

## Lesson Plan

<b>Discipline:</b> Civil & Mechanical	<b>Semester:2nd</b>	<b>Name of the Faculty:</b> Dr. Shashi Bhusan Nayak
<b>Subject:</b> Communicative English	<b>No. of days/per week</b> <b>Class Allotted: 4</b>	<b>Semester from: 20/03/2023-27/06/2023</b> <b>No. of weeks:15</b>
<b>Week</b>	<b>Class day</b>	<b>Theory Topics</b>
1 <sup>st</sup>	1 <sup>st</sup>	<b>Unit-I</b> Literature Appreciation  Reading comprehension – Introduction
	2 <sup>nd</sup>	Skimming the gist
	3 <sup>rd</sup>	Scanning for necessary information
	4 <sup>th</sup>	Reading comprehension – Practice
2 <sup>nd</sup>	1 <sup>st</sup>	Close reading for inference and evaluation  Main idea and supporting points
	2 <sup>nd</sup>	Reading comprehension – Practice
	3 <sup>rd</sup>	Guessing the meaning of un-familiar words
	4 <sup>th</sup>	Supplying a suitable title
3 <sup>rd</sup>	1 <sup>st</sup>	Note- making
	2 <sup>nd</sup>	Summarizing
	3 <sup>rd</sup>	Standing Up For Yourself
	4 <sup>th</sup>	Standing Up For Yourself
4 <sup>th</sup>	1 <sup>st</sup>	Standing Up For Yourself
	2 <sup>nd</sup>	Standing Up For Yourself
	3 <sup>rd</sup>	The Magic Of Teamwork
	4 <sup>th</sup>	The Magic Of Teamwork
5 <sup>th</sup>	1 <sup>st</sup>	The Magic Of Teamwork

	2 <sup>nd</sup>	The Magic Of Teamwork
	3 <sup>rd</sup>	Inchcape Rock
	4 <sup>th</sup>	To My True Friend
6 <sup>th</sup>	1 <sup>st</sup>	<b>Unit- II</b> Vocabulary- Introduction
	2 <sup>nd</sup>	Use of synonyms
	3 <sup>rd</sup>	Antonyms
	4 <sup>th</sup>	Same word used in different situations in different meaning
7 <sup>th</sup>	1 <sup>st</sup>	Single word substitute
	2 <sup>nd</sup>	<b>Unit-III</b> Application Of English Grammar – Introduction
	3 <sup>rd</sup>	Countable an Uncountable Nouns
	4 <sup>th</sup>	Articles
8 <sup>th</sup>	1 <sup>st</sup>	Determiners
	2 <sup>nd</sup>	Modal Verbs
	3 <sup>rd</sup>	Tenses
	4 <sup>th</sup>	Tenses
9 <sup>th</sup>	1 <sup>st</sup>	Voice-change, Subject-verb Agreement
	2 <sup>nd</sup>	<b>UNIT-IV</b> Formal Writing Skills  Paragraph writing – Introduction
	3 <sup>rd</sup>	Paragraph writing: Meaning
	4 <sup>th</sup>	Features of Paragraph Writing
10 <sup>th</sup>	1 <sup>st</sup>	Topic Statement, Supporting Points and Plot Compatibility
	2 <sup>nd</sup>	Developing Ideas into Paragraphs ( Describing Place/ Person/ Object /Situation and any general topic of interest)
	3 <sup>rd</sup>	Developing Ideas into Paragraphs ( Describing Place/ Person/ Object /Situation and any

		general topic of interest)
	4 <sup>th</sup>	Notice
11 <sup>th</sup>	1 <sup>st</sup>	Agenda
	2 <sup>nd</sup>	Report writing (Format of a Report, Reporting an event / news)
	3 <sup>rd</sup>	Report writing (Format of a Report, Reporting an event / news)
	4 <sup>th</sup>	Report writing (Format of a Report, Reporting an event / news)
12 <sup>th</sup>	1 <sup>st</sup>	Writing personal letter
	2 <sup>nd</sup>	Letter to the Principal, Librarian, Head of the Deptt, and Hostel Superintendent
	3 <sup>rd</sup>	Writing Business letters  Layout of a Business Letter  Letter of Enquiry, Placing an Order, Execution of an Order, Complaint, Cancellation of an order(Features, Format and example)
	4 <sup>th</sup>	Job application and C.V.(Features, Format and example)
13 <sup>th</sup>	1 <sup>st</sup>	<b>Unit-V</b> Elements Of Communication – Introduction
	2 <sup>nd</sup>	Meaning, Definition and concept of communication
	3 <sup>rd</sup>	Good Communication and Bad Communication, Communication model
	4 <sup>th</sup>	One-way Communication Model and Two-

		way Communication Model with examples 4. Process of communication and factors responsible for it.
14 <sup>th</sup>	1 <sup>st</sup>	Sender, Message, Channel, Receiver / Audience, Feedback, Noise, Context
	2 <sup>nd</sup>	Professional Communication  Meaning of professional communication  Types of professional communication
	3 <sup>rd</sup>	Formal or Systematic Communication  Upward communication (How it takes place, symbol, merits and demerits)  Down-ward communication (How it takes place, symbol, merits and demerits)
	4 <sup>th</sup>	Parallel communication (How it takes place, symbol, merits and demerits) 2.2. Informal communication  Grape vine communication (How it takes place, symbol, merits and demerits)
15 <sup>th</sup>	1 <sup>st</sup>	Non- Verbal Communication – Meaning
	2 <sup>nd</sup>	Different areas of Non-verbal Communication  Kinesics or Body Language (Postures and Gestures, Facial Expression and Eye Contact)
	3 <sup>rd</sup>	Proxemics or Spatial Language (Private Space, Personal Space, Social Space, Public Space)
	4 <sup>th</sup>	Language of Signs and Symbols(Audio Sign and Visual Sign in everyday life with merits and demerits)