

LESSON PLAN- COMMUNICATIVE ENGLISH- Th. 1a.

Discipline / All Branches	Semester- 2ND Civil & Automobile	Name of the Teaching Faculty:- Miss Rasmita Kalasi, Lecturer in English
Subject:- Communicative English	No. of days/per week-04	Semester Duration: 03.05.2021 - 10.07.2021
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 ideas and supporting points
	3rd	Guessing the meaning of unfamiliar words Note making Summarizing
	4th	Supplying a suitable title Revision
2nd	1st	2.Text- Standing up for Yourself by Yevgeny Yevtushenko(Prose)
	2nd	-Do- Question & Answer Discussion
	3rd	The Magic of Teamwork(Prose)by Sam Pitroda
	4th	-Do- Question & Answer Discussion
3rd	1st	Inchcape Rock by Robert 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	Unit-3Applicationof English Grammar Countable and uncountable Noun

	4th	Article and Determiners
5th	1st	-Do-
	2nd	Tenses
	3rd	-Do-
	4th	Voice change
6th	1st	-Do-
	2nd	Subject-verb Agreement
	3rd	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)
	4th	Notice
7 th	1st	Agenda
	2nd	Report writing(Format of a Report) Reporting an event/news
	3rd	Writing personal letter
	4th	Letter to the Principal, Librarian, Head of the Dept. and Hostel superintendent
8 th	1st	Writing Business Letter-Layout of a Business Letter- Letter of Enquiry ,placing an order, Execution Of an order, complaint, Cancellation of an order (features, format and example.)
	2nd	-Do-
	3rd	Job application and C.V. (Features, Format and example.)
	4th	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 with examples
9 th	1st	Process of communication and factors responsible for it. Sender, Receiver, message, channel, Audience, Feedback, Noise, Context
	2nd	-Do-
	3rd	B. Professional Communication 1. Meaning of professional communication 2. Types of professional communication
	4th	-Do-
	1st	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)

10 th	2nd	Parallel communication(How it takes place, symbol, merits and demerits)
	3rd	Informal communication -Grapevine communication (How it takes place, symbol ,merits and demerits)
	4th	-Do-
11 th	1st	C.Non-verbal communication 1.Meaningofnon-verbal communication
	2nd	-Do-
	3rd	Different areas of Non-verbal communication
	4th	Kinesics or Body Language (Postures, Gestures Facial expression and Eye contact)- Proxemics or spatial Language (Private space, Personal space, social space, public space)
12 th	1st	-Do-
	2nd	Language of Signs and Symbols (Audio signs and Visual signs in every day life with merits and demerits)
	3rd	-Do-
	4th	REVISION