

Discipline: <b>MECHANICAL ENGG</b>	Semester : <b>2ND</b>	Name of the Teaching Faculty: <b>ANUJA KHATUA</b>
Subject: <b>COMMUNICATIVE ENGLISH</b>	No. of days/per week class allotted: <b>04</b>	Semester From date To Date: 02.01.2019 to 30.04.2019  No. of Weeks: 15
Week	Class Day	Theory
1 <sup>ST</sup>	1 <sup>ST</sup>	INTRODUCTION TO LITERATURE APPRECIATION
	2 <sup>ND</sup>	SKIMMING THE GIST AND SCANNING FOR NECESSARY INFORMATION OF AN UNSEEN PASSAGE
	3 <sup>RD</sup>	CLOSE READING FOR INFERENCE AND EVALUATION, TRACING OUT THE MAIN IDEA AND ITS SUPPORTING POINTS
	4 <sup>TH</sup>	GUESSING THE MEANING OF UNFAMILIAR WORDS, NOTE-MAKING, SUMMARIZING, SUPPLYING A SUITABLE TITLE
2 <sup>ND</sup>	1 <sup>ST</sup>	PRACTICE
	2 <sup>ND</sup>	PRACTICE
	3 <sup>RD</sup>	PRACTICE
	4 <sup>TH</sup>	PRACTICE
3 <sup>RD</sup>	1 <sup>ST</sup>	STANDING UP FOR YOURSELF READING AND EXPLANATION
	2 <sup>ND</sup>	STANDING UP FOR YOURSELF READING AND EXPLANATION
	3 <sup>RD</sup>	QUESTION AND ANSWER DISCUSSION
	4 <sup>TH</sup>	INCHCAPE ROCK READING AND EXPLANATION
4 <sup>TH</sup>	1 <sup>ST</sup>	INCHCAPE ROCK READING AND EXPLANATION
	2 <sup>ND</sup>	QUESTION AND ANSWER DISCUSSION
	3 <sup>RD</sup>	THE MAGIC OF TEAMWORK READING AND EXPLANATION
	4 <sup>TH</sup>	THE MAGIC OF TEAMWORK READING AND EXPLANATION
5 <sup>TH</sup>	1 <sup>ST</sup>	QUESTION AND ANSWER DISCUSSION
	2 <sup>ND</sup>	TO MY TRUE FRIEND READING AND EXPLANATION
	3 <sup>RD</sup>	TO MY TRUE FRIEND READING AND EXPLANATION
	4 <sup>TH</sup>	QUESTION AND ANSWER DISCUSSION
5 <sup>TH</sup>	1 <sup>ST</sup>	SYNONYMS AND ANTONYMS
	2 <sup>ND</sup>	SAME WORD USED IN DIFFERENT SITUATIONS AND IN DIFFERENT MEANING
	3 <sup>RD</sup>	SINGLE WORD SUBSTITUTE, ,
	4 <sup>TH</sup>	COUNTABLE NOUN AND UNCOUNTABLE NOUN TENSES
7 <sup>TH</sup>	1 <sup>ST</sup>	ARTICLES AND DETERMINERS
	2 <sup>ND</sup>	MODAL VERBS
	3 <sup>RD</sup>	MODAL VERBS
	4 <sup>TH</sup>	TENSES
8 <sup>TH</sup>	1 <sup>ST</sup>	TENSES
	2 <sup>ND</sup>	TENSES
	3 <sup>RD</sup>	VOICE CHANGE
	4 <sup>TH</sup>	SUBJECT-VERB AGREEMENT
9 <sup>TH</sup>	1 <sup>ST</sup>	NOTICE AND AGENDA
	2 <sup>ND</sup>	PARAGRAPH WRITING
	3 <sup>RD</sup>	FEATURES OF PARAGRAPH WRITING
	4 <sup>TH</sup>	DEVELOPING IDEAS INTO PARAGRAPHS
10 <sup>TH</sup>	1 <sup>ST</sup>	PRACTICE
	2 <sup>ND</sup>	REPORT WRITING PARALLEL
	3 <sup>RD</sup>	WRITING PERSONAL LETTER
	4 <sup>TH</sup>	LETTER TO PRINCIPAL

11 <sup>TH</sup>	1 <sup>ST</sup>	LETTER TO LIBRARIAN
	2 <sup>ND</sup>	LETTER TO HOD
	3 <sup>RD</sup>	LETTER TO HOSTEL SUPERINTENDENT
	4 <sup>TH</sup>	LAYOUT OF A BUSINESS LETTER
12 <sup>TH</sup>	1 <sup>ST</sup>	LETTER OF ENQUIRY
	2 <sup>ND</sup>	LETTER OF ORDER
	3 <sup>RD</sup>	LETTER OF COMPLAINT
	4 <sup>TH</sup>	CANCELLATION OF AN ORDER
13 <sup>TH</sup>	1 <sup>ST</sup>	JOB APPLICATION
	2 <sup>ND</sup>	C.V/ RESUME
	3 <sup>RD</sup>	MEANING AND TYPES OF COMMUNICATION
	4 <sup>TH</sup>	COMMUNICATION MODEL
14 <sup>TH</sup>	1 <sup>ST</sup>	PROCESS OF COMMUNICATION AND FACTORS RESPONSIBLE FOR IT
	2 <sup>ND</sup>	MEANING AND TYPES OF PROFESSIONAL COMMUNICATION DIFFERENT AREAS OF NONVERBAL COMMUNICATION
	3 <sup>RD</sup>	FORMAL COMMUNICATION AND ITS TYPE
	4 <sup>TH</sup>	UPWARD COMMUNICATION, DOWNWARD COMMUNICATION AND PARALLEL COMMUNICATION KINESICS
15 <sup>TH</sup>	1 <sup>ST</sup>	INFORMAL COMMUNICATION AND ITS TYPE
	2 <sup>ND</sup>	NON-VERBAL COMMUNICATION
	3 <sup>RD</sup>	KINESICS OR BODYLANGUAGE & PROXEMICS OR SPATIAL LANGUAGE
	4 <sup>TH</sup>	LANGUAGE OF SIGNS AND SYMBOLS

### Learning Resources

01. INVITATION TO ENGLISH, BOOK-1 CHSE (2016 REPRINT), ODISHA
02. INVITATION TO ENGLISH, BOOK-2 CHSE (2016 REPRINT), ODISHA
03. WREN AND MARTIN HIGH SCHOOL ENGLISH GRAMMAR , NDV PRASAD RAO, S.CHAND PUBLICATION
04. COMMUNICATION SKILLS, SANJAY KUMAR AND PUSPALATA, OXFORD UNIVERSITY PRESS

Anuja Khatua

SIGNATURE OF THE CONCERNED TEACHER