

Lesson Plan: Communicative English Th 1A			
Sl. No.	Discipline: ELECTRICAL C1 ,C2 & ELECTRONICS	Semester-1ST WINTER 2023	Name of the Teaching Faculty: Sri Anupam Nayak
	Subject- Communicative English	No. Of Days/Weekly class allotted:04	Semester From date: 16 AUGUST 2023 To date: 11 DECEMBER 2023 No of weeks: 16
	Weeks/Months	Class Day	Topic
1	3RD WEEK OF AUGUST	DAY 1	Reading Comprehension skimming and scanning
		DAY 2	Reading Comprehension Close reading and evaluation, Main and supporting Ideas
		DAY 3	Reading Comprehension , Guessing meaning of unfamiliar words , Title for the passage
		DAY 4	Note Making, Summarizing
2	4TH WEEK OF AUGUST	DAY 1	Inchcape Rock
		DAY 2	Inchcape Rock
		DAY 3	To My True Friend
		DAY 4	Standing Up for Yourself
3	5TH WEEK OF AUGUST + 1ST WEEK OF SEPTEMBER	DAY 1	Standing Up for Yourself
		DAY 2	Magic of Teamwork
		DAY 3	Magic of Teamwork
		DAY 4	Magic of Teamwork
4	2ND WEEK OF SEPTEMBER	DAY 1	Vocabulary- Synonyms and Antonyms
		DAY 2	Single Word Substitutions, Same word used differently
		DAY 3	Single Word Substitutions, Same word used differently
		DAY 4	Same word Used differently , Revision - Vocabulary UNIT-II
5	3RD WEEK OF SEPTEMBER	DAY 1	Nouns, Countable and Uncountable nouns, their differences and how to identify them.
		DAY 2	Tenses, past present and future sentence structures, Modals
		DAY 3	Uses of Auxiliary verbs and Modals , Determiners - types and uses
		DAY 4	Subject-verb Agreement, Active and Passive Voice
6	4TH WEEK OF SEPTEMBER	DAY 1	Revision- Applications of English Grammar UNIT-III
		DAY 2	Formal Writing Skills, Notice, Agenda Format , uses and examples
		DAY 3	Report- Format, Information and examples
		DAY 4	Personal Letter, Official Letters, Application Format , uses and examples
7	5TH WEEK OF SEPTEMBER	DAY 1	Business Letters- Letter of Enquiry, Letter placing an Order Format , Uses and examples
		DAY 2	Letter of Complaint, Letter of Cancellation, Format, contents, Use and examples
		DAY 3	Letters of replacement , exchange and payment
		DAY 4	Letters of replacements, exchange and payments
8	1ST WEEK OF OCTOBER	DAY 1	Letters of executing an order, service and repair.
		DAY 2	Letters of Execution of orders, service and repair.
		DAY 3	CV, Resume and Bio-data differences and similarities
		DAY 4	Cover letter/ Job application format and examples.

9	2ND WEEK OF OCTOBER	DAY 1	CV / resume format and examples.
		DAY 2	Paragraph Writing
		DAY 3	Paragraph Writing
		DAY 4	Paragraph Writing
10	3RD WEEK OF OCTOBER	DAY 1	Revision- Fromal writing Skills
		DAY 2	Elements of Communication, Effective and Ineffective Communication, different communication models
		DAY 3	The process of Communication, different stages of the process and the factors responsible for communication
		DAY 4	Filters/Barriers to the process of communication and their types.
11	5TH WEEK OF OCTOBER + 1ST WEEK OF NOVEMBER	DAY 1	Professional Communication and their types
		DAY 2	Advantages and Disadvantages of different types of Professional communication.
		DAY 3	Horizontal and Grapevine Communication and their advantages and disadvantages
		DAY 4	Non-Verbal Commmunication, Postures and Gestures
12	2ND WEEK OF NOVEMBER	DAY 1	Facial Expressions, Eye comtact, Proxemics
		DAY 2	Use of Space to communicate, Language of Auditory and Visual Signs and Symbols, Their Advantages and Disadvantages
		DAY 3	Revision- Elements of Communication UNIT-V
		DAY 4	Grammar Review
13	3RD WEEK OF NOVEMBER	DAY 1	Vocabulary Review
		DAY 2	Vocabulary Review
		DAY 3	Formal Writing Skill Review
		DAY 4	Formal Writing Skill Review
14	4TH WEEK OF NOVEMBER	DAY 1	Elements of Communication Review
		DAY 2	Elements of Communication Review
		DAY 3	Literature Appreciation Discussion and Review
		DAY 4	Literature Appreciation Discussion and Review
15	5TH WEEK OF NOVEMBER + 1ST WEEK OF DECEMBER	DAY 1	Revision
		DAY 2	Revision
		DAY 3	Revision
		DAY 4	Revision
16	2ND WEEK OF DECEMBER	DAY 1	Revision
		DAY 2	Revision
		DAY 3	Revision
		DAY 4	Revision