BHUBANANANDA ORISSA SCHOOL OF ENGINEERING, CUTTACK MATHEMATICS AND SCIENCE DEPARTMENT ACADEMIC PLAN

SEMESTER-(1ST SEM) BRANCH- ELECTRICAL, COMP SC & IT , ETC, AE & I, AUTO

SUBJECT: - COMM.ENGLISH PRACTICAL

FACULTY NAME; - Dr Anita Mitath FROM.DT. / / TO / /

SEŚŚTON-2020-21 (WINTER)

		 -				w														• .	
ı	ر در دا	<u>. </u>	N					-	· · · · · ·	····	2				J	•				No.	Week
ļ	23-12-20 Sec - H	2.12.20	21.12.20 Sec - J	17-12-20 SecI	6-12-20/5	15-12-20 Sec - E	14.12.20 Sec -	TO TY TO SEC -T	4-12-10 Sec - H		0.1000 C.C. T	7.12.20 Sec- J		3.12.20		4 1 2	1000				Dates
- -	EC - 1		-:-	501I	# - 13	ec - E	닉	7- 738) (<#C - II	Sec- J		Sec-I	Sec-H	240	0 2 - 5			Periods	No. of
2		• Self-introduction	2. SPEAKING SKILL		poems, speeches focusing on intonation		2. SPEAKING SKILL		morn the passage read aloud.	to answer comprehension questions	 supply required information and be able 	LISTENING SKILLS	blanks, choose a suitable title, make a summary,	intonation After listening the student can find	text read aloud in normal speed with	• The student should be at a	ICTEMIAC CUIT			warre or the experiment	Pinana
4.12.20	23.7.26	21 226	34 7-		17.71.70 17.71.70	7.7.7.	2	10.12.20	9.12.26	8-12-20	1.6.70	5		3-12-20	2.12.26	1.12.20				Date of teaching	
	·	· 		-	·		 							-	 -				•	Shortfall if	
	<u>:</u>		-	<u> </u>				·- ,-			<u> </u>		·							Reasons	
				·-·					··	•	-							shortfall	up of	Date of	
	4	2	2 {	7	***	>	7	A C	?	· 4			8	R	D.	>				Initial of Fac	

3・2・21・SEC - E Appropriate use of non-verbal skills in face-to-face communication [Le. viva- voice, group-interviews, GDs and seminars]	10 1.2.21 SEC-J 4. INTERPERSONAL SPILLS	9 25.1.21 SEC- J 3. PERSONAUTY DEVELOPMENT 27.1.21 SEC- H	3. PERSONALITY DEVELOPMENT 19.1-21 Sec - E 20.1-21 Sec - H Physical appearance	7 12 1.21 Sec - 5 3. PERSONALITY DEVELOPMENT 7 12 1.21 Sec - F Initiation 13.1.21 Sec - H	9.1.21 Sec - 3 2. SPEAKING SKILL 5.1.21 Sec - € • Telephonic conversation 7.1.21 Sec - H 7.1.21 Sec - T	28.12.20 Sec - 5 2. SPEAKING SKILL 5 29.12.20 Sec - 6 Role-plays on any two-situations 30.12.20 Sec - H 31.12.20 Sec - T
3 2 21 P		21.1.21		13-12-12-12-12-12-12-12-12-12-12-12-12-12-	5.1.21 16.1.21 17.1.21	28:12:20 29:12:26 30:12:26 31:12:20

N.

:

:

23.3.21 SEC - H 24.3.21 SEC - H 25.3.21 SEC - H 31.3.21 SEC - H	14-3954 14-39547 14-395777 14-395777777777777777777777777777777777777	15 15.3.21 SEC-1> • Achieving the target	14 8 .3.21 SEC - 5. PRESENTING IN GD, SEMINARS AND 10 .3 .21 SEC - 6 CONFERENCES	13 1.3.21 SEC-J 5. PRESENTING IN GD, SEMINARS AND 2.3.21 SEC-H • Time management	12 22 22 SEC - SEC - CONFERENCES 24 - 2 - 24 SEC - H 23 - 2 - 24 SEC - H 24 - 2 - 24 SEC - H 25 - 2 - 24 SEC - L 12 - 2 - 24 SEC - L 12 - 2 - 24 SEC - L	11 15 2.21 SEC — H 4. INTERPERSONAL SKILLS 17.2.21 SEC — T. Appropriate use of non-verbal skills in face-to-face communication [i.e. viva-19.2.21] SEC — T. voice, group-interviews, GDs and
29.3.21. 29.3.21. 24.3.21. 31.8.21.	16.3.21. 18.3.21. 18.3.21.					15:2-21 A

BHUBANANANDA ORISSA SCHOOL OF ENGINEERING, CUTTACK MATHEMATICS AND SCIENCE DEPARTMENT ACADEMIC PLAN

BRANCH- ELECTRICAL, COMP SC & IT , ETC, AE & I, AUTO

SEMESTER-(1ST SEM)

SUBJECT: - COMM. ENGLISH THEORY

FACULTY NAME; In Anita Tribathy FROM.DT. 9/ 11/200 TO 31/03/2021 (Lecturer in English)

SES\$10N-2020-21 (WINTER)

			· · · · · · · · · · · · · · · · · · ·										 	
<u>.</u>		4		ω				2				1	 ē	Week
10.12.77 10.12.70	3-12-20	1.12-20	26-11-20 5 6	1358 11 ha		71.H:10 €.H:17		C:11.81	12:11:20	00 T	10:11:32	CT b		Dates
SBC-JSBC-E	3-12-20 3-12-2	1-1011 20 00 01 01 01 01 01 01 01 01 01 01 01 01	£-338	2012年2012年2012年2012年2012年2013年2013年2013年		STITION SECTION	1-7-350C-1 P	<u> </u>	1211.20 SEC - J	7-130 SEC-5	SEC-I	7-7-350cmb	available	No. of
10.12.205 (C-1,56-1) UNIT-II VOCABULARY 10.12.205 (C-1,56-1) Use of synonyms, antonyms Same word used in different situations in different meaning • Single word substitute	title			Unit-I LITERATURE APPRECIATION Close reading for inference and evaluation	ion		A student should get acquainted with sub-skills of	Unit-I LITERATURE APPRECIATION	words.	through an unseen passage in about 200-500	Reading comprehension Sub-skills of reading comprehension are to be worked out and tested	Unit-I LITERATURE APPRECIATION	iopics to be covered	
91220	3 12.28	1.12.20	02-1-20 07-1-50	23-11-20	4	0611-16	19.11.20	1811-20	12.11.20	11:11:20	0011.00	2 = 3	teaching	Date of
										<u>.</u> .			 if any	Shortfall
						<u>.</u>			<u>-</u> -				 	Reasons
													up of	Date of make
PP	P \$ 9	7 5	78	*	4		\$	2 3	7	P	7		Faculity	Initial of

pr.

13-121 SEC-J, E 13-121 SEC-J, E 12-121 SEC-J, E 13-121 SEC-J, E 13-121 SEC-J, E	SEC-D, UNIT-IV SEC-T,D SEC-T,D SECT,E SECT,E 2. Notice	461220SEC-J.SEC-J. Unit-III APPLICATION OF ENGLISH GRAMMAR 161220SEC-J. H •Countable an Uncountable Noun 17122SEC-J. • Articles and Determiners • Modal Verbs 121220SEC-J. Unit-III APPLICATION OF ENGLISH GRAMMAR 221230SEC-E • Tenses 221230SEC-J. • Subject-verb Agreement
UNIT-IV FORMAL WRITING SKILLS 3. Agenda 4. Report writing (Format of a Report, Reporting an event / 7 1 2) / news UNIT-IV FORMAL WRITING SKILLS 5. Writing personal letter 6. Letter to the Principal, Librarian, Head of the Deptt, and Hostel Superintendent (3 1 2) (3 1 2)	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)	
\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	28/12-26 29-12-26 30-12-26 31-12-20	14-12-20 15-12-20 16-12-20 17-12-20 21-12-20 23-12-20

					<u> </u>		14						-1 .1			<u>. </u>						
	70	<u> ਹ</u>	स्त्र 1	·									"				77	'				11
	25-2-21 SEC -SECH	1000	2221SEC-E1H	18.221 SEGJ, E	11221860-11	, , ,	1000 CDC 7	4278667.E	·	5.291 CEC-T.H	2221 SEC- I, D	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	د	28.1:	7.1.1.2	İ	1.135	1	2	200	<u>ر</u> ب	18-1
	235	. 7.25	Sec	AS	<u> </u>	—- -		78	, 6	~	35		3	8	9	·	$\frac{\mathcal{X}}{\mathcal{E}}$	200	≟ }	33	<u>.</u>	2 12
	1748		ğ	1	(1)			/ [-2]) }	<u>-</u> }	1-7	F (1-10-17)	,	28-1-20 SEC-J. B.	H.C-2017	Z S	19-20 F18	,	24 134 CP/_ T D	H. C-255 KTOC	MTZ SEC-I, D	9.4-23 K.F.81
			<u> </u>	(1)		0	$\overline{}$	77	1	I.	7		-					 				
	\$				(How it takes place, symbol, merits and demerits2.2. Informal communication Grape vir	•	UNIT-V ELEMENTS OF COMMISSIC COMMU	•	•	•		4. Process of communication		3. Communication model One-way Communication Model and Two-way Communication Model	2. Good Communication and Bad Communication	 Meaning Definition and concert 	UNIT-V ELEMENTS OF COMMUNICATION	example)	 Order(reatures, Format and example) S. Job application and C.V (Eastures, Example) 	Order, Complaint, Cancellation of an	 Viriting Business letters Layout of a Business Letter Letter of Enquiry, Placing an Order, Execution of an 	UNIT-IV FORMAL WRITING SKILLS
	symbol,	symbol, merits and demerits)	 Down-ward commit 	communication (How it takes place, symbol,	• 2.2. I	Upward communication	ELEME	Types	Meani	Receiv	respo	4. Pro		munic:	d Com	aning. I	V ELEN	ē :	 Or det(reatures, Format and example) Selection and C V (Features Example) 	Comp	er of E	VFOR
	Parallel communication (How it takes place, mbol,	mbol, merits and demerits)	and de	unicati	akes place, symbol, merits and demerits 2.2. Informal communication Grane vine	d com	ELEMENTS OF COMMUNICATION	Types of professional communication	Meaning of professional communication	R Professional Community Receiver / Audience, Feedback, Noise, Context	responsible for it Sender, Message, Channel,	4. Process of communication and for		Comm	munic	Definit	MENTS		ation a	laint, c	nguiry.	MALV
	nmuni	s and	merit	on (Ho	ymbol al com	munic	From	fession	SayOur	udienc	for it)F COM		nodel	ation a	ommu	OF CO		ormat	ancell	letter. Placir	VRITIN
	cation	demer	s) Simira	w it ta	, merit munica	ation	Milaric	al con	sional c	e, Fee	ender Sender	MUN		One-∧	and Ba	nicatio	MMU	ין רמנ	and ex	ation o	ag an C	IG SKIL
	(How	ולא) מלא (ה	i i	kes pi	s and a	3	Comn	inum	cation	dback,	Mess	ICATIO	200	A Col	d Com	בל בל	NICAT	, co	ample	of an	ut of a)rder,	72
	it take	i CW	<u> </u>	ace, sy	demer Grane	Ž	nunica	cation	micati	Noise	sage, C	N	741 67		munic		2	<u> </u>	' '	;) Busir Execu	
	s piace	cakes (-	mbol,	र् _ष हैं		tion	:	3	, Cont	hanne		ample	Cation	ation	•		. and			iess Le tion of	
	-	ace,								ext	,"		•	Mod	Š	•				2	tter	
	24.2.24	2 E	3 4	3	17	15	 	ج	Ņ)	5	 					<u>.</u>	22	30	<u> </u>	- I-	
	77.72	かれい	コントントン)	17.22	15.2.21		422	3.2.21))	5.5.54	1.2.21		28 1-21	27.1-21	7. T. C	ا () ا ح	21.1.21	20 1 21	TT.T.LT	72.1.57	2
			+5					<u></u>			<u>.</u>	-		<u> </u>	22	4	?	12			4 -	?
			_																			
								·				-					-			<u> </u>	· <u>-</u>	-
-	<u>-</u> -	·· <u>,</u>	<u> </u>			_				·												
															· · · · · · · · · · · · · · · · · · ·		-	-		_	<u></u> -	
	<u>-</u>																					
ð	> \$≥	<u> </u>	-	·	_ ←	Z			<u> </u>			-						· 				
1	+	1	7	7		>	7	· †	> •		*	7	5	(> {		 	9	\$ {	> ;	2	
										·!	<u> </u>	ــــــــــــــــــــــــــــــــــــــ								<u>\</u>		

Γ		<u> </u>					,		 -1
		7			16	ļ 			15
<u> </u>	7.5 HE.18	17 -19.3 2	たた. (水: 1:2) (水: 2:2) (水: 2:2)	10:3:21	15.8.8	5.3.24 5.3.24 5.3.24	14 E	13:21	26-2-21
	81-34 SEC-E;H	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	1.17.29.58.8.1 1.17.29.58.8.1	9321SEC-J	8.3.24 SEC-E, H	11 - 20 S. 11 - 20 S.	1040	13-21 SEC - E- H	26-2-21 SEC-T, H
-	工		工			ŦŲ.			エ
	FINE Years question a answer	REVISION	 Language Visual Sign demerits 	 Proxer Persor 	UNIT-V ELEMENTS OF COMMUNICATION	Facial	 Difference 	 Meaning of nonverbal (UNIT-V ELEMENTS OF COMMUNICATION
	Discussion.		Language of Signs and Symbols(Audio Sign and Visual Sign in everyday life with merits and dements)	Proxemics or Spatial Language (Private Space, Personal Space, Social Space, Public Space)	NTS OF COM	Facial Expression and Eye Contact)	Different areas of Non-verbal Communication Kinesics or Body Language / Posture	Verbal Communication Meaning of nonverbal Communication	ENTS OF CO
	ion a		and Symbols /day life with	al Language cial Space, F	MUNICATI	and Eye Con	Non-verbal	ation Irbal Commi	MMUNICAT
	مهی کی کی در		s(Audio Sign h merits and	(Private Sp oublic Space	NON	tact) ·	Communica	unication	NOI
63		دا	ď			Gestures,	ation		
1.3.21	14.60	6.3.21	557 888 888 888 888 888 888 888 888 888		10.83	1400 1400 1400 1400 1400 1400 1400 1400	40.00.40 40.00.40 40.00.40	2 T 2 24	26.7.21
								<u></u>	
						` <u>`</u>			
						-			
7	P P P	P 7	P	P 9	7	9	- +	7	

.

f

BHUBANANANDA ORISSA SCHOOL OF ENGINEERING, CUTTACK MATHEMATICS AND SCIENCE DEPARTMENT ACADEMIC PLAN BRANCH-CIVIL SEC-C

SEMESTER-(2N) SEM)

SUBJECT: - COMM. ENGLISH THEORY

FROM.DT. /28/04.21 TO /19/08.21

FACULTY NAME;- 1)~ Arita mitathy

SESSION-2020-21 (SUMMER.)

-								
42	5		ω		2		ы	No.
4.6.0.4	#55x	18.5.24		#C5:11		45:24		
· v •				*				Periods available
Use of synonyms, antonyms Same word used in different situations in different meaning Single word substitute	Note-making Summarizing Supplying a suitable title UNIT- II VOCABULARY	 Close reading for inference and evaluation Main idea and supporting points Guessing the meaning of un-familiar words Unit-I LITERATURE APPRECIATION 	Unit-I LITERATURE APPRECIATION	A student should get acquainted with sub-skills of reading for the purpose of: •Skimming the gist • Scanning for necessary information	Unit-I LITERATURE APPRECIATION	Reading comprehension Sub-skills of reading comprehension are to be worked out and tested through an unseen passage in about 200-500 words.	Unit-I LITERATURE ADDRECTATION	Topics to be Covered
.6.24	72.5.57	18.5.24		*C-50-44		4.05-21.		Date of teaching
1	1	1		1		1		Shortfall if any
	1, 10	1				1		Reasons
1	1	1						Date of make up of shortfall
*	7	A.		7		7	4	Initial of Faculity

	10	9	∞ .	7
13724	6.7.24	29/024	22.6.24	8.6.21
5. Writing personal letter 6. Letter to the Principal, Librarian, Head of the Deptt, and Hostel Superintendent	UNIT-IV FORMAL WRITING SKILLS 3. Agenda 4. Report writing (Format of a Report, Reporting an event / news	 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) Notice 	 Tenses Voice-change Subject-verb Agreement UNIT-IV FORMAL WRITING SKILLS	Unit-III APPLICATION OF ENGLISH GRAMMAR Countable an Uncountable Noun Articles and Determiners Modal Verbs Unit-III APPLICATION OF ENGLISH GRAMMAR
12.7.21	6.7.21	29.6.21	22.6.24	8.6.21
1	ı)	7	7
1	,	7	1	1
1	1	7)	7
7	2	2	7	P

	7		
	5	5	1
10.8.24	3.8.24	27.724	20:724
Upward communication Upward communication (How it takes place, symbol, merits and demerits • 2.2. Informal communication Grape vine 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, symbol)	factors ge, Channel, oise, Context ication tion nication	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	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)
6.8.24	3.8.21	27.7.21	20.T.21
1	1	-1	1
1			1
1		1	1
h.	2	*	\$

17	16	15
		17.8.21
REVISION	 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) 	 C. Non- Verbal Communication Meaning of nonverbal Communication Different areas of Non-verbal Communication Kinesics or Body Language (Postures and Gestures, Facial Expression and Eye Contact)
		17.8.71
		1
		1
		1
		بمر

BHUBANANANDA ORISSA SCHOOL OF ENGINEERING, CUTTACK MATHEMATICS AND SCIENCE DEPARTMENT ACADEMIC PLAN

BRANCH-CIVIL SEC-B

SEMESTER-(2N) SEM)

SUBJECT: - COMM. ENGLISH THEORY

FROM.DT. /28/04.24 TO /19/08.21.

FACULTY NAME; - Do A with mipathy

SESSION-2020-21 (SUMMER.)

	5	4		ω		*		
V	PI	1.3	1.					No.
765-84	75.57 75.57	17524	#554#	40.5.24	7.524	35-24	tch08	
								Periods available
onyms Same word used in different neaning	uitable title ULARY		 Close reading for inference and evaluation Main idea and supporting points Guessing the meaning of in-familiar words 	Unit-I LITERATURE APPRECIATION		inted with sub-skills of	Reading comprehension Sub-skills of reading comprehension are to be worked out and tested through an unseen passage in about 200-500 words.	Topics to be Covered / Covered as for the syllabus Unit-111TERATURE ADDRESSATION
24.5.21	24.5.21	17.5.21	14.6.2.4	105-21	T.S.24	3.5.24	30.4.21	Date of teaching
								Shortfall if any
	4							Reasons
								Date of make up of shortfall
?	*	7 2	7		7	7	\$	Initial of Faculity

2. 124.	10 28624	25/624	9 246-24		120,87		TC.O. ht 8	7.9.代	7.6.24	4.6-24	+7.K.+10
5. Writing personal letter 6. Letter to the Principal, Librarian, Head of the Deptt, and Hostel Superintendent	UNIT-IV FORMAL WRITING SKILLS	3. Agenda 4. Report writing (Format of a Report, Reporting an event		• general topic of interest) 2. Notice	 Compatibility) Developing Ideas into Paragraphs (Describing Place/ Person/ Object /Situation and any 	Paragraph writing Meaning Features of Paragraph Writing (Topic	UNIT-IV FORMAL WRITING SKILLS	Subject-verb Agreement	 Unit-III APPLICATION OF ENGLISH GRAMMAR Tenses Voice-change 	 Countable an Uncountable Noun Articles and Determiners Modal Verbs 	Unit-III APPLICATION OF ENGLISH GRAMMAR
2.7.21	15.9.57	6.71	2	18.621		14.6.24	4	11.604	7.6.24		175.3-18
P.	7	7	•	A		D	00		77	· 3	

 Down-ward communication (How it takes place, symbol, merits and demerits) Parallel communication (How it takes place, symbol 		
communication (How it takes place, symbol, merits and demerits)	2.8:24	*
 (How it takes place, symbol, merits and demerits 2.2. Informal communication Grape vine 		
Upward communication	VIEW -	
UNIT-V ELEMENTS OF COMMUNICATION	121.8	14
1 ypes of professional communication 2.1. Formal or Systematic Communication		
Meaning of professional communication		
B. Professional Communication		
Receiver / Audience, Feedback, Noise, Context	26:7:24	
responsible for it Sender, Message, Channel,		
 4. Process of communication and factors 		
UNIT-V ELEMENTS OF COMMUNICATION	な一部	13
and Two-way Communication Model with examples		
3. Communication model One-way Communication Model	がいず	
2. Good Communication and Bad Communication		
1. Meaning, Definition and concept of communication		
A. Introduction to Communication	1	
UNIT-V ELEMENTS OF COMMUNICATION	かした	12
example)	427.24	
8. Job application and C.V. (Features, Format and		
 order(Features, Format and example) 	-	
Order, Complaint, Cancellation of an	4410	
 Letter of Enquiry, Placing an Order, Execution of an 		
7. Writing Business letters Layout of a Business Letter		
ONII-IV FORMAL WRITING SKILLS	からう	II

17	16	15
168.9T	13.8.24	9.8.24
REVISION	 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) 	 UNIT-V ELEMENTS OF COMMUNICATION C. Non- Verbal Communication Meaning of nonverbal Communication Different areas of Non-verbal Communication Kinesics or Body Language (Postures and Gestures, Facial Expression and Eye Contact)
16.8.91	13.8.21.	75.8.b
2xx	THY .	my my