



MAHARAJA POLYTECHNIC, TARABAI, BHUBANESWAR.

LESSON PLAN

NAME OF FACULTY:-SAMMILANI MOHARANA
 BRANCH & SEMESTER:-BASIC SCIENCE ENG (1st SEM) (CE, EE, ETC)
 TOTAL NO. OF STUDENT IN THE CLASS:- 25, 42, 18
 TOTAL NO. OF CLASSES REQUIRED:-60
 SESSION:-2021-22

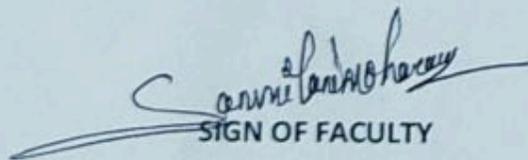
SUBJECT NAME:-COMMUNICATIVE ENGLISH
 SUBJECT CODE:- TH-1a

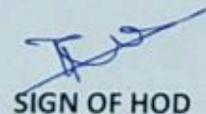
Sl. No.	Topics to be covered	Topics covered on date	Total no. of students present			Verified By HOD	Verified by the principal	Remark
			CE	EE	ETC			
	Unit-I LITERATURE APPRECIATION							
1	1. Reading comprehension							
	Sub-skills of reading comprehension are to be worked out and tested through an unseen passage in about 200-500 words	8/11/21	10	17	04	<i>[Signature]</i>	<i>[Signature]</i>	
	A student should get acquainted with sab-skills of reading for the purpose of:							
2	• Skimming the gist	09/11/21	15	30	08	<i>[Signature]</i>	<i>[Signature]</i>	
3	• Scanning for necessary information	11/11/21	18	38	10			
4	• Close reading for inference and evaluation	12/11/21	20	43	11			
5	• Main idea and supporting points	15/11/21	22	36	12			
6	• Guessing the meaning of un-familiar words	16/11/21	21	35	13			
7	• Note-making	18/11/21	20	36	15			

8	• Summarizing	19/11/21	21	36	16		
9	• Supplying a suitable title	22/11/21	21	36	16		
	2. Text The following chapter from "invitation to English", Book-1 for +2 students of CHSE, Odisha. 2016 reprint to be covered in class room:						
10	• Standing Up For Yourself By Yevgeny Yevtushenko	23/11/21	20	34	15		}
		25/11/21	21	33	16		
11	• The Magic Of Teamwork By Sam Pitroda	26/11/21	21	31	13		
		29/11/21	21	36	13		
12	• Inchcape Rock By Robert Southey	30/11/21	20	33	15		}
		2/12/21	20	35	13		
13	• To My True Friend By Elizabeth Pinard	3/12/21	21	34	12		}
		6/12/21	20	36	14		
14	UNIT- II VOCABULARY Use of synonyms, antonyms	07/12/21	18	34	15		}
15	• Same word used in different situations in different meaning	09/12/21	20	36	14		
16	• Single word substitute	-do-	20	"	"		
	UNIT- III APPLICATION OF ENGLISH GRAMMAR						
17	• Countable an Uncountable Noun	10/12/21	20	36	13		}
18	• Articles and Determiners	14/12/21	19	35	14		
19	• Modal verbs	16/12/21	19	37	13		
20	• TENSES	17/12/21	18	33	14		}
21	• Voice -change	28/12/21	18	34	12		
22	• Subject-verb Agreement	30/12/21	18	34	12		
	UNIT-IV FORMAL WRITING SKILLS						
23	1. Paragraph writing	03/01/22	20	34	12		}
24	• Meaning	-do-	20	"	"		

25	• Features of Paragraph Writing (Topic Statement, Supporting Points and Plot Compatibility)	-do-	20	34	12				
26	• Developing Ideas into Paragraphs (Describing Place/ Person/ Object / Situation and any general topic of interest)	04/01/22	20	35	13	13	}		
27	Notice , Agenda	06/01/22	17	33	13			gk	
28	Report writing (Format of a Report , Reporting an event/news)	10/01/22	17	35	12	13			
29	Writing personal letter	13/01/22	19	35	12				
30	Letter to the principal, Librarian, Head of the Deptt, and Hostel Superintendent	-do-	19	"	"				
31	Writing Business Letters	17/01/22	18	34	13	13	}		
32	Job application and C.V.(Features, Format and example)	18/01/22	16	34	12				
UNIT-V ELEMENTS OF COMMUNICATION									
A. Introduction to Communication									
33	Meaning, Definition and concept of communication	21/01/22	15	33	09		}	gk	
34	Good Communication and Bad Communication	-do-	15	"	"	13			
35	Communication model (One-way Communication Model and Two-way Communication Model with examples)	25/01/22	17	35	13				
36	Process of communication and factors responsible for it (sender, message, channel, receiver / Audience, Feedback, Noise, Context)	27/01/22 31/01/22	18 17	32 33	13 13	13	}	gk	
B. Professional Communication									
37	Meaning of professional Communication	01/02/22	19	33	13				
38	Types of professional Communication	-do-	19	"	"				

39	Formal or systematic Communication	03/02/22	19	34	13		
40	• Upward communication (How it takes place ,symblo,merits and demerits)	-do-	19	33	13		
41	• Down-ward communication (How it takes place,symbol,merits and demerits)	04/02/22	20	34	13	13	Gph
42	• Parallel communication	-do-	20	33	13		
43	Informal communication	-do-	20	33	13		
D. Non- Verbal Communication							
44	Meaning of nonverbal communication	07/02/22	18	34	14		
45	Different areas of Non-verbal Communication	-do-	18	33	13		
46	• Kinesics or Body Language (Postures and Gestures, Facial Expression and Eye Contact)	08/02/22	17	33	14	13	Gph
47	• Proxemics or spatial language (private space, personal space, social space , public space)	17/02/22	14	32	11	11	
		21/02/22	18	33	11		
48	• Language of signs and symbols (Audio sign and visual sign in everyday life with merits and demerits)	22/02/22	17	31	12		
49	QUESTIONS & ANSWERS	25/2/22	14	22	9		


SIGN OF FACULTY


SIGN OF HOD


SIGN OF PRINCIPAL