**LESSON PLAN**

|  |  |  |
| --- | --- | --- |
| **Discipline:**  Civil & Mechanical Engg | **Semester:**  Second (2nd) | **Name of the Faculty:**  Mrs S.Pati & Dr H. S Nayak |
| **Subject:**  Communicative English | **No. of days/week**  **class allotted: F**ive (5) | **Semester from Date:** 20.03.23 **to Date:**24.06.23  **No. of Weeks:** 15 |
| **WEEK** | **CLASS DAY** | **THEORY TOPICS** |
| 1st | 1st | Introduction |
| 2nd | Skimming the Gist and Scanning for necessary information. |
| 3rd | Cont.. |
| 4th | Close reading for inference and evaluation |
| 5th | Main idea and supporting points |
| 2nd | 1st | Guessing the meaning of un-familiar words |
| 2nd | Note making |
| 3rd | Cont.. |
| 4th | Summarizing |
| 5th | Supplying a suitable title |
| 3rd | 1st | **Review Class** |
| 2nd | Standing up for Yourself: By Yevgeny Yevtushenko  Introduction |
| 3rd | Discussion |
| 4th | Conclusion |
| 5th | The magic of team work: By Sam pitroda--Introduction |
| 4th | 1st | Discussion |
| 2nd | Conclusion |
| 3rd | **Monthly Test-1** |
| 4th | Inchcape Rock By Robert Southey |
| 5th | Cont. |
| 5th | 1st | To My True Friend By Elizabeth Pinard |
| 2nd | Cont. |
| 3rd | **Review Class** |
| 4th | Use of Synonyms |
| 5th | Use of Antonyms |
| 6th | 1st | Same Word used in different Situation and in Different Meaning |
| 2nd | Single Word Substitute |
| 3rd | Cont. |
| 4th | **Review Class** |
| 5th | Countable and Uncountable Noun |
| 7th | 1st | **Monthly Test-2** |
| 2nd | Articles and Determiners |
| 3rd | Cont. |
| 4th | Modal verbs & Usage |
| 5th | Tenses |
| 8th | 1st | Cont. |
| 2nd | Voice Change |
| 3rd | Subject-Verb Agreement |
| 4th | **Review Class** |
| 5th | Paragraph writing, Meaning and Method |
| 9th | 1st | Features of Paragraph Writing Topic Statement, Supporting Points and Plot Compatibility |
| 2nd | Developing Ideas into Paragraph |
| 3rd | Describing Place, Person, Object, Situation and any general topic of interest |
| 4th | Notice |
| 5th | Agenda |
| 10th | 1st | Report Writing(Format of a Report, Reporting an Event/ News) |
| 2nd | **Monthly Test-3** |
| 3rd | Writing Personal Letter |
| 4th | Letter to the Principal, Librarian |
| 5th | Letter to Head of the Dept. and Hostel Superintendent |
| 11th | 1st | Cont. |
| 2nd | Writing Business Letters: |
| 3rd | Cont. |
| 4th | Job Application and CV (Feature, Format and Example) |
| 5th | **Review Class** |
| 12th | 1st | Meaning, Definition and Concept of Communication |
| 2nd | Good communication and bad communication |
| 3rd | Cont. |
| 4th | Communication Model (One way Communication model and Two-way Communication model with examples |
| 5th | Process of communication and Factors responsible for It (Sender, Message, channel, Receiver/Audience, Feedback, Noise and Context) |
| 13th | 1st | Meaning of Professional Communication |
| 2nd | Types of Professional Communication |
| 3rd | Formal or Systematic Communication |
| 4th | Informal Communication |
| 5th | Grape vine Communication |
| 14th | 1st | **Monthly Test-4** |
| 2nd | Meaning of Non-Verbal Communication |
| 3rd | Different areas of Non-Verbal Communication |
| 4th | Kinesics or Body Language |
| 5th | Proxemics or Spatial language |
| 15th | 1st | Language of Signs and Symbols |
| 2nd | **Review Class** |
| 3rd | Revision Class |
| 4th | Revision Class |
| 5th | Revision Class |