

LESSON PLAN

SUBJECT: COMMUNICATIVE ENGLISH

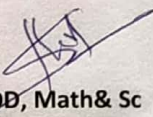
BRANCH: COMMON (MECHANICAL & TEXTILE)

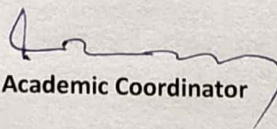
SEMESTER: 2ND (2023-24)

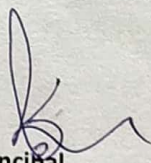
NAME OF THE FACULTY: SANJAYA GOPAL TRIPATHY



GOVERNMENT POLYTECHNIC, BHADRAK


HOD, Math & Sc


Academic Coordinator

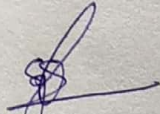

Principal
Govt. Polytechnic, Bhadrak

Discipline: Mechanical & Textile	Semester : 2nd	Name of the Teaching Faculty : Sanjaya Gopal Tripathy
Subject: Communicative English	No. of Days/per week class allotted:	Semester from date: 29-01-2024 To Date: 14.05.2024 No. of Weeks: 15
Week	Class Day	Theory/ Practical Topics
1 st	1 st	Introduction to English Grammar i) Tense and its function. ii) Application of tense in sentences.
	2 nd	Subject verb agreement i) Error of proximity ii) Sentence correction iii) Application of correct verb
	3 rd	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 th	Revision of the above mentioned topics to be done along with class test to check the progress of the students.
2 nd	1 st	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 nd	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 rd	Notice Writing i) Basics & fundamentals of notice writing along with 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 th	Revision of the above mentioned topics to be done along with a class test to check the progress of the students.
3 rd	1 st	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 nd	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 rd	Letter Writing Letter to the Principal, Librarian, Head of the dept, and hostel superintendent.

		Students to be made aware of the importance of formal letters in a professional job setup which will help them in the future.
	4 th	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.
4 th	1 st	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.
	2 nd	Q&A session to be conducted in order to clear doubts & gauge the understanding of the students of the topics covered in the previous class.
	3 rd	Concept of modal verbs to be taught in the class. Differentiation between various modal verbs in their usage.
	4 th	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.
5 th	1 st	Elements of Communication i)Introduction to communication a)meaning, definition & concept of communication b)Process of communication and various mechanisms involved in communication.
	2 nd	Personal Letters Format types & examples to be taught in the class. Exercises to be done on personal letter writing.
	3 rd	Articles & Determiners Types of articles, types of determiners and their usage
	4 th	Revision and conduction of class test covering topics taught in the whole week.
6 th	1 st	One way and two way communication model.
	2 nd	Agenda Writing, Modal verbs and their usage.
	3 rd	One word substitution and their application.
	4 th	Revision of the topics taught along with conduction od class test.
7 th	1 st	Invitation to English-I Inchcape Rock by Robert Southey Upon completion of the poem Q&A session to be conducted and discussion of the taught topic to be done.
	2 nd	Further discussion and doubt clearing on one way and two way communication models with examples.
	3 rd	Countable and uncountable nouns.
	4 th	Revision of the topics taught along with conduction of class test.
8 th	1 st	Professional Communication 1)Meaning of Professional communication 2)Types of professional communication.
	2 nd	The Magic of Teamwork by Sam Pitroda
	3 rd	Homonyms, Paronyms.
	4 th	Revision of the topics taught in the whole week along with a class test.
9 th	1 st	Writing Business Letter Layout of a business letter

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

11 th	1 st	Types of communication barrier continued.... -Organisational Barrier -Cultural Barrier -Psychological Barrier -Individual Barrier
	2 nd	Overcoming Barrier to Communication Remedies to the abovementioned Barrier.
	3 rd	Invitation to English-I To My True Friend by Elizabeth Pinard
	4 th	Revision of the topics covered during the whole week along with conduction of a class test.
12 th	1 st	Non-Verbal communication. 1)Meaning of Non-Verbal Communication. 2)Different areas of non-verbal communication.
	2 nd	Kinesics or Body Language 1)Postures and Gestures 2)Facial Expression 3)Eye Contact
	3 rd	Proxemics or Spatial Language 1)Private Space 2)Personal Space 3)Social Space 4)Public Space
	4 th	Language of Signs and Symbols(Audio signals and Visual signs in everyday life with merits and demerits.
13 th	1 st	Informal Communication. -Grapevine Communication(How it takes place,symbols,merits and demerits)
	2 nd	Summarising of a paragraph.
	3 rd	Revision of the abovementioned topics.
	4 th	Q&A session covering all the topics taught during the week.
14 th	1 st	Sample Paper Practice and discussion.
	2 nd	-----do-----
	3 rd	-----do-----
	4 th	-----do-----
15 th	1 st	Sample Paper Practice and discussion.
	2 nd	-----do-----
	3 rd	-----do-----
	4 th	-----do-----


 Signature of Faculty