

LESSON PLAN

SUBJECT: COMMUNICATIVE ENGLISH

SEM-1ST SEM & 2ND SEM



PREPARED BY,

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LECTURER IN ENGLISH

**DEPARTMENT OF MATH AND SCIENCE
GOVERNMENT POLYTECHNIC, BARGARH**

GOVERNMENT POLYTECHNIC, BARGARH

VISION

To be a reputed polytechnic institute imparting quality technical education to produce diploma engineers with dynamic personalities and innovative competencies in the state of Odisha.

MISSION

M1:- To offer the best and advanced lab facilities adhering to the curriculum to make future engineers.

M2:- To engage highly qualified and competent faculties to make the student acquire the skillful knowledge required.

M3:- To develop an excellent teaching learning environment leading to create the best institute.

In.1a. Common
(1st & 2nd sem Common)

Theory: 4 Periods per Week
Total Periods: 60 Periods
Examination: 3 Hours

I.A : 20 Marks
Term End Exam : 80 Marks
TOTAL MARKS : 100 Marks

Topic- wise distribution of periods with marks

S.L. No	Topics Periods	PERIODS
I	Literature Appreciation	20
II	Vocabulary	05
III	Application of Grammar	08
IV	Formal writing skills	15
V	Elements of communication	12
	• Introduction to communication	
	• Professional communication	
	• Nonverbal communication	
	TOTAL-	60

OBJECTIVE

To comprehend the given passage

To answer correctly the questions on seen and unseen passages

To increase the vocabulary To apply rules of grammar for flawless writing

To understand and use the basic concepts of communication in an organized set up and social context

To give a positive feedback in various situation, to use appropriate body language and to avoid barrier for effective communication

To improve writing skill

UNIT-I

LITERATURE APPRECIATION

1-Reading comprehension

Sub-skills of reading comprehension are to be worked out and tested through an unseen passage in about 200-500 words.

A student should get acquainted with sub-skills of reading for the purpose of:

- Skimming the gist
- Scanning for necessary information
- Close reading for inference and evaluation
- Main idea and supporting points
- Guessing the meaning of un-familiar words
- Note- making
- Summarizing
- Supplying a suitable title

2. Text

The following chapter from "Invitation to English", Book-1 for +2 students of CHSE, Odisha.2016 reprint to be covered in class room:

- Standing Up For Yourself By Yevgeny Yevtushenko
- The Magic Of Teamwork By Sam Pitroda
- Inchcape Rock By Robert Southey
- To My True Friend By Elizabeth Pinard
- The student is to answer comprehension questions from these chapters in the end examination.

UNIT- II

VOCABULARY

Use of synonyms, antonyms

- Same word used in different situations in different meaning
- Single word substitute

Unit-III

APPLICATION OF ENGLISH GRAMMAR

- Countable and Uncountable Noun
- • Articles and Determiners
- • Modal Verbs
- • Tenses
- • Voice-change
- • Subject-verb Agreement

UNIT-IV

FORMAL WRITING SKILLS

1. Paragraph writing

- Meaning
- Features of Paragraph Writing (Topic Statement, Supporting Points and Plot Compatibility)
- Developing Ideas into Paragraphs (Describing Place/ Person/ Object /Situation and any general topic of interest)

2. Notice

3. Agenda

4. Report writing (Format of a Report, Reporting an event / news)

5. Writing personal letter

6. Letter to the Principal, Librarian, Head of the Deptt, and Hostel Superintendent

7. Writing Business letters

- Layout of a Business Letter
- Letter of Enquiry, Placing an Order, Execution of an Order, Complaint, Cancellation of an order(Features, Format and example)

8. Job application and C.V.(Features, Format and example)

UNIT-V

ELEMENTS OF COMMUNICATION

A. INTRODUCTION TO COMMUNICATION

1. Meaning, Definition and concept of communication
2. Good Communication and Bad Communication
3. Communication model
 - One-way Communication Model and Two-way Communication Model with examples
4. Process of communication and factors responsible for it
 - Sender, Message, Channel, Receiver / Audience, Feedback, Noise, Context

B. PROFESSIONAL COMMUNICATION

1. Meaning of professional communication
2. Types of professional communication
 - 2.1. 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)
 - Parallel communication (How it takes place, symbol, merits and demerits)
 - 2.2. Informal communication
 - Grape vine communication (How it takes place, symbol, merits and demerits)

D. Non- Verbal Communication

1. Meaning of nonverbal Communication
2. Different areas of Non-verbal Communication
 - Kinesics or Body Language (Postures and Gestures, Facial Expression and Eye Contact)
 - Proxemics or Spatial Language (Private Space, Personal Space, Social Space, Public Space)
 - Language of Signs and Symbols (Audio Sign and Visual Sign in everyday life with merits and demerits)

Syllabus Coverage up to I.A

1. Reading Comprehension
2. Standing Up by Yourself
3. Use of Synonyms and Antonyms
4. Notice
5. Agenda

Books Recommended:

- Invitation to English, Book-1, (for +2 students), CSHE (2016 reprint), Odisha
Invitation to English, Book-2, (for +2 students), CSHE (2016 reprint), Odisha
Invitation to English, Book-3, (for +2 students), CSHE (2016 reprint), Odisha
Invitation to English, Book-4, (for +2 students), CSHE (2016 reprint), Odisha
Wren and Martin High School English Grammar, Dr. NDV Prasad Rao, S. Chand Publication
Communication Skills, Sanjay Kumar and Puspalata, Oxford University Press

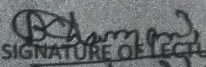
COURSE OUTCOME

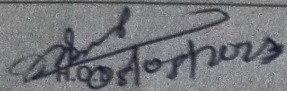
AFTER COMPLETION OF THE COURSE THE STUDENTS WILL BE ABLE TO-

- 1- COMMUNICATE & ORGANISE IDEAS AND MAKE THE CONNECTIONS
- 2- IMPROVES THE LSRW SKILLS OF THE STUDENTS
- 3- INTEGRATE WORDS IN A SENSIBLE MANNER AND ADD THE RIGHT MEANING
- 4- COMPOSE VARIOUS TYPES OF WRITTEN DOCUMENTS IN ORDER TO CATER TO THEIR NEEDS
- 5- IMPROVE COMMUNICATION SKILLS TO DELIVER AND UNDERSTAND INFORMATION QUICKLY AND ACCURATELY

DISCIPLINE: MATH & SCIENCE	SEMESTER: 1 ST & 2 ND SEM 2023-2024	NAME OF TEACHING FACULTY: MS DAMAYANTI KHAMARI, LECTURER IN ENGLISH
SUBJECT: COMMUNICATIVE ENGLISH	NO OF DAYS /WEEK CLASS ALLOTED: 60	NO OF WEEKS: 17
WEEK	CLASS DAY	THEORY TOPICS
1 ST	1 ST	LITERATURE APPRECIATION: SKIMMING THE GIST
	2 ND	SCANNING FOR NECESSARY INFORMATION
	3 RD	CLOSE READING FOR INFERENCE AND EVALUATION
	4 TH	MAIN IDEA AND SUPPORTING POINTS
2 ND	5 TH	GUESSING THE MEANING OF UNFAMILIAR WORDS
	6 TH	NOTE MAKING
	7 TH	NOTE MAKING
	8 TH	SUMMARIZING
3 RD	9 TH	SUMMARIZING
	10 TH	SUPPLYING A SUITABLE TITLE
	11 TH	SUPPLYING A SUITABLE TITLE
	12 TH	STANDING UP FOR YOURSELF BY YEVGENY YEVTUSHENKO
4 TH	13 TH	STANDING UP FOR YOURSELF BY YEVGENY YEVTUSHENKO
	14 TH	STANDING UP FOR YOURSELF BY YEVGENY YEVTUSHENKO
	15 TH	THE MAGIC OF TEAM WORK BY SAM PITRODA
	16 TH	THE MAGIC OF TEAM WORK BY SAM PITRODA
5 TH	17 TH	INCH CAPEROCK BY ROBERT SOUTHEY
	18 TH	INCH CAPEROCK BY ROBERT SOUTHEY
	19 TH	TO MY TRUE FRIEND BY ELIZABETH PINARD
	20 TH	TO MY TRUE FRIEND BY ELIZABETH PINARD
6 TH	21 ST	USE OF SYNONYM
	22 ND	USE OF ANTONYMS
	23 RD	SAME WORD USED IN DIFFERENT SITUATIONS IN DIFFERENT MEANING
	24 TH	SAME WORD USED IN DIFFERENT SITUATIONS IN DIFFERENT MEANING
7 TH	25 TH	SINGLE WORD SUBSTITUTE
	26 TH	COUNTABLE AND UNCOUNTABLE NOUNS
	27 TH	ARTICLES AND DETERMINERS
	28 TH	MODAL VERBS
8 TH	29 TH	TENSES
	30 TH	TENSES
	31 TH	VOICE CHANGE
	32 TH	VOICE CHANGE
9 TH	33 RD	SUBJECT-VERB AGREEMENT
	34 TH	PARAGRAPH WRITING: MEANING AND FEATURES OF PARAGRAPH WRITING
	35 TH	DEVELOPING IDEAS INTO PARAGRAPHS
	36 TH	NOTICE

10TH	37TH	NOTICE AND AGENDA
	38TH	REPORT WRITING
	39TH	WRITING PERSONAL LETTER
	40TH	WRITING PERSONAL LETTER
11TH	41TH	LETTER TO THE PRINCIPAL AND LIBRARIAN
	42ND	LETTER TO THE HEAD OF DEPTT AND HOSTEL SUPERINTENDENT
	43RD	LAY OUT OF BUSINESS LETTER ;LETTER OF ENQUIRY
	44TH	PLACING AN ORDER LETTER, EXECUTION OF AN ORDER
12TH	45 TH	,COMPLAINT, CANCELLATION OF AN ORDER
	46TH	JOB APPLICATION AND CV
	47TH	JOB APPLICATION AND CV
	48TH	JOB APPLICATION AND CV
13TH	49TH	MEANING ,DEFINITION AND CONCEPT OF COMMUNICATION
	50TH	GOOD COMMUNICATION AND BAD COMMUNICATION
	51ST	ONE WAY COMMUNICATION MODEL AND TWO WAY COMMUNICATION MODEL WITH EXAMPLES
	52TH	PROCESS OF COMMUNICATION AND FACTORS RESPONSIBLE FOR IT; SENDER MESSAGE CHANNEL, RECEIVER/AUDIENCE, FEEDBACK NOISE, CONTEXT
14TH	53RD	MEANING OF PROFESSIONAL COMMUNICATION AND TYPES
	54TH	FORMAL OR SYSTEMATIC COMMUNICATION:UPWARD AND DOWNWARD COMMUNICATION
	55TH	PARALLEL COMMUNICATION AND INFORMAL COMMUNICATION
	56TH	MEANING OF NONVERBAL COMMUNICATION, DIFFERENT AREAS OF ANONVERBAL COMMUNICATION
15TH	57TH	KINESIC OR BODY LANGUAGE
	58TH	PROXEMICS OR PSATIAL LANGUAGE
	59TH	LANGUAGE OF SIGNS AND SYMBOLS
	60TH	LANGUAGE OF SIGNS AND SYMBOLS
16TH	61ST	REVISION
	62ND	REVISION
	63RD	REVISION
	64TH	REVISION
17TH	65TH	REVISION
	66TH	REVISION
	67TH	REVISION
	68TH	REVISION


 SIGNATURE OF LECTURER-
 08/08/2023
 (DAMAYANTI KHAMARI)


 DEPT. OF MATH & SCIENCE