



AT/PO: ASURALI, DIST: BHADRAK,
ODISHA

LESSON PLAN REGISTER

for

THEORY

Name of the Lab: *Communicative English (Th-01(a))*

Semester: *Second (2nd)*

Discipline: *Mechanical Engg.*

Name of the Lab I/C: *Mrs. S. Pati*

COMMUNICATIVE ENGLISH (TH-01(a))

Date of Commencement of classes: 14.03.2022

Date of Closing of classes: 11.06.2022

LIST OF WEEK/ MONTH WISE AVAILABLE DAYS/ PERIODS

Sl. No.	Month	Week-wise no. of academic days available					Total no. of academic days
		Week- 1	Week- 2	Week- 3	Week- 4	Week- 5	
1	March	--	--	4	6	3	13
2	April	2	5	4	4	6	21
3	May	5	4	4	5	2	20
4	June	3	6	--	--	--	09
Total		10	15	12	15	11	63

NO. OF AVAILABLE CLASSES PER WEEK/ MONTH

Sl. No.	Month	Week-wise no. of academic periods available					Total no. of academic periods
		Week- 1	Week- 2	Week- 3	Week- 4	Week- 5	
1	March	--	--	4	6	3	13
2	April	2	5	4	4	6	21
3	May	5	4	4	5	2	20
4	June	3	6	--	--	--	09
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CHAPTER-WISE DISTRIBUTION OF PERIODS

SL. NO	Name of the Chapter	Periods as per Syllabus	Required period	Expected marks
1	Literature Appreciation	20	19	15
2	Vocabulary	05	06	15
3	Application of Grammar	08	08	25
4	Formal Writing Skill	15	13	20
5	Elements of Communication * Introduction to Communication * Professional Communication * Non-Verbal Communication	12	14	15
TOTAL		60	60	90

Sign of Lect.

Sign of HOD.

Sign of AIC

Sign of Vice Principal

LESSON PLAN

Name of the Month	Week No.	Class day	Unit No.	Theory Topics	
M A R C H	3 rd	1 st	I	(Literature Appreciation)	
		2 nd		1. Reading Comprehension	
		3 rd		Introduction, Skimming the Gist	
		4 th		Scanning for necessary information. Close reading for inference and evaluation Main idea and supporting points Guessing the meaning of un-familiar words	
	4 th	1 st		Note making	
		2 nd		Cont..	
		3 rd		Summarizing	
		4 th		Supplying a suitable title	
		5 th		2. Text	
		6 th		<i>Standing up for Yourself: By Yevgeny Yevtushenko</i> Introduction	
	5 th	1 st		Discussion	
		2 nd		Conclusion	
		3 rd		<i>The magic of team work: By Sam pitroda--</i> Introduction	
	A P R I L	1 st		1 st	Discussion
				2 nd	Conclusion
2 nd		1 st	<i>Inchcape Rock By Robert Southey</i>		
		2 nd	Cont.		
		3 rd	<i>To My True Friend By Elizabeth Pinard</i>		
		4 th	Cont.		
		5 th	(Vocabulary) Use of Synonyms Use of Antonyms		
3 rd		1 st	II	Cont.	
		2 nd		Same Word used in different Situation and in Different Meaning	
		3 rd		Single Word Substitute	
		4 th		Cont.	
4 th		1 st			

M A Y		2 nd	III	(Application Of Grammar) Countable and Uncountable Noun
		3 rd		Articles
		4 th		Determiners
		1 st		Modal verbs
		2 nd		Usage
		3 rd		Tenses
	4 th	Voice Change		
	5 th	Subject-Verb Agreement		
	6 th	IV	(Formal Writing Skills) Paragraph writing, Meaning and Method	
	1 st		Features of Paragraph Writing Topic Statement, Supporting Points and Plot Compatibility	
	2 nd		Developing Ideas into Paragraph	
	3 rd		Describing Place, Person, Object, Situation and any general topic of interest	
	4 th		Notice, Agenda	
	5 th		Report Writing (Format of a Report, Reporting an Event News)	
	1 st		Writing Personal Letter	
	2 nd		Letter to the Principal, Librarian	
	3 rd		Letter to Head of the Dept. and Hostel Superintendent	
	4 th		Writing Business Letters: Letter of Enquiry, Placing an Order and Execution of Order	
1 st	Complaint Letter, (Feature, Format and Example)			
2 nd	Cancellation of an Order (Feature, Format and Example)			
3 rd	Job Application and CV (Feature, Format and Example)			
4 th	V	(Elements of Communication) A. Introduction to Communication Meaning, Definition and Concept of Communication		
1 st		Good communication and		
2 nd		bad communication		
3 rd		Communication Model (One way Communication model and Two-way Communication model with examples		

J U N E		4 th	Process of communication and Factors responsible for It (Sender, Message, channel, Receiver/Audience, Feedback, Noise and Context)	
		5 th	B. Professional Communication <i>Meaning of Professional Communication</i>	
		5 th	1 st	Types of Professional Communication <i>Formal or Systematic Communication</i>
			2 nd	Upward communication (How it takes place, symbol. merits & demerits) Downward Communication (How it takes place, symbol. merits & demerits) Parallel Communication (How it takes place, symbol. merits & demerits)
				<i>Informal Communication</i> Grape vine Communication
	1 st	1 st	C. Non-Verbal Communication <i>Meaning of Non-Verbal Communication</i>	
		2 nd	<i>Different areas of Non-Verbal Communication</i>	
		2 nd	1 st	Kinesics or Body Language (Postures & Gestures, facial Expression & Eye Contact)
			2 nd	Proxemics or Spatial language (Private Space, Personal space ,social space, Public Space)
			3 rd	Language of Signs and Symbol (Audio Sign,& Video sign in every day life with merits & demerits)
4 th			Revision-01	
5 th	Practice on above.			
6 th	Previous year question answer discussion			

Coverage of Chapters up to the internal assessment (2nd week of May 2022):
UNIT-1,2,3,4 &5)

Learning Resources:

Sl. No.	Name of the Book	Author Name	Publisher
01	Communication Skills	Sanjay Kumar & Pusalata	Oxford University Press
02	Invitation to English, Book -1,2,3,4		CHSE, Odisha
03	High School English Grammar	A. Wren and Martin	S. Chand Publication
04	High School English Grammar	Dr. N.D.V. Prasad Rao	S. Chand Publication