

LESSON PLAN		
Discipline / All Branches	Semester-1st	Name of the teaching faculty:- Miss Swagatika Sahu, Lecturer in English
Subject:- Communicative English	No. of days/per week- 04	Semester from date : 25.10.2022 to 31.01.2023 No. of weeks :- 14 (excluding puja vacation)
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 idea and supporting points
	3rd	Guessing the meaning of unfamiliar words, Note making, Summarizing
	4th	Supplying suitable title, Revision
2nd	1st	Standing up for your self by Yevgeny yevtushenko(prose), Question & Answer Discussion
	2nd	In London In Minus Fours by Louis Fisher, Question & Answer Discussion
	3rd	The magic of term work (prose) by sam pitroda, Question & Answer Discussion
	4th	Stopping by woods on a snowy evening by Robert Lee Frost
3rd	1st	Poetry, Question & Answer discussion
	2nd	Inchcape Rock by Rebert Southey(Poetry)
	3rd	Question & Answer discussion
	4th	To my true friend by Elizabeth pinard (poetry)Question&Answer discussion
4th	1st	Unit-2 Vocabulary -Use of synonyms antonyms
	2nd	Same word used in different situations in different meaning
	3rd	Single word substitute
	4th	Revision
5th	1st	Unit-3 Countable and uncountable Noun
	2nd	Article and Determiners
	3rd	Modal Verbs

	4th	Tenses
6th	1st	Tenses
	2nd	Revision
	3rd	Voice change
	4th	Voice change
7th	1st	Subject-verb Agreement
	2nd	Subject-verb Agreement
	3rd	Unit-4 Formal writing skills (i) Paragraph writing
	4th	(Topic Statement, supporting points and plot compalibility)
8th	1st	Developing ideas into paragraphs (Describing place/person/object/situation and any general topic of interest)
	2nd	Notice
	3rd	Agenda
	4th	Report writing (Format of a report, Reporting an event/ news)
9th	1st	Revision
	2nd	Writing personal letter
	3rd	Letter to the principal,librarion,Head of the Dept.and Hostel superintendent
	4th	Letter to the principal,librarion,Head of the Dept.and Hostel superintendent
10th	1st	Writing Business letter -Layout of a Business letter
	2nd	Letter of Enquiry,placing an order Executoin of an order,complaint
	3rd	Cancellation of an order (features,format and example.)
	4th	Revision Writing Skill
11th	1st	Job application and C.V(features,format and example.)
	2nd	Job application and C.V(features,format and example.)
	3rd	Unit-V.-Elements of communication(introduction to communication) meaning,definition and concept of communication

	4th	Good communication and bad communication, communication model-one way and two way
12th	1st	Communication model with examples
	2nd	Process of communication and factors responsible for it. sender,message,channel/audience, feedback,noise,context
	3rd	B.professional communication 1.meaning of professional communication 2.type of professional communication
	4th	Formal or systematic communication. upward communication(how it takes place,symbol,merits and demerits).downward communication(how it takes place)
13th	1st	Parallel communication(how it takes place,symbol,merits and demerits)
	2nd	Informal communication, grapevine communication (How it takes place,symbol,merits&demerits)
	3rd	C. Barriers to communication, 1. meaning, 2. Types of communication barriers
	4th	Environmental barrier, Semantic barrier
14th	1st	Syntactic barrier, organizational barrier
	2nd	Cultural barrier, psychological barrier, Individual barrier
	3rd	3. Overcoming barriers to communication
	4th	remedies with reference to the above mention barriers
15th	1st	D. Non-verbal communication 1.Meaning of non-verbal communication
	2nd	2. Different areas of non-verbal communication
	2nd	Kinesics or body language(postures & gestures, facial expression and eye contact)
	4th	proxemics or spatial language (private space, personal space,social space,public space)
	5th	Language of signs and symbols (audio sign and visual sign in everyday life with merits and demerits)