MAHARAJA POLYTECHNIC, TARABAI, BHUBANESWAR.

LESSON PLAN

NAME OF FACULTY:-SAMMILANI MOHARANA
BRANCH & SEMESTER:-BASIC SCIENCE ENG (2ND SEM) (MECH.)
TOTAL NO. OF STUDENT IN THE CLASS:- 57
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 |
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| | 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 | 14/03/22 | 16 | | | |
| | **A student should get acquainted with sab-skills of reading for the purpose of:** | | | | | |
| 2 | • Skimming the gist | 15/03/22 | 26 | | | |
| 3 | • Scanning for necessary information | 17/03/22 | 43 | | | |
| 4 | • **Close reading for inference and evaluation** | 21/03/22 | 42 | | | |
| 5 | • **Main idea and supporting points** | 22/03/22 | 49 | | | |
| 6 | • **Guessing the meaning of un-familiar words** | 24/03/22 | 49 | | | |
| 7 | • **Note-making** | 25/03/22 | 49 | | | |
| 8 | • **Summarizing** | 28/03/22 | 52 | | | |
| 9 | • **Supplying a suitable title** | 29/03/22 | 48 | | | |

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| | 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 | 31/03/22<br>2/04/22 | 49<br>49 | | | |
| 11 | • The Magic Of Teamwork By Sam Pitroda | 04/04/22<br>05/04/22 | 49<br>45 | | | |
| 12 | • Inchcape Rock By Robert Southey | 07/04/22<br>08/04/22 | 43<br>46 | | | |
| 13 | • To My True Friend By Elizabeth Pinard | 11/04/22<br>12/04/22 | 41<br>45 | | | |
| 14 | **UNIT- II VOCABULARY**<br>Use of synonyms, antonyms | 16/04/22 | 49 | | | |
| 15 | • Same word used in different situations in different meaning | 18/04/22 | 47 | | | |
| 16 | • Single word substitute | -do- | " | | | |
| | ***UNIT- III APPLICATION OF ENGLISH GRAMMAR*** | | | | | |
| 17 | • Countable an Uncountable Noun | 19/04/22 | 46 | | | |
| 18 | • Articles and Determiners | 21/04/22 | 46 | | | |
| 19 | • Modal verbs | 23/04/22 | 46 | | | |
| 20 | • TENSES | 25/04/22 | 45 | | | |
| 21 | • Voice –change | 26/04/22 | 43 | | | |
| 22 | • Subject-verb Agreement | 05/05/22 | 39 | | | |
| | **UNIT-IV FORMAL WRITING SKILLS** | | | | | |
| 23 | 1. Paragraph writing | 06/05/22 | 40 | | | |
| 24 | • Meaning | -do- | " | | | |
| 25 | • Features of Paragraph Writing ( Topic Statement, Supporting Points and Plot Compatibility) | -do- | " | | | |

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| 26 | • Developing Ideas into Paragraphs ( Describing Place/ Person/ Object / Situation and any general topic of interest) | 09/05/22 | 40 | | | |
| 27 | Notice , Agenda | 10/05/22 | 44 | | | |
| 28 | Report writing ( Format of a Report , Reporting an event/news) | 12/05/22 | 46 | | | |
| 29 | Writing personal letter | 13/05/22 | 44 | | | |
| 30 | Letter to the principal,Librarian,Head of the Deptt,and Hostel Superintendent | -do- | 11 | | | |
| 31 | Writing Business Letters | 16/05/22 | 49 | | | |
| 32 | Job application and C.V.(Features,Format and example) | 24/05/22 | 46 | | | |
| | **UNIT-V ELEMENTS OF COMMUNICATION**<br>A. Introduction to Communication | | | | | |
| 33 | Meaning, Defination and concept of communication | 26/05/22 | 44 | | | |
| 34 | Good Communication and Bad Communication | -do- | 11 | | | |
| 35 | Communication model ( One-way Communication Model and Two-way Communication Model with examples ) | 27/05/22 | 45 | | | |
| 36 | Process of communication and factors responsible for it (sender, message,channel,receiver / Audience,Feedback,Noise,Context) | 28/05/22<br>30/05/22 | 47<br>44 | | | |
| | **B. Professional Communication** | | | | | |
| 37 | Meaning of professional Communication | 31/05/22 | 46 | | | |
| 38 | Types of professional Communication | -do- | 11 | | | |
| 39 | Formal or systematic Communication | 2/06/22 | 48 | | | |
| 40 | • Upward communication (How it takes place ,symblo,merits | -do- | 11 | | | |

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| | and demerits) | | | | | |
| 41 | • Down-ward communication (How it takes place,symbol,merits and demerits) | 03/06/22 | 45 | | | |
| 42 | • Parallel communication | -do- | 11 | | | |
| 43 | Informal communication | -do- | 11 | | | |
| | **D. Non- Verbal Communication** | | | | | |
| 44 | Meaning of nonverbal communication | 06/06/22 | 46 | | | |
| 45 | Different areas of Non-verbal Communication | -do- | 11 | | | |
| 46 | • Kinesics or Body Language (Postures and Gestures,Facial Expression and Eye Contact) | 07/06/22 | 47 | | | |
| 47 | • Proxemics or spatial language (private space, personal space,social space , public space) | 09/06/22 | 44 | | | |
| 48 | • Language of signs and symbols (Audio sign and visual sign in everyday life with merits and demerits) | 10/06/22 | 44 | | | |
| 49 | **QUESTIONS & ANSWERS** | 13/06/22 | 37 | | | |

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