

LESSON PLAN 2024(SUMMER)

Subject :-Communicative English

(Code) TH-1(a)

Name of faculty-Sumitrarani Mallick

Semester :2nd Class allotted:- 5p/week

Branch :- Civil & Electrical

Discipline	Date/Period	From date:-29/01/24 to 14/05/24	Teaching Aid
Subject:		Theory/ Practical –Topics/Lesson	
Weeks			

Week No-1	29/01/24 to 03/02/24	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">• Skimming the gist• Scanning for necessary information• Close reading for inference and evaluation	White board & marker
Week No-2	05/02/24 to 10/02/24	Main idea and supporting points <ul style="list-style-type: none">• Guessing the meaning of un-familiar words• Note- making• Summarizing• Supplying a suitable title	White board & marker
Week No-3	12/02/24 to 17/02/24	Standing Up For Yourself By Yevgeny Yevtushenko <ul style="list-style-type: none">• The Magic Of Teamwork By Sam Pitroda.	White board & marker
Week No-4	19/02/24 to 24/02/24	Inchcape Rock By Robert Southey <ul style="list-style-type: none">• To My True Friend By Elizabeth Pinard.	White board & marker
Week No-5	26/02/24 to 02/03/24	UNIT- II VOCABULARY <ul style="list-style-type: none">• Use of synonyms, antonyms• Same word used in different situations in different meaning• Single word substitute	White board & marker
Week No-6	04/03/24 to 09/03/24	Unit-III APPLICATION OF ENGLISH GRAMMAR Countable an Uncountable Noun <ul style="list-style-type: none">• Articles and Determiners• Modal Verbs• Tenses	White board & marker
Week No-7	11/03/24 to 16/03/24	<ul style="list-style-type: none">• Voice-change• Subject-verb Agreement	White board & marker
Week No-8	18/03/24 to 23/03/24	UNIT-IV FORMAL WRITING SKILLS 1. Paragraph writing Meaning <ul style="list-style-type: none">• Features of Paragraph Writing (Topic Statement, Supporting Points and Plot• Compatibility) Developing Ideas into Paragraphs (Describing Place/ Person/ Object /Situation and any• general topic of interest) 2. Notice 3. Agenda 4. Report writing (Format of a Report, Reporting an event / news)	White board & marker

Week No-9	27/03/24 to 30/03/24	<p>5. Writing personal letter</p> <p>6. Letter to the Principal, Librarian, Head of the Deptt, and Hostel Superintendent</p> <p>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 .</p>	White board & marker
Week No-10	02/04/24 to 06/04/24	<p>UNIT-V ELEMENTS OF COMMUNICATION A. Introduction to Communication</p> <p>1. Meaning, Definition and concept of communication</p> <p>2. Good Communication and Bad Communication</p> <p>3. Communication model One-way Communication Model and Two-way Communication Model with examples.</p> <p>4. Process of communication and factors responsible for it Sender, Message, Channel, Receiver / Audience, Feedback, Noise, Context.</p>	White board & marker
Week No-11	08/04/24 to 13/04/24	<p>B. Professional Communication</p> <p>1. Meaning of professional communication</p> <p>2. Types of professional communication</p> <p>2.1. Formal or Systematic Communication Upward communication (How it takes place, symbol, merits and demerits)</p> <ul style="list-style-type: none"> Down-ward communication (How it takes place, symbol, merits and demerits) 	White board & marker
Week No-12	15/04/24 to 20/04/24	<ul style="list-style-type: none"> 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	22/04/24 to 27/04/24	<ul style="list-style-type: none"> Kinesics or Body Language (Postures and Gestures, Facial Expression and Eye contact. Proxemics or Spatial Language (Private Space, Personal Space, Social Space, Public 	White board & marker
Week No-14	29/04/24 to 04/05/24	<ul style="list-style-type: none"> Semantic Barrier. Syntactic Barrier. Organizational Barrier. 	White board & marker & smart board
Week No-15	06/05/24 to 11/05/24	<ul style="list-style-type: none"> Cultural Barrier Psychological Barrier. Individual Barrier Overcoming Barriers to communication Remedies with reference to the above mentioned barriers. 	White board & marker
Week No-16	13/05/24 to 14/05/24	<p>D. Non- Verbal Communication</p> <p>1. Meaning of nonverbal Communication</p> <p>2. Different areas of Non-verbal Communication</p> <ul style="list-style-type: none"> Language of Signs and Symbols(Audio Sign and Visual Sign in everyday life with merits and demerits). 	Smart board


Signature of HOD

Sunita Kaur Mallick,
Signature of faculty