	GOVERNMENT POLYTECHNIC, PURI **DEPARTMENT OF MATHEMATICS & SCIENCE**	
Discipline: **CIVIL/ELECT ENGG**	Semester: **1ST**	Name of the Teaching Faculty:**ANUJA KHATUA, LECTURER IN ENGLISH**
Subject: **COMMUNICATIVE ENGLISH**	No. ofdays/per week classallotted:**04**	SemesterFromdate: **25.10.2021** ToDate:**31.01.2022** No.of Weeks:**15**
PRE-REQUISITE	Basicknowledge of English grammar, vocabularies and writing skill	
COURSE OUTCOMES	**CO1:**Comprehend the given passage **CO2:**Build vocabulary **CO3:**Apply rules of grammar for flawless writing **CO4:**Develop writing skill **CO5:**Understand and use the basic concepts of communication in an organized set up and social context	

Week	Class Day	Theory/Practical Topics	DELIVERY METHOD
1ST	1ST	INTRODUCTION TO LITERATURE APPRECIATION	Whiteboard
	2ND	SKIMMING THE GIST AND SCANNING FOR NECESSARY INFORMATION OF AN UNSEEN PASSAGE	Whiteboard
	3RD	CLOSE READING FOR INFERENCE AND EVALUATION, TRACING OUT THE MAIN IDEA AND ITS SUPPORTING POINTS	Whiteboard
	4TH	GUESSING THE MEANING OF UNFAMILIAR WORDS, NOTE-MAKING, SUMMARIZING, SUPPLYING A SUITABLE TITLE	Whiteboard
2ND	1ST	PRACTICE	Whiteboard
	2ND	PRACTICE	Whiteboard
	3RD	PRACTICE	Whiteboard
	4TH	PRACTICE	Whiteboard
3RD	1ST	STANDING UP FOR YOURSELF READING AND EXPLANATION	Whiteboard
	2ND	STANDING UP FOR YOURSELF READING AND EXPLANATION	Whiteboard
	3RD	QUESTION AND ANSWER DISCUSSION	Whiteboard
	4TH	INCHCAPE ROCK READING AND EXPLANATION	Whiteboard
4TH	1ST	INCHCAPE ROCK READING AND EXPLANATION	Whiteboard
	2ND	QUESTION AND ANSWER DISCUSSION	Whiteboard
	3RD	THE MAGIC OF TEAMWORK READING AND EXPLANATION	Whiteboard
	4TH	THE MAGIC OF TEAMWORK READING AND EXPLANATION	Whiteboard
5TH	1ST	QUESTION AND ANSWER DISCUSSION	Whiteboard
	2ND	TO MY TRUE FRIEND READING AND EXPLANATION	Whiteboard
	3RD	TO MY TRUE FRIEND READING AND EXPLANATION	Whiteboard
	4TH	QUESTION AND ANSWER DISCUSSION	Whiteboard
6TH	1ST	SYNONYMS AND ANTONYMS	Whiteboard
	2ND	SAME WORD USED IN DIFFERENT SITUATIONS AND	Whiteboard

		IN DIFFERENT MEANING	
	3RD	SINGLE WORD SUBSTITUTE, ,	Whiteboard
	4TH	COUNTABLE NOUN AND UNCOUNTABLE NOUN TENSES	Lecturenotes
7TH	1ST	ARTICLES AND DETERMINERS	Whiteboard
	2ND	MODAL VERBS	Whiteboard
	3RD	MODAL VERBS	Whiteboard
	4TH	TENSES	Whiteboard
8TH	1ST	TENSES	Whiteboard
	2ND	TENSES	Whiteboard
	3RD	VOICE CHANGE	Whiteboard
	4TH	SUBJECT-VERB AGREEMENT	Whiteboard
9TH	1ST	NOTICE AND AGENDA	Whiteboard
	2ND	PARAGRAPH WRITING	Whiteboard
	3RD	FEATURES OF PARAGRAPH WRITING	Whiteboard
	4TH	DEVELOPING IDEAS INTO PARAGRAPHS	Whiteboard/ Lecturenotes
10TH	1ST	PRACTICE	Whiteboard
	2ND	REPORT WRITING PARALLEL	Whiteboard
	3RD	WRITING PERSONAL LETTER	Whiteboard
	4TH	LETTER TO PRINCIPAL	Whiteboard
11TH	1ST	LETTER TO LIBRARIAN	Whiteboard
	2ND	LETTER TO HOD	Whiteboard
	3RD	LETTER TO HOSTEL SUPERINTENDENT	Lecturenotes
	4TH	LAYOUT OF A BUSINESS LETTER	Whiteboard
12TH	1ST	LETTER OF ENQUIRY	Whiteboard
	2ND	LETTER OF ORDER	Whiteboard
	3RD	LETTER OF COMPLAINT	Whiteboard
	4TH	CANCELLATION OF AN ORDER	Whiteboard
13TH	1ST	JOB APPLICATION	Whiteboard
	2ND	C.V/ RESUME	Whiteboard
	3RD	MEANING AND TYPES OF COMMUNICATION	Whiteboard/ Lecturenotes
	4TH	COMMUNICATION MODEL	Whiteboard/ Lecturenotes
14TH	1ST	PROCESS OF COMMUNICATION AND FACTORS RESPONSIBLE FOR IT	Whiteboard/ Lecturenotes
	2ND	MEANING AND TYPES OF PROFESSIONAL COMMUNICATION DIFFERENT AREAS OF NONVERBAL COMMUNICATION	Whiteboard/ Lecturenotes
	3RD	FORMAL COMMUNICATION AND ITS TYPE	Whiteboard/ Lecturenotes
	4TH	UPWARD COMMUNICATION, DOWNWARD COMMUNICATION AND PARALLEL COMMUNICATION KINESICS	Whiteboard/ Lecturenotes
15TH	1ST	INFORMAL COMMUNICATION AND ITS TYPE	Whiteboard/ Lecturenotes
	2ND	NON-VERBAL COMMUNICATION	Whiteboard/ Lecturenotes
	3RD	KINESICS OR BODYLANGUAGE & PROXEMICS OR SPATIAL LANGUAGE	Whiteboard/ Lecturenotes
	4TH	LANGUAGE OF SIGNS AND SYMBOLS	Whiteboard/ Lecturenotes

LEARNING RESOUCES:

01. INVITATION TO ENGLISH, BOOK-1 CHSE (2016 REPRINT), ODISHA
02. INVITATION TO ENGLISH, BOOK-4 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
Facultyconcerned

25/10/21
Signature.of HOD
i/c

Principal
G.PPuri