Discipline: **MECHANICAL ENGG**	Semester :**2ND**	Name of the Teaching Faculty: **ANUJA KHATUA**
Subject:**COMMUNICATIVE ENGLISH**	No. of days/per week class allotted:**04**	Semester From date To Date: **28.04.21 to 10.07.21** No. of Weeks: 15
Week	Class Day	Theory
1ST	1ST	INTRODUCTION TO LITERATURE APPRECIATION
	2ND	SKIMMING THE GIST AND SCANNING FOR NECESSARY INFORMATION OF AN UNSEEN PASSAGE
	3RD	CLOSE READING FOR INFERENCE AND EVALUATION, TRACING OUT THE MAIN IDEA AND ITS SUPPORTING POINTS
	4TH	GUESSING THE MEANING OF UNFAMILIAR WORDS, NOTE-MAKING, SUMMARIZING, SUPPLYING A SUITABLE TITLE
2ND	1ST	PRACTICE
	2ND	PRACTICE
	3RD	PRACTICE
	4TH	PRACTICE
3RD	1ST	STANDING UP FOR YOURSELF READING AND EXPLANATION
	2ND	STANDING UP FOR YOURSELF READING AND EXPLANATION
	3RD	QUESTION AND ANSWER DISCUSSION
	4TH	INCHCAPE ROCK READING AND EXPLANATION
4TH	1ST	INCHCAPE ROCK READING AND EXPLANATION
	2ND	QUESTION AND ANSWER DISCUSSION
	3RD	THE MAGIC OF TEAMWORK READING AND EXPLANATION
	4TH	THE MAGIC OF TEAMWORK READING AND EXPLANATION
5TH	1ST	QUESTION AND ANSWER DISCUSSION
	2ND	TO MY TRUE FRIEND READING AND EXPLANATION
	3RD	TO MY TRUE FRIEND READING AND EXPLANATION
	4TH	QUESTION AND ANSWER DISCUSSION
6TH	1ST	SYNONYMS AND ANTONYMS
	2ND	SAME WORD USED IN DIFFERENT SITUATIONS AND IN DIFFERENT MEANING
	3RD	SINGLE WORD SUBSTITUTE, ,
	4TH	COUNTABLE NOUN AND UNCOUNTABLE NOUN TENSES
7TH	1ST	ARTICLES AND DETERMINERS
	2ND	MODAL VERBS
	3RD	MODAL VERBS
	4TH	TENSES
8TH	1ST	TENSES
	2ND	TENSES
	3RD	VOICE CHANGE
	4TH	SUBJECT-VERB AGREEMENT
9TH	1ST	NOTICE AND AGENDA
	2ND	PARAGRAPH WRITING
	3RD	FEATURES OF PARAGRAPH WRITING
	4TH	DEVELOPING IDEAS INTO PARAGRAPHS
10TH	1ST	PRACTICE
	2ND	REPORT WRITING PARALLEL
	3RD	WRITING PERSONAL LETTER
	4TH	LETTER TO PRINCIPAL

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