

# LESSON PLAN

SUB: COMMUNICATIVE ENGLISH(THEORY)

BRANCH:- ELECTRICAL ENGG. & COMPUTER SCIENCE ENGG.

SEMESTER:1<sup>ST</sup>

NAME OF FACULTY: SANJAY GOPAL TRIPATHY(Lecturer In English)



**GOVERNMENT POLYTECHNIC,  
BHADRAK**

Hod, Math&Sc  
12/05/22

Academic Co-ordinator  
12/05/22

Principal  
Govt. Polytechnic, Bhadrak  
12-05-22


**GOVT. POLYTECHNIC, BHADRAK**  
**DEPT. OF MATH & SCIENCE**  
**LESSON PLAN(2023-24)**

	Semester: 1 <sup>st</sup>	Name of the Teaching Faculty :Sanjaya Gopal Tripathy, Lecturer in English
Discipline : Electrical & Computer Science	No. of Days/per week class allotted:04	Semester from date:16-08-2023 To Date:11-12-.2023  No. of Weeks:16
Subject: Communi cative English	Class Day	Theory
Week 1 <sup>st</sup>	1 <sup>st</sup>	<b><u>Introduction to English Grammar</u></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.
	1 <sup>st</sup>	Voice Change


3rd		<p>Concept of active and passive voice, usage and proper understanding of tense in order to understand the basics of active and passive voices.</p> <p>Practice session to be conducted in the class to test the level of understanding of the students.</p>
	2nd	<p>Invitation to English-I In London Minus Four Comprehension skills of the students to be tested.</p> <p>A Q&amp;A session to be conducted at the completion of the lesson to gauge the understanding of the students.</p>
	3rd	<p>Letter Writing Letter to the Principal ,Librarian ,Head of the dept, and hostel superintendent. Proper format and body to be taught in the class. Students to be made aware of the importance of formal letters in a professional job setup which will help them in the future.</p>
	4th	<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>
4th	1st	<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>
	2nd	<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>
	3rd	<p>Concept of modal verbs to be taught in the class. Differentiation between various modal verbs in their usage.</p>
	4th	<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>
5th	1st	<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>
	2nd	<p>Personal Letters Format types &amp; examples to be taught in the class. Exercises to be done on personal letter writing.</p>
	3rd	<p>Articles &amp; Determiners Types of articles, types of determiners and their usage</p>
	4th	<p>Revision and conduction of class test covering topics taught in the whole week.</p>
	1st	<p>One way and two way communication model.</p>

6th	2nd	Agenda Writing, Modal verbs and their usage.
	3rd	One word substitution and their application.
	4th	Revision of the topics taught along with conduction od class test.
7th	1st	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.
	2nd	Further discussion and doubt clearing on one way and two way communication models with examples.
	3rd	Countable and uncountable nouns.
	4th	Revision of the topics taught along with conduction of class test.
8th	1st	Professional Communication 1)Meaning of Professional communication 2)Types of professional communication.
	2nd	The Magic of Teamwork by Sam Pitroda
	3rd	Homonyms, Paronyms.
	4th	Revision of the topics taught in the whole week along with a class test.
9th	1st	Writing Business Letter Layout of a business letter Letter of Inquiry.
	2nd	Letter to place an order, Execution of order letter.
	3rd	Letter of Complaint, Cancellation of an order.
	4th	Revision of the whole week along with a class test.
10th	1st	Formal or systematic communication Upward Communication Downward Communication Parallel Communication
	2nd	Barriers to communication. 1)Meaning 2)Types of Communication Barrier Environmental Barrier Semantic Barrier Syntactic Barrier
	3rd	Job Application and C.V(Features, Format and example)
	4th	Revision of the topics covered during the whole week along with conduction of a class test.
11th	1st	Types of communication barrier continued.... -Organisational Barrier -Cultural Barrier -Psychological Barrier

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

  
Signature of the Faculty  
12.08.2023

  
Signature of HOD  
12/8/23

  
Signature of Academic Coordinator  
Academic Co-ordinator