

Lesson Plan

Discipline: Mechanical/Civil	Semester: 2nd	Name of the Faculty: Dr. Shashi Bhusan Nayak
Subject: Communicative English	No. of days/per week Class Allotted: 4	Semester from: 14/03/2022- 18/06/2022 No. of weeks:15
Week	Class day	Theory Topics
1 st	1 st	Unit-I Literature Appreciation Reading comprehension – Introduction
	2 nd	Skimming the gist
	3 rd	Scanning for necessary information
	4 th	Reading comprehension – Practice
2 nd	1 st	Close reading for inference and evaluation Main idea and supporting points
	2 nd	Reading comprehension – Practice
	3 rd	Guessing the meaning of un-familiar words
	4 th	Supplying a suitable title
3 rd	1 st	Note- making

	2 nd	Summarizing
	3 rd	Standing Up For Yourself
	4 th	Standing Up For Yourself
4 th	1 st	Standing Up For Yourself
	2 nd	Standing Up For Yourself
	3 rd	The Magic Of Teamwork
	4 th	The Magic Of Teamwork
5 th	1 st	The Magic Of Teamwork
	2 nd	The Magic Of Teamwork
	3 rd	Inchcape Rock
	4 th	To My True Friend
6 th	1 st	Unit- II Vocabulary- Introduction
	2 nd	Use of synonyms
	3 rd	Antonyms
	4 th	Same word used in different situations in different meaning
7 th	1 st	Single word substitute

	2 nd	Unit-III Application Of English Grammar – Introduction
	3 rd	Countable an Uncountable Nouns
	4 th	Articles
8 th	1 st	Determiners
	2 nd	Modal Verbs
	3 rd	Tenses
	4 th	Tenses
9 th	1 st	Voice-change, Subject-verb Agreement
	2 nd	UNIT-IV Formal Writing Skills Paragraph writing – Introduction
	3 rd	Paragraph writing: Meaning
	4 th	Features of Paragraph Writing
10 th	1 st	Topic Statement, Supporting Points and Plot Compatibility
	2 nd	Developing Ideas into Paragraphs (Describing Place/ Person/ Object /Situation and any general topic of interest)
	3 rd	Developing Ideas into Paragraphs (

		Describing Place/ Person/ Object /Situation and any general topic of interest)
	4 th	Notice
11 th	1 st	Agenda
	2 nd	Report writing (Format of a Report, Reporting an event / news)
	3 rd	Report writing (Format of a Report, Reporting an event / news)
	4 th	Report writing (Format of a Report, Reporting an event / news)
12 th	1 st	Writing personal letter
	2 nd	Letter to the Principal, Librarian, Head of the Deptt, and Hostel Superintendent
	3 rd	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 th	Job application and C.V.(Features, Format and example)
13 th	1 st	Unit-V Elements Of Communication – Introduction
	2 nd	Meaning, Definition and concept of communication
	3 rd	Good Communication and Bad Communication, Communication model
	4 th	One-way Communication Model and Two-way Communication Model with examples 4. Process of communication and factors responsible for it.
14 th	1 st	Sender, Message, Channel, Receiver / Audience, Feedback, Noise, Context
	2 nd	Professional Communication Meaning of professional communication Types of professional communication
	3 rd	Formal or Systematic Communication

		<p>Upward communication (How it takes place, symbol, merits and demerits)</p> <p>Down-ward communication (How it takes place, symbol, merits and demerits)</p>
	4 th	<p>Parallel communication (How it takes place, symbol, merits and demerits)</p> <p>2.2. Informal communication</p> <p>Grape vine communication (How it takes place, symbol, merits and demerits)</p>
15 th	1 st	Non- Verbal Communication – Meaning
	2 nd	<p>Different areas of Non-verbal Communication</p> <p>Kinesics or Body Language (Postures and Gestures, Facial Expression and Eye Contact)</p>
	3 rd	Proxemics or Spatial Language (Private Space, Personal Space, Social Space, Public Space)
	4 th	Language of Signs and Symbols(Audio Sign and Visual Sign in everyday life with merits and demerits)