

# LESSON PLAN

SUBJECT: COMMUNICATIVE ENGLISH

BRANCH: COMMON

SEMESTER: 2<sup>ND</sup> (2022-23)

NAME OF THE FACULTY: SANJAYA GOPAL TRIPATHY



## GOVERNMENT POLYTECHNIC, BHADRAK

*[Signature]*  
15/03/23  
HOD, Math & Sc

*[Signature]*  
Academic Coordinator

*[Signature]*  
Principal  
Govt. Polytechnic, Bhadrak

Discipline:	Semester: 2nd	Name of the Teaching Faculty :Sanjaya Gopal Tripathy
Subject: Communicative English	No. of Days/per week class allotted:	Semester from date:20-03-2023 To Date:27.06.2023 No. of Weeks:15
Week	Class Day	Theory/ Practical Topics
1 <sup>st</sup>	1 <sup>st</sup>	<b>Introduction to English Grammar</b> i)Tense and its function. ii)Application of tense in sentences.
	2 <sup>nd</sup>	Subject verb agreement i)Error of proximity ii)Sentence correction iii)Application of correct verb
	3 <sup>rd</sup>	Fundamentals of Writing i)Basic construction of paragraphs ii)maintaining brevity while attempting paragraphs. iii)Sample paragraphs to be taught & deconstructed in the class for the students to understand and apply.
	4 <sup>th</sup>	Revision of the above mentioned topics to be done along with class test to check the progress of the students.
2 <sup>nd</sup>	1 <sup>st</sup>	Invitation to English-I i)Standing Up for Yourself  Reading skills of the students to be put to test with recitation of the paragraphs of the prose piece.  Students to be made aware of the importance & necessity of the given topic in their syllabus along with practice & discussion of the exercise questions.
	2 <sup>nd</sup>	Reading Comprehension i)With first hand experience gained from the previous class students to delve deeper into the application of scanning, skimming and close reading. ii)Passages of reading comprehension to be taught & practiced in the class for proper understanding.
	3 <sup>rd</sup>	Notice Writing i)Basics & fundamentals of notice writing alongwith proper application of brevity & to the point writing. Report writing ABC of drafting a report including proper format & body. Reporting an event, a news etc.
	4 <sup>th</sup>	Revision of the above mentioned topics to be done alongwith a class test to check the progress of the students.
3 <sup>rd</sup>	1 <sup>st</sup>	Voice Change Concept of active and passive voice, usage and proper understanding of tense in order to understand the basics of active and passive voices.  Practice session to be conducted in the class to test the level of understanding of the students.
	2 <sup>nd</sup>	Invitation to English-I In London Minus Four Comprehension skills of the students to be tested.  A Q&A session to be conducted at the completion of the lesson to gauge the understanding of the students.
	3 <sup>rd</sup>	Letter Writing Letter to the Principal, Librarian, Head of the dept. and hostel

		<p>superintendent.          Proper format and body to be taught in the class.          Students to be made aware of the importance of formal letters in professional job setup which will help them in the future.</p>
	4 <sup>th</sup>	<p>Concept of synonym and antonym to be taught in the class.          Students to be encouraged to read newspapers and magazines in order to improve their vocabulary.          Conduction of a class test and revision of the topics taught in the whole week.</p>
4 <sup>th</sup>	1 <sup>st</sup>	<p>Invitation to English-I          Stopping by the Woods on a Snowy Evening          Students to be encouraged to read poetry in front of the whole class.          Concept of literary devices and rhyming scheme to be taught in the class.</p>
	2 <sup>nd</sup>	<p>Q&amp;A session to be conducted in order to clear doubts &amp; gauge the understanding of the students of the topics covered in the previous class.</p>
	3 <sup>rd</sup>	<p>Concept of modal verbs to be taught in the class.          Differentiation between various modal verbs in their usage.</p>
	4 <sup>th</sup>	<p>Note Making          How to make a proper note of a paragraph.          Usage of key words abbreviation etc.          Brevity of content.          Conduction of class test and revision of the topics taught in the whole week.</p>
5 <sup>th</sup>	1 <sup>st</sup>	<p>Elements of Communication          i) Introduction to communication          a) meaning, definition &amp; concept of communication          b) Process of communication and various mechanisms involved in communication.</p>
	2 <sup>nd</sup>	<p>Personal Letters          Format types &amp; examples to be taught in the class.          Exercises to be done on personal letter writing.</p>
	3 <sup>rd</sup>	<p>Articles &amp; Determiners          Types of articles, types of determiners and their usage</p>
	4 <sup>th</sup>	<p>Revision and conduction of class test covering topics taught in the whole week.</p>
6 <sup>th</sup>	1 <sup>st</sup>	<p>One way and two way communication model.</p>
	2 <sup>nd</sup>	<p>Agenda Writing, Modal verbs and their usage.</p>
	3 <sup>rd</sup>	<p>One word substitution and their application.</p>
	4 <sup>th</sup>	<p>Revision of the topics taught along with conduction of class test.</p>
7 <sup>th</sup>	1 <sup>st</sup>	<p>Invitation to English-I          Inchcape Rock by Robert Southey          Upon completion of the poem Q&amp;A session to be conducted and discussion of the taught topic to be done.</p>
	2 <sup>nd</sup>	<p>Further discussion and doubt clearing on one way and two way communication models with examples.</p>
	3 <sup>rd</sup>	<p>Countable and uncountable nouns.</p>
	4 <sup>th</sup>	<p>Revision of the topics taught along with conduction of class test.</p>
8 <sup>th</sup>	1 <sup>st</sup>	<p>Professional Communication          1) Meaning of Professional communication          2) Types of professional communication.</p>
	2 <sup>nd</sup>	<p>The Magic of Teamwork by Sam Pitroda</p>
	3 <sup>rd</sup>	<p>Homonyms, Paronyms.</p>

	4 <sup>th</sup>	test.
9 <sup>th</sup>	1 <sup>st</sup>	Writing Business Letter Layout of a business letter Letter of Inquiry.
	2 <sup>nd</sup>	Letter to place an order, Execution of order letter.
	3 <sup>rd</sup>	Letter of Complaint, Cancellation of an order.
	4 <sup>th</sup>	Revision of the whole week along with a class test.
10 <sup>th</sup>	1 <sup>st</sup>	Formal or systematic communication Upward Communication Downward Communication Parallel Communication
	2 <sup>nd</sup>	Barriers to communication. 1) Meaning 2) Types of Communication Barrier Environmental Barrier Semantic Barrier Syntactic Barrier
	3 <sup>rd</sup>	Job Application and C.V.(Features, Format and example)
	4 <sup>th</sup>	Revision of the topics covered during the whole week along with conduction of a class test.