

Academic lesson plan of Winter 2021-22

Department : Common to all branches	Semester: 1st	Name of the teaching faculty: 1. Dr. Bandita Satpathy, Lect. 2. Swarnaprava Sahoo, PTGF 3. Samikshya Swain, PTGF
Subject: Communicative English/Practical	No. of days/per week class allotted . 4p/week.	Semester from : 1 st Nov. 2021 to 31 st Jan. 2022 No. of weeks: 13 weeks Topics to be covered:
1 st week	1 st & 2 nd	Getting friendly with four skills of language LSRW
	3 rd & 4 th	Getting friendly with four skills of language LSRW
2 nd week	1 st & 2 nd	1. LISTENING SKILLS • The student should be able to listen to a text read aloud in normal speed with focus on intonation
	3 rd & 4 th	1. LISTENING SKILLS • The student should be able to listen to a text read aloud in normal speed with focus on intonation
3 rd week	1 st & 2 nd	1. LISTENING SKILLS • After listening the student can fill-in-blanks, choose a suitable title, make a summary, supply required information and be able to answer comprehension questions from the passage read aloud
	3 rd & 4 th	1. LISTENING SKILLS • After listening the student can fill-in-blanks, choose a suitable title, make a summary, supply required information and be able to answer comprehension questions from the passage read aloud.
4 th week	1 st & 2 nd	2. SPEAKING SKILL • Reading aloud of dialogues, texts, poems, speeches focusing on intonation. • Self-introduction
	3 rd & 4 th	2. SPEAKING SKILL • Reading aloud of dialogues, texts, poems, speeches focusing on intonation. • Self-introduction (in different occasions)
5 th week	1 st & 2 nd	2. SPEAKING SKILL • Reading aloud of dialogues, texts, poems, speeches focusing on intonation.

		<ul style="list-style-type: none"> • Self-introduction (in different occasions)
	3 rd & 4 th	<ul style="list-style-type: none"> • SPEAKING SKILL • Role-plays on any two- situations
6 th week	1 st & 2 nd	<ul style="list-style-type: none"> • 2. SPEAKING SKILL • Role-plays on any two- situations
	3 rd & 4 th	<ul style="list-style-type: none"> • 2. SPEAKING SKILL • Role-plays on any two- situations
7 th week	1 st & 2 nd	<ul style="list-style-type: none"> • 2. SPEAKING SKILL • Telephonic conversation
	3 rd & 4 th	<ul style="list-style-type: none"> • 2. SPEAKING SKILL • Telephonic conversation
8 th week	1 st & 2 nd	<ul style="list-style-type: none"> • 3. PERSONALITY DEVELOPMENT • Initiation • Physical appearance • Audience purpose
	3 rd & 4 th	<ul style="list-style-type: none"> • 3. PERSONALITY DEVELOPMENT • Initiation • Physical appearance • Audience purpose
9 th week	1 st & 2 nd	<ul style="list-style-type: none"> • 4. INTERPERSONAL SKILLS Appropriate use of non-verbal skills in face-to-face communication [i.e. viva- voce, group-interviews, GDs and seminars] • 5. PRESENTING IN GD, SEMINARS AND CONFERENCES • Leadership quality • Time management • Achieving the target
	3 rd & 4 th	<ul style="list-style-type: none"> • 4. INTERPERSONAL SKILLS Appropriate use of non-verbal skills in face-to-face communication Practice viva-voce
10 th week	1 st & 2 nd	<ul style="list-style-type: none"> • 4. INTERPERSONAL SKILLS Appropriate use of non-verbal skills in face-to-face communication Practice viva-voce
	3 rd & 4 th	<ul style="list-style-type: none"> • 4. INTERPERSONAL SKILLS Appropriate use of non-verbal skills in face-to-face communication Practice group-interviews

11 th week	1 st & 2 nd	4. INTERPERSONAL SKILLS Appropriate use of non-verbal skills in face-to-face communication Practice group-interviews
	3 rd & 4 th	4. INTERPERSONAL SKILLS Appropriate use of non-verbal skills in face-to-face communication Practice GDs
12 th week	1 st & 2 nd	4. INTERPERSONAL SKILLS Appropriate use of non-verbal skills in face-to-face communication Practice GDs
	3 rd & 4 th	4. INTERPERSONAL SKILLS Appropriate use of non-verbal skills in face-to-face communication Practice Seminar presentation Skills
13 th week	1 st & 2 nd	4. INTERPERSONAL SKILLS Appropriate use of non-verbal skills in face-to-face communication Practice Seminar presentation Skills
	3 rd & 4 th	Sessional

B. Bapaty

Signature of the Faculty

[Signature]

HOD (Maths & Sc)

Closing of attendance extended upto 20th Feb 2022. Revision and doubt clearing was done during the period.

B. Bapaty

Academic lesson plan of winter 2021-22

Department : Beauty Culture	Semester: 2nd	Name of the teaching faculty: 1. Dr. Bandita Satpathy, Lect. 2. Swarnaprava Sahoo, PTGF 3. Samikshya Swain, PTGF
Subject: Communicative English /Theory	No.of days /per week class allotted: 4p/week.	Semester from :1 st Nov 2021 to 31 st Jan 2022 No. of weeks:14 weeks Topics to be covered:
1 st week	1 st	1.Introduction to Communicative English: Meaning, Importance, Written and Spoken English 2.Complete ideation of the syllabus
	2 nd	Unit-I LITERATURE APPRECIATION 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 Close reading for inference and evaluation Main idea and supporting points Guessing the meaning of un-familiar words
	3 rd	Guessing the meaning of un-familiar words Note- making Summarizing Supplying a suitable title (Example)
2 nd week	1 st	Unit-I LITERATURE APPRECIATION 2. Text Standing Up For Yourself By Yevgeny Yevtushenko
	2 nd	Standing Up For Yourself By Yevgeny Yevtushenko
	3 rd	Standing Up For Yourself By Yevgeny Yevtushenko
	3 rd	UNIT- II VOCABULARY(With Practice) Use of synonyms, antonyms
3 rd week	1 st	Same word used in different situations in different meaning Single word substitute
	2 nd	Unit-III APPLICATION OF ENGLISH GRAMMAR (Each topic to be followed by example and exercise) Countable an Uncountable Noun
	3 rd	Articles and Determiners
	4 th	Modal Verbs
4 th week	1 st	Modal Verbs

	2 nd	Subject-verb Agreement
	3 rd	Voice-change
	4 th	Voice-change
5 th week	1 st	Voice-change
	2 nd	Tenses
	3 rd	Tenses
	4 th	Tenses
5 th week	1 st	UNIT-IV FORMAL WRITING SKILLS (Each topic to be followed by example and exercise) 1. Paragraph writing Meaning Features of Paragraph Writing (Topic Statement, Supporting Points and Plot Compatibility)
	2 nd	Developing Ideas into Paragraphs (Describing Place/ Person/ Object /Situation and any general topic of interest)
	3 rd	Unit-I LITERATURE APPRECIATION 2. Text To My True Friend By Elizabeth Pinard
	4 th	The Magic Of Teamwork By Sam Pitroda
	1 st	The Magic Of Teamwork By Sam Pitroda
7 th week	2 nd	The Magic Of Teamwork By Sam Pitroda
	3 rd	Inchcape Rock By Robert Southey
	4 th	Inchcape Rock By Robert Southey
8 th week	1 st	UNIT-IV FORMAL WRITING SKILLS (Each topic to be followed by example and exercise) 2. Notice 3. Agenda
	2 nd	4. Report writing (Format of a Report, Reporting an event / news)
	3 rd	5. Writing personal letter
	4 th	6. Letter to the Principal, Librarian, Head of the Deptt. and Hostel Superintendent
9 th week	1 st	6. Letter to the Principal, Librarian, Head of the Deptt. and Hostel Superintendent
	2 nd	7. Writing Business letters Layout of a Business Letter
	3 rd	Letter of Enquiry, Placing an Order, Execution of an Order, Complaint, Cancellation of an order(Features, Format and example)
	4 th	8. Job application and C.V.(Features, Format and example)
10 th week	1 st	UNIT-V ELEMENTS OF COMMUNICATION (Each topic to be followed by example and exercise)

		A. Introduction to Communication 1. Meaning, Definition and concept of communication 2. Good Communication and Bad Communication 3. Communication model One-way Communication Model and Two-way Communication Model with examples
	2 nd	4. Process of communication and factors responsible for it (Sender, Channel, Message, Receiver, Feedback, Noise and Context.)
	3 rd	B. Professional Communication 1. Meaning of professional communication 2. Types of professional communication 2.1. Formal or Systematic Communication Upward communication (How it takes place, symbol, merits and demerits)
	4 th	Down-ward communication (How it takes place, symbol, merits and demerits)
11 th week	1 st	Parallel communication (How it takes place, symbol, merits and demerits)
	2 nd	2.2. Informal communication Grape vine communication (How it takes place, symbol, merits and demerits)
	3 rd	D. Non- Verbal Communication 1. Meaning of nonverbal Communication 2. Different areas of Non-verbal Communication (Basic idea by giving daily life situation)
	4 th	2. Different areas of Non-verbal Communication Kinesics or Body Language (Postures and Gestures, Facial Expression and EyeContact)
12 th week	1 st	2. Different areas of Non-verbal Communication Kinesics or Body Language (Postures and Gestures, Facial Expression and Eye Contact)
	2 nd	Kinesics or Body Language (Postures and Gestures, Facial Expression and EyeContact)
	3 rd	Proxemics or Spatial Language (Private Space, Personal Space, Social Space, Public Space)
	4 th	Proxemics or Spatial Language (Private Space, Personal Space, Social Space, Public Space)
13 th week	1 st	Language of Signs and Symbols(Audio Sign and Visual Sign in everyday life with merits and demerits)
	2 nd	Language of Signs and Symbols(Audio Sign and Visual Sign in everyday life with merit and demerits)
	3 rd	Holiday
	4 th	Examination oriented question answer discussion
14 th week	1 st	Examination-oriented question answer discussion

Bhatnagar

Signature of the Faculty

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