

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 PRACTICAL

FROM.DT. / / TO / /

FACULTY NAME:- Dr Anita Tripathy  
(Lecturer in English)

SESSION-2020-21 (WINTER)

| Week No. | Dates  | No. of Periods available         | Name of the experiment  | Date of teaching                             | Shortfall if any | Reasons | Date of make up of shortfall | Initial of Fac   |
|----------|--|----------------------------------|---|--|------------------|---------|------------------------------|------------------|
| 1        | 1.12.20<br>2.12.20<br>3.12.20                | Sec-E<br>Sec-H<br>Sec-I          | <b>LISTENING SKILLS</b><br><ul style="list-style-type: none"> <li>The student should be able to listen to a text read aloud in normal speed with focus on intonation. After listening the student can fill-in-blanks, choose a suitable title, make a summary.</li> </ul> | 1.12.20<br>2.12.20<br>3.12.20                |                  |         |                              | A<br>A<br>A      |
| 2        | 7.12.20<br>8.12.20<br>9.12.20<br>10.12.20    | Sec-J<br>Sec-E<br>Sec-H<br>Sec-I | <b>LISTENING SKILLS</b><br><ul style="list-style-type: none"> <li>supply required information and be able to answer comprehension questions from the passage read aloud.</li> </ul>   | 7.12.20<br>8.12.20<br>9.12.20<br>10.12.20    |                  |         |                              | A<br>A<br>A<br>A |
| 3        | 14.12.20<br>15.12.20<br>16.12.20<br>17.12.20 | Sec-J<br>Sec-E<br>Sec-H<br>Sec-I | <b>2. SPEAKING SKILL</b><br><ul style="list-style-type: none"> <li>Reading aloud of dialogues, texts, poems, speeches focusing on intonation</li> </ul>   | 14.12.20<br>15.12.20<br>16.12.20<br>17.12.20 |                  |         |                              | A<br>A<br>A<br>A |
| 4        | 21.12.20<br>22.12.20<br>23.12.20<br>24.12.20 | Sec-J<br>Sec-E<br>Sec-H<br>Sec-I | <b>2. SPEAKING SKILL</b><br><ul style="list-style-type: none"> <li>Self-introduction</li> </ul>   | 21.12.20<br>22.12.20<br>23.12.20<br>24.12.20 |                  |         |                              | A                |

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|----|----------|---------|--|----------|--|--|--|--|--|---|
| 5  | 28.12.20 | Sec - J | 2. SPEAKING SKILL<br>• Role-plays on any two- situations   | 28.12.20 |  |  |  |  |  | A |
|    | 29.12.20 | Sec - E |  | 29.12.20 |  |  |  |  |  |   |
|    | 30.12.20 | Sec - H |  | 30.12.20 |  |  |  |  |  |   |
| 6  | 31.12.20 | Sec - I | 2. SPEAKING SKILL<br>• Telephonic conversation   | 31.12.20 |  |  |  |  |  | A |
|    | 4.1.21   | Sec - J |  | 4.1.21   |  |  |  |  |  |   |
|    | 5.1.21   | Sec - E |  | 5.1.21   |  |  |  |  |  |   |
| 7  | 6.1.21   | Sec - H | 3. PERSONALITY DEVELOPMENT<br>• Imitation  | 6.1.21   |  |  |  |  |  | A |
|    | 7.1.21   | Sec - I |  | 7.1.21   |  |  |  |  |  |   |
|    | 11.1.21  | Sec - J |  | 11.1.21  |  |  |  |  |  |   |
| 8  | 12.1.21  | Sec - E | 3. PERSONALITY DEVELOPMENT<br>• Physical appearance  | 12.1.21  |  |  |  |  |  | A |
|    | 13.1.21  | Sec - H |  | 13.1.21  |  |  |  |  |  |   |
|    | 18.1.21  | Sec - J |  | 18.1.21  |  |  |  |  |  |   |
| 9  | 19.1.21  | Sec - E | 3. PERSONALITY DEVELOPMENT<br>• Audience purpose   | 19.1.21  |  |  |  |  |  | A |
|    | 20.1.21  | Sec - H |  | 20.1.21  |  |  |  |  |  |   |
|    | 21.1.21  | Sec - I |  | 21.1.21  |  |  |  |  |  |   |
| 10 | 25.1.21  | Sec - J | 4. INTERPERSONAL SKILLS<br>Appropriate use of non-verbal skills in face-to-face communication [i.e. viva- voice, group-interviews, GDs and seminars] | 25.1.21  |  |  |  |  |  | A |
|    | 27.1.21  | Sec - H |  | 27.1.21  |  |  |  |  |  |   |
|    | 28.1.21  | Sec - I |  | 28.1.21  |  |  |  |  |  |   |
|    | 1.2.21   | Sec - J |  | 1.2.21   |  |  |  |  |  | A |
|    | 2.2.21   | Sec - E |  | 2.2.21   |  |  |  |  |  |   |
|    | 3.2.21   | Sec - H |  | 3.2.21   |  |  |  |  |  |   |
|    | 4.2.21   | Sec - I |  | 4.2.21   |  |  |  |  |  | A |



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MATHEMATICS AND SCIENCE DEPARTMENT ACADEMIC PLAN  
BRANCH- ELECTRICAL, COMP SC & IT, ETC, AE & I, AUTO  
SEMESTER-(1ST SEM)

SUBJECT: - COMM. ENGLISH THEORY

FROM. DT. 09 / 11 / 2020 TO 31 / 03 / 2021

FACULTY NAME:- Dr Anita Prabhakar  
(Lecturer in English)

SESSION-2020-21 (WINTER)

| Week No. | Dates  | No. of Periods available                                    | Topics to be Covered  | Date of teaching                             | Shortfall if any | Reasons | Date of make up of shortfall | Initial of Faculty   |
|----------|--|---|---|--|------------------|---------|------------------------------|----------------------|
| 1        | 9.11.20<br>10.11.20<br>11.11.20<br>12.11.20  | SEC-D<br>SEC-E<br>SEC-I<br>SEC-D<br>SEC-H<br>SEC-E<br>SEC-J | Unit-I LITERATURE APPRECIATION<br>Reading comprehension Sub-skills of reading comprehension are to be worked out and tested through an unseen passage in about 200-500 words.   | 9.11.20<br>10.11.20<br>11.11.20<br>12.11.20  |                  |         |                              | AR<br>AR<br>AR<br>AR |
| 2        | 18.11.20<br>19.11.20<br>21.11.20             | SEC-H<br>SEC-J<br>SEC-E                                     | Unit-I LITERATURE APPRECIATION<br>A student should get acquainted with sub-skills of reading for the purpose of:<br>• Skimming the gist<br>• Scanning for necessary information | 18.11.20<br>19.11.20<br>21.11.20             |                  |         |                              | AR<br>AR<br>AR       |
| 3        | 23.11.20<br>24.11.20<br>25.11.20<br>26.11.20 | SEC-D<br>SEC-E<br>SEC-I<br>SEC-H<br>SEC-E<br>SEC-J          | Unit-I LITERATURE APPRECIATION<br>• Close reading for inference and evaluation<br>• Main idea and supporting points<br>• Guessing the meaning of un-familiar words              | 23.11.20<br>24.11.20<br>25.11.20<br>26.11.20 |                  |         |                              | AR<br>AR<br>AR<br>AR |
| 4        | 1.12.20<br>2.12.20<br>3.12.20                | SEC-I<br>SEC-D<br>SEC-H<br>SEC-J<br>SEC-E<br>SEC-J          | Unit-I LITERATURE APPRECIATION<br>• Note-making<br>• Summarizing<br>• Supplying a suitable title  | 1.12.20<br>2.12.20<br>3.12.20                |                  |         |                              | AR<br>AR<br>AR       |
| 5        | 9.12.20<br>10.12.20                          | SEC-H<br>SEC-J<br>SEC-E                                     | UNIT-II VOCABULARY<br>• Use of synonyms, antonyms Same word used in different situations in different meaning<br>• Single word substitute                                       | 9.12.20<br>10.12.20                          |                  |         |                              | AR<br>AR             |

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| 6  | 14.12.20<br>15.12.20<br>16.12.20<br>17.12.20 | SEC-D, SEC-E<br>SEC-E, SEC-D<br>SEC-J, H<br>SEC-J, E | Unit-III APPLICATION OF ENGLISH GRAMMAR<br>• Countable an Uncountable Noun<br>• Articles and Determiners<br>• Modal Verbs<br>Unit-III APPLICATION OF ENGLISH GRAMMAR<br>• Tenses<br>• Voice-change<br>• Subject-verb Agreement   | 14.12.20<br>15.12.20<br>16.12.20<br>17.12.20 |  |  |  |  |  | ✓<br>✓<br>✓<br>✓ |
| 7  | 21.12.20<br>22.12.20<br>23.12.20             | SEC-D, E<br>SEC-E<br>SEC-I, SEC-D<br>SEC-J           | UNIT-IV FORMAL WRITING SKILLS<br>1. Paragraph writing Meaning<br>• Features of Paragraph Writing ( Topic Statement, Supporting Points and Plot<br>• Compatibility) Developing Ideas into Paragraphs ( Describing Place/ Person/ Object /Situation and any<br>• general topic of interest)<br>2. Notice | 21.12.20<br>22.12.20<br>23.12.20             |  |  |  |  |  | ✓<br>✓<br>✓      |
| 8  | 28.12.20<br>29.12.20<br>30.12.20<br>31.12.20 | SEC-D, E<br>SEC-E<br>SEC-I, D<br>SEC-J, E            | UNIT-IV FORMAL WRITING SKILLS<br>1. Paragraph writing Meaning<br>• Features of Paragraph Writing ( Topic Statement, Supporting Points and Plot<br>• Compatibility) Developing Ideas into Paragraphs ( Describing Place/ Person/ Object /Situation and any<br>• general topic of interest)<br>2. Notice | 28.12.20<br>29.12.20<br>30.12.20<br>31.12.20 |  |  |  |  |  | ✓                |
| 9  | 4.1.21<br>5.1.21<br>6.1.21<br>7.1.21         | SEC-D, E<br>SEC-I, D<br>SEC-J, H<br>SEC-J, E         | UNIT-IV FORMAL WRITING SKILLS<br>3. Agenda<br>4. Report writing (Format of a Report, Reporting an event /news  | 4.1.21<br>5.1.21<br>6.1.21<br>7.1.21         |  |  |  |  |  | ✓<br>✓<br>✓<br>✓ |
| 10 | 11.1.21<br>12.1.21<br>13.1.21                | SEC-D, E<br>SEC-I, D<br>SEC-J, E                     | UNIT-IV FORMAL WRITING SKILLS<br>5. Writing personal letter<br>6. Letter to the Principal, Librarian, Head of the Deptt, and Hostel Superintendent   | 11.1.21<br>12.1.21<br>13.1.21                |  |  |  |  |  | ✓<br>✓<br>✓      |

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| 11 | 18.1.21<br>19.1.21<br>20.1.21<br>21.1.21                                  | SEC-D, E<br>SEC-T, D<br>SEC-J, H<br>SEC-J, E                            | UNIT-IV FORMAL WRITING SKILLS<br>7. Writing Business letters Layout of a Business Letter<br>• Letter of Enquiry, Placing an Order, Execution of an Order, Complaint, Cancellation of an order(features, Format and example)<br>8. Job application and C.V.(Features, Format and example)   | 18.1.21<br>19.1.21<br>20.1.21<br>21.1.21                                  |  |  |  |  | A<br>A<br>A<br>A                |
| 12 | 25.1.21<br>27.1.21<br>28.1.21   | SEC-D<br>SEC-E<br>SEC-J, H<br>SEC-J, E                                  | UNIT-V ELEMENTS OF COMMUNICATION<br>A. Introduction to Communication<br>1. Meaning, Definition and concept of communication<br>2. Good Communication and Bad Communication<br>3. Communication model One-way Communication Model and Two-way Communication Model with examples   | 25.1.21<br>27.1.21<br>28.1.21   |  |  |  |  | A<br>A<br>A                     |
| 13 | 1.2.21<br>2.2.21<br>3.2.21<br>4.2.21                                      | SEC-D, E<br>SEC-T, D<br>SEC-J, H<br>SEC-J, E                            | UNIT-V ELEMENTS OF COMMUNICATION<br>• 4. Process of communication and factors responsible for it Sender, Message, Channel, Receiver / Audience, Feedback, Noise, Context<br>B. Professional Communication<br>• Meaning of professional communication<br>• Types of professional communication<br>2.1. Formal or Systematic Communication                           | 1.2.21<br>2.2.21<br>3.2.21<br>4.2.21                                      |  |  |  |  | A<br>A<br>A<br>A                |
| 14 | 15.2.21<br>17.2.21<br>18.2.21<br>22.2.21<br>23.2.21<br>24.2.21<br>25.2.21 | SEC-D, E<br>SEC-T, D<br>SEC-J, E<br>SEC-E, H<br>SEC-T<br>SEC-H<br>SEC-H | UNIT-V ELEMENTS OF COMMUNICATION<br>• Upward communication<br>(How it takes place, symbol, merits and demerits<br>• 2.2. Informal communication Grape vine communication (How it takes place, symbol, merits and demerits)<br>• Down-ward communication (How it takes place, symbol, merits and demerits)<br>• Parallel communication (How it takes place, symbol, | 15.2.21<br>17.2.21<br>18.2.21<br>22.2.21<br>23.2.21<br>24.2.21<br>25.2.21 |  |  |  |  | A<br>A<br>A<br>A<br>A<br>A<br>A |



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| 15 | <del>26.2.21</del><br>13.21<br>2.3.21<br>3.3.21<br>4.3.21<br>5.3.21     | SEC-E, H<br>SEC, E, H<br>SEC-J<br>SEC-H<br>SEC-H, J<br>SEC-I, H | <b>UNIT-V ELEMENTS OF COMMUNICATION</b><br>C. Non- Verbal Communication <ul style="list-style-type: none"> <li>Meaning of nonverbal Communication</li> <li>Different areas of Non-verbal Communication<br/>Kinesics or Body Language (Postures and Gestures, Facial Expression and Eye Contact)</li> </ul> | 26.2.21<br>17.2.21<br>1.3.21<br>2.3.21<br>3.3.21<br>4.3.21<br>5.3.21 |  |  |  |  | <del>A</del><br>A<br>A<br>A<br>A<br>A<br>A |
| 16 | <del>8.3.21</del><br>9.3.21<br>10.3.21<br>12.3.21<br>15.3.21<br>16.3.21 | SEC-E, H<br>SEC-J<br>SEC-H<br>SEC-H, J<br>SEC, I, H             | <b>UNIT-V ELEMENTS OF COMMUNICATION</b> <ul style="list-style-type: none"> <li>Proxemics or Spatial Language (Private Space, Personal Space, Social Space, Public Space)</li> <li>Language of Signs and Symbols (Audio Sign and Visual Sign in everyday life with merits and demerits)</li> </ul>          | 8.3.21<br>9.3.21<br>10.3.21<br>12.3.21<br>15.3.21<br>16.3.21         |  |  |  |  | A<br>A<br>A<br>A<br>A<br>A                 |
| 17 | <del>11.9.321</del><br>22.3.49<br>31.3.49                               | SEC-E, H,<br>J, I<br>SEC-E, H<br>J, I,                          | <b>REVISION</b><br>Five Years question & answer<br>Discussion  | 11.10<br>19.3.21<br>22.3.21<br>31.3.21                               |  |  |  |  | A<br>A<br>A<br>A                           |

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

BRANCH- CIVIL SEC-C

SEMESTER-(2<sup>ND</sup> SEM)

SUBJECT: - COMM. ENGLISH THEORY

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

FACULTY NAME:- Dr Anita Tripathy

SESSION-2020-21 (SUMMER)

| Week No. | Dates   | No. of Periods available | Topics to be Covered  | Date of teaching | Shortfall if any | Reasons | Date of make up of shortfall | Initial of Faculty |
|----------|---------|--------------------------|---|------------------|------------------|---------|------------------------------|--------------------|
| 1        | 4.5.24  |                          | <b>Unit-I LITERATURE APPRECIATION</b><br>Reading comprehension Sub-skills of reading comprehension are to be worked out and tested through an unseen passage in about 200-500 words.  | 4.05.24          | -                | -       | -                            | AR                 |
| 2        | 11.5.24 |                          | <b>Unit-I LITERATURE APPRECIATION</b><br>A student should get acquainted with sub-skills of reading for the purpose of: <ul style="list-style-type: none"> <li>• Skimming the gist ✓</li> <li>• Scanning for necessary information</li> </ul> | 11.05.24         | -                | -       | -                            | AR                 |
| 3        | 18.5.24 |                          | <b>Unit-I LITERATURE APPRECIATION</b><br><ul style="list-style-type: none"> <li>• Close reading for inference and evaluation ✓</li> <li>• Main idea and supporting points</li> <li>• Guessing the meaning of un-familiar words</li> </ul>     | 18.5.24          | -                | -       | -                            | AR                 |
| 4        | 25.5.24 |                          | <b>Unit-I LITERATURE APPRECIATION</b> <ul style="list-style-type: none"> <li>• Note-making ✓</li> <li>• Summarizing</li> <li>• Supplying a suitable title</li> </ul>  | 25.5.24          | -                | -       | -                            | AR                 |
| 5        | 1.6.24  |                          | <b>UNIT - II VOCABULARY</b> <ul style="list-style-type: none"> <li>• Use of synonyms, antonyms Same word used in different situations in different meaning</li> <li>• Single word substitute ✓</li> </ul>                                     | 1.6.24           | -                | -       | -                            | AR                 |

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|----|---------|--|---|---------|---|---|---|---|-----------|
| 6  | 8.6.21  |  | <b>Unit-III APPLICATION OF ENGLISH GRAMMAR</b><br><ul style="list-style-type: none"> <li>Countable and Uncountable Noun ✓</li> <li>Articles and Determiners</li> <li>Modal Verbs</li> </ul>   | 8.6.21  | ✓ | ✓ | ✓ | ✓ | <i>An</i> |
| 7  | 22.6.21 |  | <b>Unit-III APPLICATION OF ENGLISH GRAMMAR</b><br><ul style="list-style-type: none"> <li>Tenses ✓</li> <li>Voice-change</li> <li>Subject-verb Agreement</li> </ul>  | 22.6.21 | ✓ | ✓ | ✓ | ✓ | <i>An</i> |
| 8  | 29.6.21 |  | <b>UNIT-IV FORMAL WRITING SKILLS</b><br>1. Paragraph writing Meaning <ul style="list-style-type: none"> <li>Features of Paragraph Writing ( Topic Statement, Supporting Points and Plot</li> <li>Compatibility) Developing Ideas into Paragraphs ( Describing Place/ Person/ Object /Situation and any</li> <li>general topic of interest)</li> </ul> 2. Notice ✓ | 29.6.21 | ✓ | ✓ | ✓ | ✓ | <i>An</i> |
| 9  | 6.7.21  |  | <b>UNIT-IV FORMAL WRITING SKILLS</b><br>3. Agenda ✓<br>4. Report writing (Format of a Report, Reporting an event / news   | 6.7.21  | ✓ | ✓ | ✓ | ✓ | <i>An</i> |
| 10 | 13.7.21 |  | <b>UNIT-IV FORMAL WRITING SKILLS</b><br>5. Writing personal letter ✓<br>6. Letter to the Principal, Librarian, Head of the Deptt, and Hostel Superintendent   | 13.7.21 | ✓ | ✓ | ✓ | ✓ | <i>An</i> |

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| 11 | 20.7.24 |  | <b>UNIT-IV FORMAL WRITING SKILLS</b><br>7. Writing Business letters Layout of a Business Letter<br>• Letter of Enquiry, Placing an Order, Execution of an Order, Complaint, Cancellation of an<br>• order(Features, Format and example)<br>8. Job application and C.V.(Features, Format and example)   | 20.7.24 | - | - | - | - | A |
| 12 | 27.7.24 |  | <b>UNIT-V ELEMENTS OF COMMUNICATION</b><br>A. Introduction to Communication ✓<br>1. Meaning, Definition and concept of communication<br>2. Good Communication and Bad Communication<br>3. Communication model One-way Communication Model and Two-way Communication Model with examples  | 27.7.24 | - | - | - | - | A |
| 13 | 3.8.24  |  | <b>UNIT-V ELEMENTS OF COMMUNICATION</b><br>• 4. Process of communication and factors responsible for it Sender, Message, Channel, Receiver / Audience, Feedback, Noise, Context<br>B. Professional Communication<br>• Meaning of professional communication<br>• Types of professional communication<br>2.1. Formal or Systematic Communication                            | 3.8.24  | - | - | - | - | A |
| 14 | 10.8.24 |  | <b>UNIT-V ELEMENTS OF COMMUNICATION</b><br>• Upward communication<br>(How it takes place, symbol, merits and demerits)<br>• 2.2. Informal communication Grape vine communication (How it takes place, symbol, merits and demerits)<br>• Down-ward communication (How it takes place, symbol, merits and demerits)<br>• Parallel communication (How it takes place, symbol, | 10.8.24 | - | - | - | - | A |

|    |  |  |          |   |   |   |    |
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| 15 |  | <b>UNIT-V ELEMENTS OF COMMUNICATION</b><br>C. Non- Verbal Communication <ul style="list-style-type: none"> <li>• Meaning of nonverbal Communication</li> <li>• Different areas of Non-verbal Communication<br/>Kinesics or Body Language (Postures and Gestures, Facial Expression and Eye Contact)</li> </ul> | 17.8.24. | - | - | - | Ym |
| 16 |  | <b>UNIT-V ELEMENTS OF COMMUNICATION</b> <ul style="list-style-type: none"> <li>• Proxemics or Spatial Language (Private Space, Personal Space, Social Space, Public Space)</li> <li>• Language of Signs and Symbols(Audio Sign and Visual Sign in everyday life with merits and demerits)</li> </ul>           |          |   |   |   |    |
| 17 |  | REVISION   |          |   |   |   |    |

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

BRANCH-CIVIL SEC-B

SEMESTER-(2<sup>ND</sup>) SEM)

SUBJECT: - COMM.ENGLISH THEORY

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

FACULTY NAME:- Dr Anita Tripathy

SESSION-2020-21 (SUMMER)

| Week No. | Dates   | No. of Periods available | Topics to be Covered   | Date of teaching | Shortfall if any | Reasons | Date of make up of shortfall | Initial of Faculty |
|----------|---------|--------------------------|--|------------------|------------------|---------|------------------------------|--------------------|
| 1        | 30.4.21 |                          | Unit-I LITERATURE APPRECIATION<br>Reading comprehension Sub-skills of reading comprehension are to be worked out and tested through an unseen passage in about 200-500 words.<br><br>as per the syllabus / covered | 30.4.21          |                  |         |                              | Ar                 |
| 2        | 3.5.21  |                          | Unit-I LITERATURE APPRECIATION<br><br>A student should get acquainted with sub-skills of reading for the purpose of:<br>• Skimming the gist ✓<br>• Scanning for necessary information                              | 3.5.21           |                  |         |                              | Ar                 |
| 3        | 7.5.21  |                          | Unit-I LITERATURE APPRECIATION<br><br>• Close reading for inference and evaluation ✓<br>• Main idea and supporting points ✓<br>• Guessing the meaning of un-familiar words   | 7.5.21           |                  |         |                              | Ar                 |
| 4        | 10.5.21 |                          | Unit-I LITERATURE APPRECIATION<br>• Note-making ✓<br>• Summarizing<br>• Supplying a suitable title   | 10.5.21          |                  |         |                              | Ar                 |
| 5        | 14.5.21 |                          | UNIT-II VOCABULARY<br>• Use of synonyms, antonyms Same word used in different situations in different meaning ✓<br>• Single word substitute  | 14.5.21          |                  |         |                              | Ar                 |
|          | 17.5.21 |                          |  | 17.5.21          |                  |         |                              | Ar                 |
|          | 21.5.21 |                          |  | 21.5.21          |                  |         |                              | Ar                 |
|          | 24.5.21 |                          |  | 24.5.21          |                  |         |                              | Ar                 |
|          | 28.5.21 |                          |  | 28.5.21          |                  |         |                              | Ar                 |



|    |                    |  |   |                    |  |  |  |  |  |    |
|----|--------------------|--|---|--------------------|--|--|--|--|--|----|
| 6  | 21.5.21<br>4.6.21  |  | <b>Unit-III APPLICATION OF ENGLISH GRAMMAR</b><br><ul style="list-style-type: none"> <li>Countable an Uncountable Noun</li> <li>Articles and Determiners ✓</li> <li>Modal Verbs</li> </ul>  | 31.5.21<br>4.6.21  |  |  |  |  |  | Ar |
| 7  | 7.6.21<br>11.6.21  |  | <b>Unit-III APPLICATION OF ENGLISH GRAMMAR</b><br><ul style="list-style-type: none"> <li>Tenses</li> <li>Voice-change ✓</li> <li>Subject-verb Agreement ✓</li> </ul>  | 7.6.21<br>11.6.21  |  |  |  |  |  | Ar |
| 8  | 14.6.21<br>18.6.21 |  | <b>UNIT-IV FORMAL WRITING SKILLS</b><br>1. Paragraph writing Meaning ✓<br><ul style="list-style-type: none"> <li>Features of Paragraph Writing ( Topic Statement, Supporting Points and Plot</li> <li>Compatibility) Developing Ideas into Paragraphs ( Describing Place/ Person/ Object /Situation and any</li> <li>general topic of interest</li> </ul> 2. Notice ✓ | 14.6.21<br>18.6.21 |  |  |  |  |  | Ar |
| 9  | 24.6.21<br>25.6.21 |  | <b>UNIT-IV FORMAL WRITING SKILLS</b><br>3. Agenda ✓<br>4. Report writing (Format of a Report, Reporting an event /news ✓)   | 24.6.21<br>25.6.21 |  |  |  |  |  | Ar |
| 10 | 28.6.21<br>2.7.21  |  | <b>UNIT-IV FORMAL WRITING SKILLS</b><br>5. Writing personal letter ✓<br>6. Letter to the Principal, Librarian, Head of the Deptt, and Hostel Superintendent ✓   | 28.6.21<br>2.7.21  |  |  |  |  |  | Ar |



|    |         |  |  |         |  |  |  |  |  |    |
|----|---------|--|--|---------|--|--|--|--|--|----|
| 15 | 6.8.21  |  | <b>UNIT-V ELEMENTS OF COMMUNICATION</b><br>C. Non- Verbal Communication <ul style="list-style-type: none"> <li>• Meaning of nonverbal Communication</li> <li>• Different areas of Non-verbal Communication<br/>Kinesics or Body Language (Postures and Gestures, Facial Expression and Eye Contact)</li> </ul> | 6.8.21  |  |  |  |  |  | TH |
| 16 | 13.8.21 |  | <b>UNIT-V ELEMENTS OF COMMUNICATION</b> <ul style="list-style-type: none"> <li>• Proxemics or Spatial Language (Private Space, Personal Space, Social Space, Public Space)</li> <li>• Language of Signs and Symbols (Audio Sign and Visual Sign in everyday life with merits and demerits)</li> </ul>          | 13.8.21 |  |  |  |  |  | TH |
| 17 | 16.8.21 |  | <b>REVISION</b>  | 16.8.21 |  |  |  |  |  | TH |