

**LESSON PLAN 2023(WINTER)**

Subject :-Communicative English

(Code) TH-1( a)

Name of faculty-Sumitrarani Mallick

Semester :1<sup>st</sup> Class allotted:- 5p/week

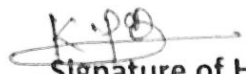
Branch :- Mechanical

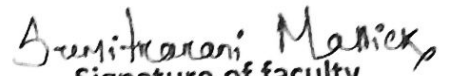
Discipline	Date/Period	From date:-16/08/23 To date:11/12/23	Teaching Aid
Subject:		Theory/ Practical –Topics/Lesson	
Weeks			

Week No-1	16/08/23 to 19/08/23	Unit-I LITERATURE APPRECIATION 1. Reading comprehension Sub-skills of reading comprehension are to be worked out and tested through an unseen passage in about 200-500 words. A student should get acquainted with sub-skills of reading for the purpose of: <ul style="list-style-type: none"> <li>• Skimming the gist</li> <li>• Scanning for necessary information</li> <li>• Close reading for inference and evaluation</li> </ul>	White board & marker
Week No-2	21/08/23 to 26/08/23	Main idea and supporting points <ul style="list-style-type: none"> <li>• Guessing the meaning of un-familiar words</li> <li>• Note- making</li> <li>• Summarizing</li> <li>• Supplying a suitable title</li> </ul>	White board & marker
Week No-3	28/08/23 to 02/09/23	Standing Up For Yourself By Yevgeny Yevtushenko <ul style="list-style-type: none"> <li>• The Magic Of Teamwork By Sam Pitroda.</li> </ul>	White board & marker
Week No-4	04/09/23 to 09/09/23	Inchcape Rock By Robert Southey <ul style="list-style-type: none"> <li>• To My True Friend By Elizabeth Pinard.</li> </ul>	White board & marker
Week No-5	11/09/23 to 16/09/23	UNIT- II VOCABULARY <ul style="list-style-type: none"> <li>• Use of synonyms, antonyms</li> <li>• Same word used in different situations in different meaning</li> <li>• Single word substitute</li> </ul>	White board & marker
Week No-6	18/09/23 to 23/09/23	Unit-III APPLICATION OF ENGLISH GRAMMAR Countable an Uncountable Noun <ul style="list-style-type: none"> <li>• Articles and Determiners</li> <li>• Modal Verbs</li> <li>• Tenses</li> </ul>	White board & marker
Week No-7	25/09/23 to 30/09/23	<ul style="list-style-type: none"> <li>• Voice-change</li> <li>• Subject-verb Agreement</li> </ul>	White board & marker
Week No-8	03/10/23 to 07/10/23	UNIT-IV FORMAL WRITING SKILLS 1. Paragraph writing Meaning <ul style="list-style-type: none"> <li>• Features of Paragraph Writing ( Topic Statement, Supporting Points and Plot</li> <li>• Compatibility) Developing Ideas into Paragraphs ( Describing Place/ Person/ Object /Situation and any</li> <li>• general topic of interest) 2. Notice 3. Agenda 4. Report writing (Format of a Report, Reporting an event / news)</li> </ul>	White board & marker

Week No-9	09/10/23 to 14/10/23	5. Writing personal letter 6. Letter to the Principal, Librarian, Head of the Deptt, and Hostel Superintendent 7. Writing Business letters Layout of a Business Letter Letter of Enquiry, Placing an Order, Execution of an Order, Complaint, Cancellation of an order(Features, Format and example) 8. Job application .	White board & marker
Week No-10	16/10/23 to 20/10/23	UNIT-V ELEMENTS OF COMMUNICATION A. Introduction to Communication 1. Meaning, Definition and concept of communication 2. Good Communication and Bad Communication 3. Communication model One-way Communication Model and Two-way Communication Model with examples. 4. Process of communication and factors responsible for it Sender, Message, Channel, Receiver / Audience, Feedback, Noise, Context.	White board & marker
Week No-11	30/10/23 to 04/11/23	B. Professional Communication 1. Meaning of professional communication 2. Types of professional communication 2.1. Formal or Systematic Communication Upward communication (How it takes place, symbol, merits and demerits) • Down-ward communication (How it takes place, symbol, merits and demerits)	White board & marker
Week No-12	06/11/23 to 11/11/23	• Parallel communication (How it takes place, symbol, merits and demerits) • 2.2 Informal communication Grape vine communication (How it takes place, symbol, merits and demerits).	White board & marker & smart board
Week No-13	13/11/23 to 18/11/23	<ul style="list-style-type: none"> <li>• Kinesics or Body Language (Postures and Gestures, Facial Expression and Eye contact.</li> <li>• Proxemics or Spatial Language (Private Space, Personal Space, Social Space, Public</li> </ul>	White board & marker
Week No-14	20/11/23 to 25/11/23	<ul style="list-style-type: none"> <li>• Semantic Barrier.</li> <li>• Syntactic Barrier.</li> <li>• Organizational Barrier.</li> </ul>	White board & marker & smart board
Week No-15	28/11/23 to 02/12/23	<ul style="list-style-type: none"> <li>• Cultural Barrier</li> <li>• Psychological Barrier.</li> <li>• Individual Barrier</li> <li>• Overcoming Barriers to communication Remedies with reference to the above mentioned barriers.</li> </ul>	
Week No-16	04/12/23 to 09/12/23	D. Non- Verbal Communication 1. Meaning of nonverbal Communication 2. Different areas of Non-verbal Communication	

Week No-17	11/12/23	• Language of Signs and Symbols(Audio Sign and Visual Sign in everyday life with merits and demerits).	
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Signature of HOD

  
Signature of faculty