



BHUBANANANDA ORISSA SCHOOL OF ENGINEERING, CUTTACK

DEPARTMENT: MATHEMATICS AND SCIENCE

LESSON PLAN

SUBJECT: - COMMUNICATIVE ENGLISH (Theory)

ACADEMIC SESSION:-2023-24

SEMESTER: - 1ST SEM (WINTER-2023)

SECTION: - E BRANCH:-ELECTRICAL

Prepared by DR. Anita Tripathy

Discipline: ELECTRICAL (SEC-E)	Semester: 1st Semester	Name of the Teaching Faculty: Dr. Anita Tripathy
Subject: Communicative English (Theory)	No. of Days/ per week class allotted: 4 Days (TUE,WED,FRI,SAT)	Semester From: - Date: 16/08/2023 to 11/ 12/2023 No of Weeks: - 16
Week	Class days & Dates	Theory Topics
	1. 16.08.23	Introduction ,Syllabus Discussion
	2. 18.08.23	Unit-I :LITERATURE APPRECIATION (20p) 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
	3. 19.08.23	Close points reading for inference and evaluation Main idea and supporting Guessing the meaning of un-familiar words
	4. 22.08.23	Note- making Summarizing Supplying a suitable title
	5. 23.08.23	Question & Answer
	6. 25.08.23	2.Text 1.Standing Up For Yourself By Yevgeny Yevtushenko Reading Difficult word meanings
	7. 26.08.23	Explaining Standing Up For Yourself
	8. 29.08.23	End summary Standing Up For Yourself
	9. 01.09.23	Question & Answer
	10. 02.09.23	2.The Magic Of Teamwork By Sam Pitroda Reading Difficult Word meanings
	11. 05.09.23	Explaining The Magic Of Teamwork By Sam Pitroda
	12. 08.09.23	End summary The Magic Of Teamwork.
	13. 09.09.23	Question & answer
	14. 12.09.23	3.To My True Friend By Elizabeth Pinard Reading Difficult word meaning
	15. 13.09.23	Explaining To My True Friend
	16. 15.09.23	End summary To My True Friend Question & Answer
	17. 16.09.23	CLASS TEST-1

	18. 22.09.23	UNIT- II VOCABULARY (05) Use of synonyms, antonyms
	19. 23.09.23	Same word used in different situations in different meaning
	20. 26.09.23	Single word substitute
	21. 27.09.23	Question & Answer
	22. 30.09.23	Unit-III APPLICATION OF ENGLISH GRAMMAR (08) Countable an Uncountable Noun
	23. 03.10.23	Articles and Determiners
	24. 04.10.23	Modal Verbs
	25. 06.10.23	Question & Answer on above.
	26. 07.10.23	Tenses
	27. 10.10.23	Voice-change
	28. 11.10.23	Subject-verb Agreement
	29. 13.10.23	Question & Answer on above.
	30. 14.10.23	CLASS TEST-2
	31. 17.10.23	UNIT-IV FORMAL WRITING SKILLS(15) 1.Paragraph writing • Meaning • Features of Paragraph Writing (Topic Statement, Supporting Points and Plot Compatibility)
	32. 18.10.23	• Developing Ideas into Paragraphs (Describing Place/ Person/ Object /Situation and any general topic of interest)
	33. 20.10.23	2.Notice
	34. 31.10.23	3.Agenda
	35. 01.11.23	4.Report writing (Format of a Report, Reporting an event / news)
	36. 03.11.23	5.Writing personal letter
	37. 04.11.23	6.Letter Writing • Letter to the Principal
	38. 07.11.23	• Letter to the Librarian
	39. 08.11.23	• Letter to the Head of the Deptt,
	40. 10.11.23	• Letter to the Hostel Superintendent
	41. 11.11.23	7.Writing Business letters • Layout of a Business Letter

	42. 14.11.23	• Letter of Enquiry, Placing an Order, Execution of an Order.
	43. 15.11.23	• Complaint, Cancellation of an order (Features, Format and example)
	44. 17.11.23	8.Job application and C.V.(Features, Format and example)
	45. 18.11.23	CLASS TEST-3
	46. 21.11.23	UNIT-V ELEMENTS OF COMMUNICATION(12) A.Introduction to Communication 1.Meaning, Definition and concept of communication
	47. 22.11.23	2.Good Communication and Bad Communication
	48. 24.11.23	3.Communication model • One-way Communication Model and Two-way Communication Model with example
	49. 25.11.23	4. Process of communication and factors responsible for it • Sender, Message, Channel, Receiver / Audience, Feedback, Noise, Context
	50. 28.11.23	B. Professional Communication 1. Meaning of professional communication 2. Types of professional communication
	51. 29.11.23	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)
	52. 01.12.23	2.2. Informal communication • Grape vine communication (How it takes place, symbol, merits and demerits)
	53. 02.12.23	C.Non- Verbal Communication 1.Meaning of nonverbal Communication 2.Different areas of Non-verbal Communication
	54. 05.12.23	• Kinesics or Body Language (Postures and Gestures, Facial Expression and Eye Contact)
	55. 06.12.23	• Proxemics or Spatial Language (Private Space, Personal
	56. 08.12.23	• Language of Signs and Symbols(Audio Sign and Visual Sign in everyday life with merits and demerits)
	57. 09.12.23	Question & Answer, Quiz, VST