market.	10	work & twist imposition scheme.	1.17 , 4.01 , 5.03 , 6.01 , 8.05 , 9.01 , 11.01
		11	4 pages of 8 pages sheet work.	1.18 , 1.27 , 2.02 , 3.01 ,

				6.02 , 7.02 , 8.06 , 10.03
12 to13	Plate graining equipment and grain.	12	16 pages sheet work.	1.18 , 4.02 , 5.03 , 6.02 , 8.06 , 9.02 , 11.02
		13	32 page sheet work.	1.19 , 1.27 , 2.04 , 3.02 , 6.03 , 7.03 , 8.02 , 10.03
14	Lining up table, layout sheets handling and use.	14	4 and 8 page half sheet works.	4.02 , 5.04 , 6.03 , 8.09 , 9.02 , 11.03
15	Films negative and positives qualities required for plate making.	15	18 page half sheet work.	1.27 , 1.31 , 2.05 , 3.02 , 6.04 , 7.03 , 8.09 , 10.03
16-20	Light source used for plate making their kinds exposers - printing downframe and use.	16	32 page half sheet work.	1.32 , 4.03 , 5.04 , 6.04 , 8.1 , 9.02 , 11.04
		17	Register marks retouching single colors.	1.27 , 1.33 , 2.06 , 3.01 , 6.05 , 7.04 , 8.1 , 10.04
		18	layout preparation for multi color.	1.34 , 4.03 , 5.05 , 6.05 , 9.03 , 11.05
		19	first color paste up work.	1.28 , 1.35 , 2.07 , 3.01 , 6.06 , 7.04 , 8.11 , 10.04
		20	second color paste up work.	1.36 , 4.04 , 5.05 , 6.06 , 8.12 , 9.03 , 11.05
21-24	Plate making surface and deep etch p.s. coating of plates, chemical and solution used, speed of rotation, effects of variation in coating, printing down register marks, step wedges. Their purpose correction addition and delation. Chemical and tools used. Defects in plates causes and remedies, handling care and storage of plate, step and repeat machine, kinds purpose	21	Third color paste up work.	1.28 , 1.37 , 2.01 , 3.02 , 6.01 , 7.05 , 8.13 , 10.04
		22	4 th last color paste up.	1.31 , 4.04 , 5.06 , 6.01 , 9.03 , 11.05
		23	handling care and use various film.	1.28 , 1.32 , 2.02 , 3.02 , 6.02 , 7.05 , 8.14 , 10.04

	of use, qualities control.	24	Introduction to plate uses in graining.	1.33 , 4.05 , 5.06 , 6.02 , 8.03 , 9.04 , 11.05
25	Measuring gauges, Hydrometer, Hygrometer, Densitometer Handling care and uses.	25	Image removing before graining. methods.	1.28 , 1.34 , 3.01 , 6.03 , 8.03 , 10.04
26	Offset proof press and their use.	26	Basic grain formation practice.	1.35 , 4.05 , 5.03 , 6.03 , 8.03 , 9.04 , 11.06
27	Brief outline of offset printing machines. Damping and inking system.	27	Grain formation as per required	1.29 , 2.04 , 3.01 , 6.04 , 7.05 , 8.02 , 8.07 , 10.05
28-31	Imposition terms used for imposition. Different scheme relation to folding schemes.	28	Handling storage of grain plate.	1.36 , 4.02 , 5.04 , 6.04 , 8.07 , 9.04 , 11.06
		29	Introduction to grain quality control	1.29 , 2.05 , 3.02 , 6.05 , 7.05 , 8.02 , 8.12 , 10.05
		30	Washing old plate regraining chemically.	1.37 , 3.02 , 4.03 , 6.05 , 8.14 , 9.05 , 11.06 , 11.06
		31	Washing or old plates for regrainig.	1.29 , 2.06 , 3.01 , 6.05 , 7.06 , 8.02 , 8.03 , 10.05
32	Half tone and continuous tone theory-dot formation. Control of dot size. Screens kinds and uses modernisation of color separation.	32	Preparation of various solutions	1.31 , 2.07 , 3.01 , 6.06 , 8.03 , 9.05
33-34	COLOUR- principles of colour, primary, secondary, and tertiary subtractive color theory.	33	Exposer with positive film butter.	1.32 , 2.01 , 3.02 , 6.06 , 7.06 , 8.02 , 8.03 , 10.05
		34	Exposer with negative films.	1.31 , 2.02 , 3.02 , 6.06 , 8.07 , 9.05 , 11.07
35	Temperature and relative humidity effects on plates control. Air-conditioning advantages.	35	Chemical preparation for surface plate making.	1.32 , 2.04 , 3.01 , 6.06 , 7.06 , 8.05 , 8.07 , 10.05

36	Modern development in plate making. Different modern devices.	36	Preparation of egg albumin plates.	1.31 , 2.05 , 3.01 , 6.06 , 8.07 , 9.06 , 11.07
37	Calculation-consumption of chemical and other materials of plate making.costing of plate making.	37	Preparation of wipp on plates.	1.32 , 2.06 , 3.02 , 6.06 , 7.06 , 8.05 , 8.09 , 10.06
38-39	Paper-kinds and qualities, standard sizes, division subdivision.	38	Double exposer system in water deep etch plates.	1.31 , 2.07 , 3.02 , 8.09 , 9.06 , 11.07
		39	Addition relation of image in water deep etch plates.	1.32 , 2.01 , 3.01 , 7.07 , 8.05 , 8.1 , 10.06
40	Ink kinds qualities, offset ink.	40	Line work plate with positive butter.	1.33 , 2.02 , 3.01 , 8.1 , 9.06 , 11.07
41	Planning and arrangement of plate.	41	Preparation of chemicals for gum deep etch plates.	1.33 , 2.04 , 3.02 , 7.07 , 8.06 , 8.14 , 10.06 , 12
42-43	General care and maintenance of machinery, equipment and other materials of a plate making section	42	Line work gum deep etch plates.	1.34 , 2.05 , 3.02 , 7.07 , 8.06 , 10.06 , 12
		43	Half tone gum deep etch plates.	1.34 , 2.06 , 3.01 , 7.07 , 8.07 , 10.06 , 12
44	safety hazard preventive	44	Line-half tone combined Gum deep etch plates.	1.34 , 2.07 , 3.02 , 7.07 , 8.12 , 10.06 , 12
45-52	Industrial on Job Training	45-52	Industrial on Job Training	

GENERAL SHOPOUT

SR.NO.	DISCRIPTION OF ITEM	QUANTITY
1	GLASS JAR/CONTAN(FOR KEEPING/MIXING SOLUTION)	06 NOS.
2	MEASURING GLASSES-DIFFERENT SIZES GREUATED.	08 NOS
3	ENAMEL/GLASS FUNNEL	06 NOS
4	HYDROMETER (BOUME READING)	02 NOS
5	TIMER	01 NOS
6	LITHO PLATE DEVLOPING AND TREATING SINK WITH SQUARE PIPE STAND.	02 NOS
7	WORKING TABLE SQUARE PIPE FABRICATED WITH MATERIAL STORING FACILITIES SIZE.	01 NOS
8	LINING UP TABLE SIZE 28"40"WITH DIFFUASSION LIGHT SOURCE VERTICAL AND HORIZONTAL RULER,MADE OF METAL SHEET WITH FOUR BEARING LOADED ROCKS.TWO SMALL TOOLS AND MATTERS.	01 NOS

Syllabus of Life (Soft) Skill

Week	Topic No.	Name of Topic
1	1.11	Articles, Numbers
1	1.12	Prepositions, Phrasal
1	2.01	Barrier to communication and method to over come
1	3.01	The basic problem-solving element
1	6.01	What is Motivation?
1	7.01	What is Self Esteem? (Self-concept, Self Esteem, Self-ideal)
1	8.02	Use of Internet
1	11.01	Benefits of Team Work, The Team Function
1		1.11 , 1.12 , 2.01 , 3.01 , 6.01 , 7.01 , 8.02 , 11.01
2	1.13	Pronouns
2	1.21	Art of conversation & listening
2	2.02	Channel of communication formal / informal
2	3.01	The basic problem-solving element
2	5.01	What is Self-Confidence?
2	6.02	Motivation & Hygiene Factors
2	8.01	Windows Operating System
2	11.02	Team Leader responsibilities
2		1.13 , 1.21 , 2.02 , 3.01 , 5.01 , 6.02 , 8.01 , 11.02
3	1.14	Modal verbs,
3	1.22	Verbal & Non verbal communication, Vocabulary & Word building
3	2.02	Channel of communication formal / informal
3	3.01	The basic problem-solving element
3	6.03	The Tree need for motivation
3	8.02	Use of Internet
3	8.03	Toolbars & Menu bars features in WORD
3	9.01	Global Environmental Issues, Ecological Communities, Humans and the Environment
3	11.03	Planning for effective teamwork
3		1.14 , 1.22 , 2.02 , 3.01 , 6.03 , 8.02 , 8.03 , 9.01 , 11.03
4	1.23	How to pronounce English word and phrases, spell, count and tell time, How to greet and address people appropriately
4	2.02	Channel of communication formal / informal
4	3.02	Request-Response-Result
4	4.01	Environmental Health and Safety
4	6.04	Intrinsic Vs Extrinsic Motivation
4	8.03	Toolbars & Menu bars features in WORD
4	11.04	Techniques for teamwork
4		1.23 , 2.02 , 3.02 , 4.01 , 6.04 , 8.03 , 11.04
5	1.15	If-Conditional Sentences,
5	1.24	How to talk about family. How to ask and answer simple equations, How to form positive negative statement in the present, future & simple
5	2.03	Body language
5	3.02	Request-Response-Result
5	5.02	What Causes a Lack of Self-Confidence
5	6.04	Intrinsic Vs Extrinsic Motivation

Week	Topic No.	Name of Topic
5	8.02	Use of Internet
5	8.07	Toolbars & Menu bars features in EXCEL
5	11.05	Working as a team, Typical team difficulties
5		1.15 , 1.24 , 2.03 , 3.02 , 5.02 , 6.04 , 8.02 , 8.07 , 11.05
6	1.25	Practice pronouncing the Letters, Vowels, Vowel Combination, Consonants, Consonants combination
6	2.03	Body language
6	6.04	Intrinsic Vs Extrinsic Motivation
6	8.02	Use of Internet
6	8.07	Toolbars & Menu bars features in EXCEL
6	10.01	Self Introduction and types of manners, The importance of the first impression
6	11.06	Responsibilities of Team members
6		1.25 , 2.03 , 6.04 , 8.02 , 8.07 , 10.01 , 11.06
7	1.16	Adverb / Adjective,
7	1.26	Basic Vocabulary Numbers, Time, Calendar, Colors.
7	2.04	Voice modulation
7	6.05	Problem with Motivation
7	8.02	Use of Internet
7	8.11	Main point of Presentation.
7	8.12	Slide Layouts & Slide Design
7	8.13	Different Slide View
7	10.02	Improving Business Etiquette, Basic of Business etiquette
7	11.07	Typical Team Skills needed & Team Leader's Role
7		1.16 , 1.26 , 2.04 , 6.05 , 8.02 , 8.11 , 8.12 , 8.13 , 10.02 , 11.07
8	2.05	Smile and its philosophy
8	6.05	Problem with Motivation
8	8.02	Use of Internet
8	8.04	Creating document, Non-document files.
8	8.08	Entering & Editing Worksheet , Different view of Worksheet
8	10.03	Business Etiquette and electronics communication.
8	11.07	Typical Team Skills needed & Team Leader's Role.
8		2.05 , 6.05 , 8.02 , 8.04 , 8.08 , 10.03 , 11.07
9	1.17	Reported Speech,
9	1.27	How to obtain goods and services, How to obtain goods and services in emergency situations.
9	2.01	Barrier to communication and method to over come
9	3.01	The basic problem-solving element
9	6.01	What is Motivation?
9	7.02	Real Self Esteem
9	8.05	Book marks, Hyperlinks, Creating brochures
9	10.01	Self Introduction and types of manners, The importance of the first impression
9		1.17 , 1.27 , 2.01 , 3.01 , 6.01 , 7.02 , 8.05 , 10.01
10	1.17	Reported Speech
10	4.01	Environmental Health and Safety
10	5.03	Tips for Increasing Self-Confidence-1
10	6.01	What is Motivation?
10	8.05	Book marks, Hyperlinks, Creating brochures

Week	Topic No.	Name of Topic
10	9.01	Global Environmental Issues, Ecological Communities, Humans and the Environment
10	11.01	Benefits of Team Work, The Team Function
10		1.17 , 4.01 , 5.03 , 6.01 , 8.05 , 9.01 , 11.01
11	1.18	Passives,
11	1.27	How to obtain goods and services, How to obtain goods and services in emergency situations
11	2.02	Channel of communication formal / informal
11	3.01	The basic problem-solving element
11	6.02	Motivation & Hygiene Factors
11	7.02	Real Self Esteem
11	8.06	Creating templates, tables, Formation the text, Mail Merge
11	10.03	Business Etiquette and electronics communication
11		1.18 , 1.27 , 2.02 , 3.01 , 6.02 , 7.02 , 8.06 , 10.03
12	1.18	Passives
12	4.02	Key workplace safety issues-1
12	5.03	Tips for Increasing Self-Confidence-1
12	6.02	Motivation & Hygiene Factors
12	8.06	Creating templates, tables, Formation the text, Mail Merge
12	9.02	Geographical Analysis and Techniques
12	11.02	Team Leader responsibilities
12		1.18 , 4.02 , 5.03 , 6.02 , 8.06 , 9.02 , 11.02
13	1.19	Message wrting.
13	1.27	How to obtain goods and services, How to obtain goods and services in emergency situations
13	2.04	Voice modulation
13	3.02	Request-Response-Result
13	6.03	The Tree need for motivation
13	7.03	How is self-concept build & destroyed
13	8.02	Use of Internet
13	10.03	Business Etiquette and electronics communication
13		1.19 , 1.27 , 2.04 , 3.02 , 6.03 , 7.03 , 8.02 , 10.03
14	4.02	Key workplace safety issues-1
14	5.04	Tips for Increasing Self-Confidence-2
14	6.03	The Tree need for motivation
14	8.09	Creating worksheets with Insert Different things
14	9.02	Geographical Analysis and Techniques
14	11.03	Planning for effective teamwork
14		4.02 , 5.04 , 6.03 , 8.09 , 9.02 , 11.03
15	1.27	How to obtain goods and services, How to obtain goods and services in emergency situations
15	1.31	Direct and Indirect Speech
15	2.05	Smile and its philosophy
15	3.02	Request-Response-Result
15	6.04	Intrinsic Vs Extrinsic Motivation

Week	Topic No.	Name of Topic
15	7.03	How is self-concept build & destroyed
15	8.09	Creating worksheets with Insert Different things
15	10.03	Business Etiquette and electronics communication
15		1.27 , 1.31 , 2.05 , 3.02 , 6.04 , 7.03 , 8.09 , 10.03
16	1.32	Supplementary reading and answering the questions
16	4.03	Key workplace safety issues-2
16	5.04	Tips for Increasing Self-Confidence-2
16	6.04	Intrinsic Vs Extrinsic Motivation
16	8.1	Creating worksheet with Mathematical formula & Graphs
16	9.02	Geographical Analysis and Techniques
16	11.04	Techniques for teamwork
16		1.32 , 4.03 , 5.04 , 6.04 , 8.1 , 9.02 , 11.04
17	1.27	How to obtain goods and services, How to obtain goods and services in emergency situations
17	1.33	Multiple-Choice Questions
17	2.06	Manners and etiquette, Attitude and aptitude
17	3.01	The basic problem-solving element
17	6.05	Problem with Motivation
17	7.04	Tips for building Self Esteem
17	8.1	Creating worksheet with Mathematical formula & Graphs
17	10.04	Office etiquette
17		1.27 , 1.33 , 2.06 , 3.01 , 6.05 , 7.04 , 8.1 , 10.04
18	1.34	Elementary / Pre-Intermediate
18	4.03	Key workplace safety issues-2
18	5.05	Things To Remember When Improving Self-Confidence
18	6.05	Problem with Motivation
18	9.03	Environment, Economy and Society in World
18	11.05	Working as a team, Typical team difficulties
18		1.34 , 4.03 , 5.05 , 6.05 , 9.03 , 11.05
19	1.28	How to express yourself in different tones and moods, How to express yourself efficiently with pronouns
19	1.35	Mini-stories with cloze exercises
19	2.07	Group discussion
19	3.01	The basic problem-solving element
19	6.06	Reflection Questions
19	7.04	Tips for building Self Esteem
19	8.11	Main point of Presentation
19	10.04	Office etiquette
19		1.28 , 1.35 , 2.07 , 3.01 , 6.06 , 7.04 , 8.11 , 10.04
20	1.36	Speed reading exercises
20	4.04	Safety Engineering
20	5.05	Things To Remember When Improving Self-Confidence
20	6.06	Reflection Questions

Week	Topic No.	Name of Topic
20	8.12	Slide Layouts & Slide Design
20	9.03	Environment, Economy and Society in World
20	11.05	Working as a team, Typical team difficulties
20		1.36 , 4.04 , 5.05 , 6.06 , 8.12 , 9.03 , 11.05
21	1.28	How to express yourself in different tonts and moods, How to express yourself efficiently with pronouns
21	1.37	Extensive reading
21	2.01	Barrier to communication and method to over come
21	3.02	Request-Response-Result
21	6.01	What is Motivation?
21	7.05	How do values and morals fit into feeling good about yourself?
21	8.13	Different Slide View
21	10.04	Office etiqutte
21		1.28 , 1.37 , 2.01 , 3.02 , 6.01 , 7.05 , 8.13 , 10.04
22	1.31	Direct and Indirect Speech
22	4.04	Safety Engineering
22	5.06	Assumptions That Hinder Self-Confidence
22	6.01	What is Motivation?
22	9.03	Environment, Economy and Society in World
22	11.05	Working as a team, Typical team difficulties
22		1.31 , 4.04 , 5.06 , 6.01 , 9.03 , 11.05
23	1.28	How to express yourself in different tonts and moods, How to express yourself efficiently with pronouns
23	1.32	Supplementary reading and answering the questions
23	2.02	Channel of communication formal / informal
23	3.02	Request-Response-Result
23	6.02	Motivation & Hygiene Factors
23	7.05	How do values and morals fit into feeling good about yourself?
23	8.14	Inserting Different Things
23	10.04	Office etiqutte
23		1.28 , 1.32 , 2.02 , 3.02 , 6.02 , 7.05 , 8.14 , 10.04
24	1.33	Multiple-Choice Questions
24	4.05	Tasks & Rules for Construction & Carpentry Safety
24	5.06	Assumptions That Hinder Self-Confidence
24	6.02	Motivation & Hygiene Factors
24	8.03	Toolbars & Menu bars features in WORD
24	9.04	Habitat Conservation and Management Planning
24	11.05	Working as a team, Typical team difficulties
24		1.33 , 4.05 , 5.06 , 6.02 , 8.03 , 9.04 , 11.05
25	1.28	How to express yourself in different tonts and moods, How to express yourself efficiently with pronouns
25	1.34	Elementary / Pre-Intermediate
25	3.01	The basic problem-solving element

Week	Topic No.	Name of Topic
25	6.03	The Tree need for motivation
25	8.03	Toolbars & Menu bars features in WORD
25	10.04	Office etiquette
25		1.28 , 1.34 , 3.01 , 6.03 , 8.03 , 10.04
26	1.35	Mini-stories with cloze exercises
26	4.05	Tasks & Rules for Construction & Carpentry Safety
26	5.03	Tips for Increasing Self-Confidence-1
26	6.03	The Tree need for motivation
26	8.03	Toolbars & Menu bars features in WORD
26	9.04	Habitat Conservation and Management Planning
26	11.06	Responsibilities of Team members
26		1.35 , 4.05 , 5.03 , 6.03 , 8.03 , 9.04 , 11.06
27	1.29	How to narrate a sequence of events, How to express conjecture, options and emotions.
27	2.04	Voice modulation
27	3.01	The basic problem-solving element.
27	6.04	Intrinsic Vs Extrinsic Motivation
27	7.05	How do values and morals fit into feeling good about yourself?
27	8.02	Use of Internet
27	8.07	Toolbars & Menu bars features in EXCEL
27	10.05	Professional wardrobe to increase business
27		1.29 , 2.04 , 3.01 , 6.04 , 7.05 , 8.02 , 8.07 , 10.05
28	1.36	Speed reading exercises
28	4.02	Key workplace safety issues-1
28	5.04	Tips for Increasing Self-Confidence-2
28	6.04	Intrinsic Vs Extrinsic Motivation
28	8.07	Toolbars & Menu bars features in EXCEL
28	9.04	Habitat Conservation and Management Planning
28	11.06	Responsibilities of Team members
28		1.36 , 4.02 , 5.04 , 6.04 , 8.07 , 9.04 , 11.06
29	1.29	How to narrate a sequence of events, How to express conjecture, options and emotions.
29	2.05	Smile and its philosophy
29	3.02	Request-Response-Result
29	6.05	Problem with Motivation
29	7.05	How do values and morals fit into feeling good about yourself?
29	8.02	Use of Internet
29	8.12	Slide Layouts & Slide Design
29	10.05	Professional wardrobe to increase business
29		1.29 , 2.05 , 3.02 , 6.05 , 7.05 , 8.02 , 8.12 , 10.05
30	1.37	Extensive reading
30	3.02	Request-Response-Result
30	4.03	Key workplace safety issues-2

Week	Topic No.	Name of Topic
30	6.05	Problem with Motivation
30	8.14	Inserting Different Things
30	9.05	Environmental Processes. Globalization in the Contemporary World
30	11.06	Responsibilities of Team members
30	11.06	Responsibilities of Team members
30		1.37 , 3.02 , 4.03 , 6.05 , 8.14 , 9.05 , 11.06 , 11.06
31	1.29	How to narrate a sequence of events, How to express conjecture, options and emotions.
31	2.06	Manners and etiquette, Attitude and aptitude
31	3.01	The basic problem-solving element.
31	6.05	Problem with Motivation
31	7.06	Who has contributed to your self esteem?
31	8.02	Use of Internet
31	8.03	Toolbars & Menu bars features in WORD
31	10.05	Professiional wardrobe to increse business
31		1.29 , 2.06 , 3.01 , 6.05 , 7.06 , 8.02 , 8.03 , 10.05
32	1.31	Direct and Indirect Speech
32	2.07	Group discussion
32	3.01	The basic problem-solving element
32	6.06	Reflection Questions
32	8.03	Toolbars & Menu bars features in WORD
32	9.05	Environmental Processes. Globalization in the Contemporary World.
32		1.31 , 2.07 , 3.01 , 6.06 , 8.03 , 9.05
33	1.32	Supplementary reading and answering the questions
33	2.01	Barrier to communication and method to over come
33	3.02	Request-Response-Result
33	6.06	Reflection Questions
33	7.06	Who has contributed to your self esteem?
33	8.02	Use of Internet
33	8.03	Toolbars & Menu bars features in WORD
33	10.05	Professiional wardrobe to increse business
33		1.32 , 2.01 , 3.02 , 6.06 , 7.06 , 8.02 , 8.03 , 10.05
34	1.31	Direct and Indirect Speech
34	2.02	Channel of communication formal / informal
34	3.02	Request-Response-Result
34	6.06	Reflection Questions
34	8.07	Toolbars & Menu bars features in EXCEL
34	9.05	Environmental Processes. Globalization in the Contemporary World
34	11.07	Typical Team Skills needed & Team Leader's Role
34		1.31 , 2.02 , 3.02 , 6.06 , 8.07 , 9.05 , 11.07

Week	Topic No.	Name of Topic
35	1.32	Supplementary reading and answering the questions

Week	Topic No.	Name of Topic
35	2.04	Voice modulation
35	3.01	The basic problem-solving element.
35	6.06	Reflection Questions
35	7.06	Who has contributed to your self esteem?
35	8.05	Book marks, Hyperlinks, Creating brochures
35	8.07	Toolbars & Menu bars features in EXCEL
35	10.05	Professiional wardrobe to increase business
35		1.32 , 2.04 , 3.01 , 6.06 , 7.06 , 8.05 , 8.07 , 10.05
36	1.31	Direct and Indirect Speech
36	2.05	Smile and its philosophy
36	3.01	The basic problem-solving element.
36	6.06	Reflection Questions
36	8.07	Toolbars & Menu bars features in EXCEL
36	9.06	Environmental Management and Business Strategy, Hydrogeology and Pollution
36	11.07	Typical Team Skills needed & Team Leader's Role
36		1.31 , 2.05 , 3.01 , 6.06 , 8.07 , 9.06 , 11.07
37	1.32	Supplementary reading and answering the questions
37	2.06	Manners and etiquette, Attitude and aptitude
37	3.02	Request-Response-Result
37	6.06	Reflection Questions
37	7.06	Who has contributed to your self esteem?
37	8.05	Book marks, Hyperlinks, Creating brochures
37	8.09	Creating worksheets with Insert Different things
37	10.06	Meeting etiquette, Creativity & Problem Solving
37		1.32 , 2.06 , 3.02 , 6.06 , 7.06 , 8.05 , 8.09 , 10.06
38	1.31	Direct and Indirect Speech
38	2.07	Group discussion
38	3.02	Request-Response-Result
38	8.09	Creating worksheets with Insert Different things
38	9.06	Environmental Management and Business Strategy, Hydrogeology and Pollution
38	11.07	Typical Team Skills needed & Team Leader's Role
38		1.31 , 2.07 , 3.02 , 8.09 , 9.06 , 11.07
39	1.32	Supplementary reading and answering the questions
39	2.01	Barrier to communication and method to over come
39	3.01	The basic problem-solving element
39	7.07	Self-Concept Circle & Advantages of Good Self Esteem
39	8.05	Book marks, Hyperlinks, Creating brochures
39	8.1	Creating worksheet with Mathematical formula & Graphs
39	10.06	Meeting etiquette, Creativity & Problem Solving
39		1.32 , 2.01 , 3.01 , 7.07 , 8.05 , 8.1 , 10.06
40	1.33	Multiple-Choice Questions

Week	Topic No.	Name of Topic
40	2.02	Channel of communication formal / informal
40	3.01	The basic problem-solving element.
40	8.1	Creating worksheet with Mathematical formula & Graphs
40	9.06	Environmental Management and Business Strategy, Hydrogeology and Pollution
40	11.07	Typical Team Skills needed & Team Leader's Role
40		1.33 , 2.02 , 3.01 , 8.1 , 9.06 , 11.07
41	1.33	Multiple-Choice Questions
41	2.04	Voice modulation
41	3.02	Request-Response-Result
41	7.07	Self-Concept Circle & Advantages of Good Self Esteem
41	8.06	Creating templates, tables, Formation the text, Mail Merge
41	8.14	Inserting Different Things
41	10.06	Meeting etiquette, Creativity & Problem Solving
41	12	Preparation of Curriculum Vitae
41		1.33 , 2.04 , 3.02 , 7.07 , 8.06 , 8.14 , 10.06 , 12
42	1.34	Elementary / Pre-Intermediate
42	2.05	Smile and its philosophy
42	3.02	Request-Response-Result
42	7.07	Self-Concept Circle & Advantages of Good Self Esteem
42	8.06	Creating templates, tables, Formation the text, Mail Merge
42	10.06	Meeting etiquette, Creativity & Problem Solving
42	12	Preparation of Curriculum Vitae
42		1.34 , 2.05 , 3.02 , 7.07 , 8.06 , 10.06 , 12
43	1.34	Elementary / Pre-Intermediate
43	2.06	Manners and etiquette, Attitude and aptitude
43	3.01	The basic problem-solving element.
43	7.07	Self-Concept Circle & Advantages of Good Self Esteem
43	8.07	Toolbars & Menu bars features in EXCEL
43	10.06	Meeting etiquette, Creativity & Problem Solving
43	12	Preparation of Curriculum Vitae
43		1.34 , 2.06 , 3.01 , 7.07 , 8.07 , 10.06 , 12
44	1.34	Elementary / Pre-Intermediate
44	2.07	Group discussion
44	3.02	Request-Response-Result
44	7.07	Self-Concept Circle & Advantages of Good Self Esteem
44	8.12	Slide Layouts & Slide Design
44	10.06	Meeting etiquette, Creativity & Problem Solving
44	12	Preparation of Curriculum Vitae
44		1.34 , 2.07 , 3.02 , 7.07 , 8.12 , 10.06 , 12