

**JHARSUGUDA ENGINEERING SCHOOL, JHARSUGUDA
MATHEMATICS & SCIENCE DEPARTMENT**

Name of the Faculty: Anima Ekka	Session: 2021-22
Course code.: 1a	Course Name: Communicative English(Theory)
Programe: Diploma	Department: Math and Science Deptt.
Semester: 2nd	Section:A, B &C
Branch: CIVIL & MECHANICAL	

Sl. No.	Unit	Hours	Topic to be Covered
1.			Types, & Methods of Reading Skills
2.			Major hurdles in Reading
3.			Note –Making and its importance
4.			Practice of Note –Making
5.			Summary Writing & its features
6.			Practice of Summary Writing
7.			Standing Up For Yourself By Yevgeny Yevtushenk unit-I followed by discussion of questions
8.			Standing Up For Yourself By Yevgeny Yevtushenk unit-II followed by discussion of questions
9.			Standing Up For Yourself By Yevgeny Yevtushenk unit-III followed by discussion of questions
10.			Standing Up For Yourself By Yevgeny Yevtushenk unit-IV followed by discussion of questions
11.			The Magic Of Teamwork By Sam Pitroda unit-I followed by discussion of questions
12.			The Magic Of Teamwork By Sam Pitroda unit-II followed by discussion of questions
13.			The Magic Of Teamwork By Sam Pitroda unit-III followed by discussion of questions
14.			The Magic Of Teamwork By Sam Pitroda unit-IV followed by discussion of questions
15.			Inchcape Rock By Robert Southey Unit-I followed by discussion of questions
16.			Inchcape Rock By Robert Southey Unit-II followed by discussion of questions
17.			Inchcape Rock By Robert Southey Unit-III followed by discussion of questions
18.			To My True Friend By Elizabeth Pinard Stanza 1 to 5
19.			To My True Friend By Elizabeth Pinard Stanza 6 to 10
20.	1.	20	To My True Friend By Elizabeth Pinard followed by discussion of questions

21.			Use of synonyms
22.			Use of antonyms
23.			Homonyms
24.			Homophones
25.	2.	5	Single word substitution
26.			Countable and Uncountable Noun/Articles
27.			Determiners
28.			Modal Verbs
29.			Simple & Progressive Tenses
30.			Perfect & Perfect Progressive Tenses
31.			Voice-change
32.			Voice-change
33.	3.	8	Subject-verb Agreement
34.			Paragraph writing; Features of Paragraph Writing (Topic Statement, Supporting Points and Plot Compatibility
35.			Developing Ideas into Paragraphs (Describing Place/ Person/ Object /Situation and any general topic of interest
36.			Developing Ideas into Paragraphs (Describing Object /Situation and any general topic of interest
37.			Notice writing
38.			Agenda writing
39.			Report writing (Format of a Report)Reporting an event
40.			Report writing (Reporting news/ incident)
41.			Personal letter writing (Features, Format)
42.			(Features, Format of Applications to the Principal, Librarian, Head of the Deptt, and Hostel Superintendent
43.			Applications to the Head of the Deptt, and Hostel Superintendent
4.			Business letters writing (Features, Format) Letter of Enquiry, Placing an Order, Execution of an Order
	4	15	Business letters writing (Features, Format) Letter of Complaint, Cancellation of an order

		Application letter for a job
47.		C.V. Preparation (elements ,types & features)
48.		Format of a C.V & samples
49.		A. Introduction to Communication 1. Meaning, Definition and concept of communication 2. Importance of communication 3. Difference between Good Communication and Bad Communication
50.		Communication model • One-way Communication Model and Two-way Communication Model with examples
51.		Process of communication and factors responsible for it • Sender, Message, Channel, Receiver / Audience, Feedback, Noise,
52.		B. Professional Communication 1. Meaning of professional communication 2. Features of a successful professional communication
53.		Types of professional 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)
54.		Informal communication Grape vine communication (How it takes place, symbol, merits and demerits)
55.		Difference between formal & informal communication
56.		Non- Verbal Communication Meaning of non verbal Communication Different areas of Non-verbal Communication
57.		Kinesics or Body Language (Postures and Gestures, Facial Expression and Eye Contact)
58.		Proxemics or Spatial Language (Private Space, Personal Space, Social Space, Public Space)
59.		Language of Signs and Symbols (Audio Signals with merits and demerits)
60.	5	12 Language of Signs and Symbols (Visual Signs in everyday life with merits and demerits)

Signature of faculty member:

Signature of Sr. Lecturer: