




JHARSUGUDA ENGINEERING SCHOOL, JHARSUGUDA	
LESSON PLAN	
Name of the faculty: Anlma Ekka	Academic Year: 2023-24
Course No.TH-1A	Course Name: COMMUNICATIVE ENGLISH(Theory)
Program: Diploma in Engineering	Branch: Electrical, E&TC, IT
Semester: 1st	Section: E(a),E(b), T

SL NO.	UNIT	HOURS	TOPICS TO BE COVERED
1.	1	10	Types & Methods of Reading Skills
2.			Major hurdles in Reading
3.			Note-Making & its importance
4.			Practice of Note-Making
5.			Summary Writing & its features
6.			Practice of Summary Writing
7.			Standing Up For Yourself By Yevgeny Yevtushenko Unit-1
8.			Standing Up For Yourself By Yevgeny Yevtushenko Unit-2
9.			Standing Up For Yourself By Yevgeny Yevtushenko Unit-3
10.			Standing Up For Yourself By Yevgeny Yevtushenko Unit-4
11.	2	2	Uses of Synonyms
12.			Uses of Antonyms
13.	3	2	Countable & Uncountable Noun/Articles
14.			Determiners
15.	4	2	Notice Writing
16.			Agenda Writing
17.	5	4	Introduction to Communication Meaning, Definition, & concept of Communication
18.			Importance of Communication Difference between Good Communication & Bad Communication
19.			Communication Model One-way communication Model & Two Communication Model with examples
20.			Process of Communication and factors responsible for it Sender; Message; Channel; Receiver;/Audience; Feedback. Noise
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22.	Inchcape Rock by Robert Southey Unit-2		
23.	Inchcape Rock by Robert Southey Unit-3		
24.	2	3	Homonyms
25.			Homophones
26.			Single word substitution
27.	3	3	Modal verbs
28.			Simple & Progressive Tenses
29.			Perfect & Perfect Progressive Tenses

30	4	3	Paragraph Writing (Features)
31			Developing Ideas into Paragraph(Describing Place/Person) Developing Ideas into Paragraph(Describing Object/ Situation & any general topic of interest)
32	5	2	Professional Communication 1. Meaning of professional communication 2. Features of a successful professional communication
33			Types of Professional communication 1.Upward Communication (How it takes place, Symbol, merits & demerits) 2. Downward Communication (How it takes place, Symbol, merits & demerits) 3.Parallel Communication (How it takes place, Symbol, merits & demerits)
34	1	4	The Magic of Teamwork by Sam Pitroda Unit-1
35			The Magic of Teamwork by Sam Pitroda Unit-2
36			The Magic of Teamwork by Sam Pitroda Unit-3
37			The Magic of Teamwork by Sam Pitroda Unit-4
40	3	2	Voice Change
41			Voice Change
42	4	3	Report Writing Features, Types & Format
43			Reporting An Event/Incident
44			News Reporting
45	5	1	Informal Communication Grapevine Communication (how it takes place, Symbol, merits & demerits)
46	1	2	To My True Friend by Elizabeth Pinard Stanza 1 to 5
47			To My True Friend by Elizabeth Pinard Stanza 6 to 10
48	3	2	Subject Verb Agreement-I
49			Subject Verb Agreement-II
50	4	4	Personal letter writing (features, format)
51			Application writing (To Principal, Librarian, HOD & Hostel Superintendent) (Features & Format)
52			Application letter for Job
53	5	2	Formal & Informal Communication Differences, Types, Features, Examples
54			Verbal & Non-verbal communication Differences, Examples
55	4	3	Business letters(Features, Format) Enquiry Letter; order letter; order execution letter
56			Business letters Complaint letter; Order Cancellation letter

57			C.V. Preparation (Elements; types; features; format)
58	5	3	Kinesics or Body Language(Posture, Gestures, Facial expression & Eye contact)
59			Proxemics Or Spatial language
60			Language of Signs & Symbols(audio & visual)


 Signature of the faculty member
 Lecturer, English

 08/08/23


 Signature of Sr. Lecturer
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