

LESSONPLAN-

COMMUNICATIVE ENGLISH- Th. 1a.

MONTH	Discipline / All Branches	Semester-1st-Mechanical & Electrical	Name of the Teaching Faculty:- Miss Rasmita Kalasi, Lecturer in English
	Subject:- Communicative English	No. of days/per week-04	Semester duration :16.08.2023-11.12.2023
	Week	Class day	Theory
	A U G U S T	1st	1st
2nd			Close reading for inference and evaluation
			Main ideas and supporting points
			Guessing the meaning of unfamiliar words
			Note making Summarizing Supplying a suitable title
2nd		1st	Text-Standing Up For Yourself by Yevgeny Yevtushenko(Prose)
		2nd	-Do- Question & Answer Discussion
		3rd	The Magic Of Teamwork(Prose)by Sam Pitroda
		4th	-Do-
3rd		1st	Question & Answer discussion
		2nd	Inchcape Rock by Robert Southey(Poetry)
		3rd	Question & Answer discussion
	4th	To My True Friend by Elizabeth Pinard (poetry) Question & Answer discussion	

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4th	1st	Unit-2 Vocabulary-Use of Synonyms Antonyms
	2nd	Same word used in different situations in different meaning
	3rd	Single word substitute
	4th	-DO-
5th		Unit-3 Application of English Grammar
		Countable and uncountable Noun
	1st	
	2nd	Article and Determiners
6th	3rd	-Do-
	4th	Tenses
	1st	-Do-
	2nd	Revision
7th	3rd	Voice change
	4th	-Do-
		Subject-verb Agreement
	1st	
8th	2nd	-Do-
	3rd	Unit-4 Formal writing skills (i)Paragraph writing
	4th	Topic Statement, Supporting points and plot compatibility
	1st	Developing Ideas into paragraphs(Describing place/person/object/situation and any general topic of interest)
8th	2nd	Notice
	3rd	Agenda
	4th	Report writing (Format of a Report)

9th	1st	Reporting an event/news
	2nd	Writing personal Letter
	3rd	Letter to the Principal, Librarian, Head of the Dept. and Hostel superintendent
	4th	Writing Business Letter-Lay out of a Business Letter
10th	1st	Letter of Enquiry ,placing an order, Execution Of an order, complaint , Cancellation of an order(Features,Format and example.)
	2nd	-Do-
	3rd	-Do-
	4th	- Job application and C.V (Features, Format and example.)
	1st	-Do-
11th	2nd	-Do-
	3rd	Unit-V-Elements of communication (A. introduction to communication)meaning ,definition and concept of communication
	4th	-Do-
	1st	-Do-
12th	2nd	Good communication and bad communication
	3rd	communication model-one way and two way
	4th	Communication model with examples
	1st	Process of communication and factors responsible for it. Sender, , Message, Channel Receiver /Audience, Feedback, Noise, Context
13th	2nd	-DO-
	3rd	Process of communication and factors responsible for it. Sender, , Message, Channel Receiver /Audience, Feedback, Noise, Context
	4th	B. Professional communication 1.Meaning of professionalcommunication2.Type of Professional communication

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14th	1st	Formal or systematic communication .Upward communication (How it takes Place, symbol , Merits and demerits).	
	2nd	Downward communication (How it takes place, symbol, Merits and Demerits)	
	3rd	Parallel communication(How it takes place, symbol, Merits and Demerits)	
	4th	Informal communication -Grapevine communication (How it takes place, symbol, Merits and Demerits)	
	15th	1st	C .Non-verbal communication 1.Meaning of non-verbal communication
		2nd	Different areas of Non-verbal communication
		3rd	-DO-
		4th	Kinesics or Body Language (Posture ,gesture Kinesics or Body Language (Posture ,gesture facial expression and eye contact)
16th	1st	facial expression and eye contact)	
	2nd	Proxemics or spatial language(Private space, person space, social space, public space)	
	3rd	Language of signs and symbols (audio sign and visual sign in everyday life with merits and demerits.)	
	4th	-DO-	
	17th	1st	Revision

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Rasmita Kalasi²
Sign. Of faculty
21/08/23

HOD, Math & Science
21/08/23

Academic Coordinator
21/08/23

Principal
21/08/23