

LESSON PLAN- COMMUNICATIVE ENGLISH- Th. 1a.

Discipline / All Branches	Semester- 1st Mechanical & Electrical	Name of the Teaching Faculty:- Miss Rasmita Kalasi, Lecturer in English
Subject:- Communicative English	No. of days/per week- 04	Semester from date : 24.12.2020 - 15.02.2021
Week	Class day	Theory
1st	1st	Unit :1 Literature Appreciation (1)Reading comprehension - Skimming the gist Scanning for the necessary information
	2nd	Close reading for inference and evaluation main idea and supporting points
	3rd	Guessing the meaning of unfamiliar words Note making Summarizing
	4th	Supplying suitable title Revision
2nd	1st	Text - Standing of for Your self by Yevgeny yevtushenko(prose)
	2nd	-do- Question & Answer Discussion
	3rd	The magic of term work (prose) by sam pitroda
	4th	Question & Answer discussion
3rd	1st	Inchcape Rock by Rebert Southey(Poetry)
	2nd	Question & Answer discussion
	3rd	To my true friend by Elizabeth pinard (poetry) Question&Answer discussion
	4th	Unit-2 Vocabulary -Use of synonyms antonyms
4th	1st	Same word used in different situations in different meaning
	2nd	Single word substitute
	3rd	Revision
	4th	Unit-3 Application of English Grammar Countable and uncountable Noun
5th	1st	Article and Determiners Tenses
	2nd	Voice change
	3rd	Subject-verb Agreement

	4th	Unit-4 Formal writing skills (i) Paragraph writing Topic Statement, supporting points and plot compatibility Developing ideas into paragraphs (Describing place/person/object/situation and any general topic of interest)
6th	1st	Notice Agenda
	2nd	Report writing (Format of a report) Reporting an event/news Writing personal letter Letter to the principal, Librarian, Head of the Dept. and Hostel superintendent Writing Business letter -Layout of a Business letter
	3rd	Letter of Enquiry, placing an order Execution of an order, complaint, Cancellation of an order (features, format and example.)
	4th	Job application and C.V (features, format and example.)
7th	1st	Unit-V- Elements of communication (A. introduction to communication) meaning, definition and concept of communication Good communication and bad communication, communication model-one way and two way Communication model with examples
	2nd	Process of communication and factors responsible for it. sender, Receiver, Message, channel/Audience, Feedback, Noise, Context
	3rd	B. professional communication 1. meaning of professional communication 2. type of professional communication Formal or systematic communication .upward communication (how it takes place, symbol, merits and demerits). downward communication (How it takes place, symbol, merits and demerits)
	4th	Parallel communication (how it takes place, symbol, merits and demerits) Informal communication - Grapevine communication (how it takes place, symbol, merits and demerits)
8th	1st	C. Non-verbal communication 1. Meaning of non-verbal communication
	2nd	Different areas of non-verbal communication
	3rd	Kinesics or body language (posture, gesture facial expression and eye contact)-proxemics or spatial language (private space, person space, social space, public space)
	4th	Language of signs and symbols (audio sign and visual sign in everyday life with merits and demerits)

