LESSON PLAN

ON

COMMUNICATIVE ENGLISH

(THEORY)

1ST SEMESTER

SESSION: 2022-23

PREPARED BY

ANUJA KHATUA

LECTURER IN ENGLISH

GOVERNMENT POLYTECHNIC, PURI

GOVERNMENT POLYTECHNIC, PURIDEPARTMENTOFMATHEMATICS AND SCIENCE

Discipline:**CIVIL/ ELECT ENGINEERING**	Semester: **1ST/2ND COMMON**	Name of the Teaching Faculty: **MS ANUJA KHATUA,LECTURER IN ENGLISH**
Subject: **COMMUNICATIVE ENGLISH**	No. ofdays/per week classallotted:**04**	SemesterFromdate: **25.10.2022** ToDate:**31.01.2023** No.of Weeks:**14**
PRE-REQUISITE	**Basic knowledge of English grammar, Basic knowledge of English grammar, vocabularies and writing skill**	
COURSEOUT COMES	**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	PRACTICE	Whiteboard
	4TH	CLOSE READING FOR INFERENCE AND EVALUATION, TRACING OUT THE MAIN IDEA AND ITS SUPPORTING POINTS	Whiteboard
2ND	1ST	GUESSING THE MEANING OF UNFAMILIAR WORDS, NOTE-MAKING,	Whiteboard
	2ND	SUMMARIZING,SUPPLYING A SUITABLE TITLE	Whiteboard
	3RD	PRACTICE	Whiteboard
	4TH	STANDING UP FOR YOURSELF, READING ANDEXPLANATION	Whiteboard
3RD	1ST	STANDING UP FOR YOURSELF, READING AND EXPLANATION	Whiteboard
	2ND	QUESTION AND ANSWER DISCUSSION	Whiteboard
	3RD	CLASS TEST	Whiteboard
	4TH	INCHCAPE ROCK READING AND EXPLANATION	Whiteboard
4TH	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
5TH	1ST	SINGLEWORDSUBSTITUTE, COUNTABLE NOUN ANDUNCOUNTABLENOUNTENSES	Whiteboard
	2ND	ARTICLES AND DETERMINERS AND MODAL VERBS	Whiteboard
	3RD	MODAL VERBS	Whiteboard
	4TH	TENSES	Whiteboard
6TH	1ST	TENSES	Whiteboard
	2ND	TENSES	Whiteboard
	3RD	MAGIC OF TEAMWORK READING AND EXPLANATION	Whiteboard
	4TH	MAGIC OF TEAMWORK READING AND EXPLANATION	Whiteboard
7TH	1ST	QUESTION AND ANSWER DISCUSSION	Whiteboard
	2ND	ARTICLES AND DETERMINERS AND MODAL VERBS	Whiteboard

	3RD	MODAL VERBS	Whiteboard
	4TH	CLASS TEST	Whiteboard
8TH	1ST	VOICE CHANGE	Whiteboard
	2ND	VOICE CHANGE AND SUBJECT-VERB AGREEMENT	Whiteboard
	3RD	NOTICE AND AGENDA	Whiteboard
	4TH	PARAGRAPH WRITING AND FEATURES OF PARAGRAPH WRITING, DEVELOPING IDEAS INTO PARAGRAPHS	Whiteboard
9TH	1ST	REPORT WRITING AND WRITING PERSONAL LETTER	Whiteboard
	2ND	LETTER TO PRINCIPAL AND TO LIBRARIAN	Whiteboard
	3RD	LETTER TO HOSTEL SUPERINTENDENT AND HOD	Whiteboard
	4TH	LAYOUT OF A BUSINESS LETTER, LETTER OF ENQUIRY, LETTER OF ORDER	Whiteboard
10TH	1ST	LETTER OF COMPLAINT, LETTER OF CANCELLATION	Whiteboard
	2ND	JOB APPLICATION AND C.V/ RESUME	Whiteboard
	3RD	MEANING AND TYPES OF COMMUNICATION AND COMMUNICATION MODEL	Whiteboard
	4TH	PROCESS OF COMMUNICATION AND FACTORS RESPONSIBLE FOR IT	Whiteboard
11TH	1ST	MEANING AND TYPES OF PROFESSIONAL COMMUNICATION	Whiteboard
	2ND	VERBAL COMMUNICATION AND ITS TYPES,	Whiteboard
	3RD	FORMAL COMMUNICATION AND ITS TYPE	Whiteboard
	4TH	UPWARD COMMUNICATION, DOWNWARD	Whiteboard
12TH	1ST	NON-VERBAL COMMUNICATION, KINESICS OR BODY-LANGUAGE & PROXEMICS OR SPATIAL LANGUAGE	Whiteboard
	2ND	LANGUAGE OF SIGNS AND SYMBOLS	Whiteboard
	3RD	UNIT-1 REVISION	Whiteboard
	4TH	UNIT-1 REVISION	Whiteboard
13TH	1ST	UNIT-2 REVISION	Whiteboard
	2ND	UNIT-2 REVISION	Whiteboard
	3RD	UNIT-3 REVISION	Whiteboard
	4TH	UNIT-3 REVISION	Whiteboard
14TH	1ST	UNIT-4 REVISION	Whiteboard
	2ND	UNIT-4 REVISION	Whiteboard
	3RD	UNIT-5 REVISION	Whiteboard
	4TH	UNIT-5 REVISION	Whiteboard

LEARNINGRESOUCES:

1.INVITATION TO ENGLISH, BOOK-1 CHSE (2016 REPRINT), ODISHA
2.INVITATION TO ENGLISH, BOOK-4 CHSE (2016 REPRINT), ODISHA
3.WREN AND MARTIN HIGH SCHOOL ENGLISH GRAMMAR, NDV PRASAD RAO, S.CHANDPUBLICATION
4.COMMUNICATION SKILLS, SANJAY KUMAR AND PUSPALATA, OXFORD UNIVERSITY PRESS

Anuja Khatua
Signature of Faculty concerned

26/10/22
(P.P. Rout)
Signatureof HOD

Principal
G.P.Puri