

Academic lesson plan of Summer 2022-23

Department : MOM	Semester: 2nd	Name of the teaching faculty: 1. Dr. Bandita Satpathy, Lect. 2. Swarnaprava Sahoo, PTGF
Subject: Professional English/Theory	No. of days/per week class allotted . 5p/week.	Semester from : 20th Feb to 27th June 2023 No. of weeks: 15 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 week	1 st	UNIT-I A. 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: 1.1 Skimming the gist 1.2 Scanning for necessary information 1.3 Close reading for inference and evaluation 1.4 Main idea and supporting points
	2 nd	UNIT-I A. READING COMPREHENSION 1.5 Note- making and Summarization 1.6 Supplying a suitable title
	3 rd	UNIT-I A. READING COMPREHENSION 1.7 Answering Comprehension Questions
	4 th	UNIT-I B. TEXT 1.8 Mahatma Gandhi By Louis Fischer
	5 th	1.8 Mahatma Gandhi By Louis Fischer
3 rd week	1 st	1.8 Mahatma Gandhi By Louis Fischer
	2 nd	1.9 Principles of Good Writing By L.A.Hill
	3 rd	1.9 Principles of Good Writing By L.A.Hill

	1 st	1.11 Science and Technology by Louis de Broglie
1 st week	2 nd	1.12 Science and Technology by Louis de Broglie
	3 rd	1.13 Festivals and Fairs by Pradip Kishore
	4 th	1.14 Festivals and Fairs by Pradip Kishore
	5 th	UNIT 4 VOCABULARY
		2.1 Use of examples 2.2 antonyms
1 st week	1 st	2.3 Same word used in different situations and different meanings
	2 nd	2.3 Same word used in different situations and different meanings
	3 rd	2.4 Single word substitutes
	4 th	Unit 4b: APPLICATION OF ENGLISH GRAMMAR (Explaining, Reviewing previous knowledge and Practice)
		3.1 Countable and uncountable nouns
1 st week	1 st	3.2 Article and determiners
	2 nd	3.3 Prepositions
	3 rd	3.4 Modal verb
	4 th	3.5 Tenses
	5 th	3.5 Tenses
	1 st	3.6 Direct and indirect speech
	2 nd	3.6 Direct and indirect speech
2 nd week	3 rd	3.7 Voice change
	4 th	3.7 Voice change
3 rd week	1 st	3.8 Subject-verb agreement
	2 nd	UNIT 4c: FORMAL WRITING SKILLS
		1. Paragraph writing
		4.1.1 Meaning
		4.1.2 Features of Paragraph Writing (Topic Statement, Supporting Points and Plot Compatibility)
	3 rd	4.1.3 Developing ideas into Paragraphs: Describing Place/ Person
	4 th	4.1.3 Developing ideas into Paragraphs: Describing Object /Situation and any general topic of interest

9 th week	1 st	1.2 Notice
	2 nd	1.3 Agenda
	3 rd	1.4 Letter to the Principal, Librarian
	4 th	1.4 Letter to the Head of the Deptt. and Hostel Superintendent
10 th week	1 st	1.5 Writing Business letters 1.5.1 Layout of a Business letter
	2 nd	1.5.2 Letter of Enquiry, Placing an Order, (Features, Format and example)
	3 rd	1.5.2 Letter of Execution of an Order, Complaint, (Features, Format and example)
	4 th	1.5.2 Letter of Cancellation of an order (Features, Format and example)
11 th week	1 st	1.6 Job application and C.V.
	2 nd	1.6 Job application and C.V.
12 th week	1 st	UNIT-SELEMENTS OF COMMUNICATION A. INTRODUCTION TO COMMUNICATION 5.1 Meaning of communication 5.2 Importance of Communication in English
	2 nd	5.3 Process of communication and factors responsible for it 5.3.1 Sender, Message, Channel, Receiver / Audience, Feedback, Noise, Context
	3 rd	B. PROFESSIONAL COMMUNICATION 5.4 Meaning of professional communication 5.5 Types of professional communication 5.5.1 Formal or Systematic Communication
	4 th	<ul style="list-style-type: none"> 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)
13 th week	1 st	5.5.2 Informal communication <ul style="list-style-type: none"> Grape vine communication (How it takes place, symbol, merits and demerits)
	2 nd	C. NON-VERBAL COMMUNICATION 5.6 Meaning, Concept, Purpose and importance of nonverbal Communication

		5.7 Different areas of Non-verbal Communication
	3 rd	<ul style="list-style-type: none"> • Kinesics or Body Language (Postures and Gestures)
	5 th	<ul style="list-style-type: none"> • Kinesics or Body Language (Facial Expression and Eye Contact)
14 th week	1 st	<ul style="list-style-type: none"> • Proxemics or Spatial Language (Private Space, Personal Space, Social Space, Public Space)
	2 nd	<ul style="list-style-type: none"> • Language of Signs and Symbols (Audio Sign and Visual Sign with merits and demerits)
15 th week	1 st	Question answer discussion from examination point of view.
	2 nd	Question answer discussion from examination point of view.

Subpathy

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Signature of the Faculty

21.03.2023

Subpathy
HOD (MOM) 20/3/23

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20/3/23
Academic Coordinator

Academic lesson plan of Summer 2022-23

Department : MOM	Semester: 2nd	Name of the teaching faculty Swarnaprava Sahoo, PTOF
Subject Professional English/Practical	No. of days / per week class allotted , 4p/week	Semester from :20 th Feb 2023 to 27 th June 2023 No. of weeks:15 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	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	2. SPEAKING SKILL • Reading aloud of dialogues, texts, poems, speeches focusing on intonation

5 th week	1 st & 2 nd	2. SPEAKING SKILL • Reading aloud of dialogues, texts, poems, speeches focusing on intonation.
	3 rd & 4 th	2. SPEAKING SKILL • Reading aloud of dialogues, texts, poems, speeches focusing on intonation.
6 th week	1 st & 2 nd	2. SPEAKING SKILL • Self introduction
	3 rd & 4 th	2. SPEAKING SKILL • Self introduction in different situation
7 th week	1 st & 2 nd	2. SPEAKING SKILL • Self introduction in different situation
	3 rd & 4 th	2. SPEAKING SKILL • Role plays
8 th week	1 st & 2 nd	2. SPEAKING SKILL • Role plays
	3 rd & 4 th	2. SPEAKING SKILL • Role plays
9 th week	1 st & 2 nd	2. SPEAKING SKILL • Telephonic conversation
	3 rd & 4 th	2. SPEAKING SKILL • Telephonic conversation
10 th week	1 st & 2 nd	3. PRESENTING IN GD, SEMINARS AND CONFERENCES • What and How • Leadership qualities • Time Management
	3 rd & 4 th	3. PRESENTING IN GD, SEMINARS AND CONFERENCES • What and How • Leadership qualities • Time Management
11 th week	1 st & 2 nd	3. PRESENTING IN GD, SEMINARS AND CONFERENCES • Practice GD
	3 rd & 4 th	• Practice GD
12 th week	1 st & 2 nd	• Practice GD

	3 rd & 4 th	<ul style="list-style-type: none"> Practice Seminar presentation Skills
13 th week	1 st & 2 nd	<ul style="list-style-type: none"> Practice Seminar presentation Skills
	3 rd & 4 th	<ul style="list-style-type: none"> Practice leading in Conferences Skills
14 th week	1 st & 2 nd	<ul style="list-style-type: none"> Practice leading in Conferences Skills
	3 rd & 4 th	Sessional
15 th week	1 st & 2 nd	Refreshing the skills
	3 rd & 4 th	Refreshing the skills

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Signature of the Faculty

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20/3/23
HOD (MOM)

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20/3/23
Academic Coordinator


Academic lesson plan of Summer 2022-23

Department : MOM	Semester: 2nd	Name of the teaching faculty: Swarnaprava Sahoo, PTGF in English
Subject: Soft Skill and Personality Development (Practical)	No. of days/per week class allotted 4p/week	Semester from :20 th Feb 2023 to 27 th June 2023 No. of weeks:15 weeks Topics to be covered:
1 st week	1 st	Unit-I: SELF DISCOVERY 1.1 Importance of knowing yourself 1.2 Process of knowing yourself
2 nd week	1 st	Unit-I: SELF DISCOVERY 1.1 Importance of knowing yourself 1.2 Process of knowing yourself
	2 nd	Unit-I: SELF DISCOVERY 1.1 Importance of knowing yourself 1.2 Process of knowing yourself
	3 rd	Unit-I: SELF DISCOVERY 1.1 Importance of knowing yourself 1.2 Process of knowing yourself
	4 th	Unit-I: SELF DISCOVERY 1.1 Importance of knowing yourself 1.2 Process of knowing yourself
3 rd week	1 st	UNIT-II: DEVELOPING POSITIVE ATTITUDE 2.1 Meaning 2.2 Features of attitude
	2 nd	UNIT-II: DEVELOPING POSITIVE ATTITUDE 2.3 Meaning 2.4 Features of attitude
	3 rd	2.5 Attitude and behavior
	4 th	2.5 Attitude and behavior
4 th week	1 st	2.5 Developing positive attitude
	2 nd	2.5 Developing positive attitude
	3 rd	2.5 Developing positive attitude
	4 th	2.5 Developing positive attitude
5 th week	1 st	UNIT-III: BODY LANGUAGE 1.1 Meaning 1.2 Forms of Body language

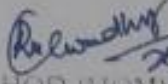
		(gestures, postures, facial expression and eye-contact)
	2 nd	UNIT-III: BODY LANGUAGE 1.1 Meaning 1.2 Forms of Body language (gestures, postures, facial expression and eye-contact)
	3 rd	UNIT-III: BODY LANGUAGE 1.2 Forms of Body language (gestures, postures, facial expression and eye-contact)
	4 th	UNIT-III: BODY LANGUAGE 1.2 Forms of Body language (gestures, postures, facial expression and eye-contact)
6 th week	1 st	1.3 Interpreting body language (with reference to different areas of body language as discussed in previous classes)
	2 nd	1.3 Interpreting body language (with reference to different areas of body language as discussed in previous classes)
	3 rd	1.3 Interpreting body language (with reference to different areas of body language as discussed in previous classes)
	4 th	1.3 Interpreting body language (with reference to different areas of body language as discussed in previous classes)
7 th week	1 st	1.3 Developing confidence with proper body language (with reference to different situational approaches) 1.4
	2 nd	1.4 Developing confidence with proper body language (with reference to different situational approaches i.e. domestic and professional)
	3 rd	1.4 Developing confidence with proper body language (with reference to different situational approaches i.e. domestic and professional)
	4 th	1.4 Developing confidence with proper body

		language (with reference to different situational approaches i.e. domestic and professional)
8 th week	1 st	UNIT-IV: TEAM BUILDING AND TEAMWORK 1.1 Meaning 1.2 Aspects of team building
	2 nd	UNIT-IV: TEAM BUILDING AND TEAMWORK 1.1 Meaning 1.2 Aspects of team building
	3 rd	UNIT-IV: TEAM BUILDING AND TEAMWORK 1.1 Meaning 1.2 Aspects of team building
9 th week	1 st	1.3 Characteristics of effective team
	2 nd	1.3 Characteristics of effective team
	3 rd	1.3 Characteristics of effective team
	4 th	1.4 Role of team leader (Leadership attributes : Reasoning ability, Initiation, Openness, Motivation, Listening Ability and group behavior)
10 th week	1 st	1.4 Role of team leader (Leadership attributes : Reasoning ability, Initiation, Openness, Motivation, Listening Ability and group behavior)
	2 nd	1.4 Role of team leader (Leadership attributes : Reasoning ability, Initiation, Openness, Motivation, Listening Ability and group behavior)
	3 rd	1.4 Role of team leader (Leadership attributes : Reasoning ability, Initiation, Openness, Motivation, Listening Ability and group behavior)
	4 th	1.4 Role of team leader (Leadership attributes : Reasoning ability, Initiation, Openness, Motivation, Listening Ability and group behavior)
11 th week	1 st	1.4 Role of team leader (Leadership attributes : Reasoning ability, Initiation, Openness, Motivation, Listening Ability and group behavior)
	2 nd	1.4 Role of team leader (Leadership attributes : Reasoning ability, Initiation, Openness, Motivation, Listening Ability and group behavior)
	3 rd	1.4 Role of team leader (Leadership attributes : Reasoning ability, Initiation, Openness, Motivation, Listening Ability and group behavior)
12 th week	1 st	Unit-V: INTERVIEW SKILLS 5.1 Necessity of an interview

		5.2 Types of interview
	2 nd	Unit-V: INTERVIEW SKILLS 5.1 Necessity of an interview 5.2 Types of interview
	3 rd	Unit-V: INTERVIEW SKILLS 5.1 Necessity of an interview 5.2 Types of interview
	4 th	Unit-V: INTERVIEW SKILLS 5.1 Necessity of an interview 5.2 Types of interview
13 th week	1 st	5.3 Types of questions asked
	2 nd	5.3 Types of questions asked
	3 rd	5.3 Types of questions asked
	4 th	5.3 Types of questions asked
14 th week	1 st	5.4 Body language during interview
	2 nd	5.4 Body language during interview
15 th week	1 st	5.5 Common mistakes you do not want to do
	2 nd	Sessional
	3 rd	Sessional


 Signature of the Faculty
 26-20.03.2023


 Academic Coordinator
 20/3/23


 HOD (MOM)
 20/3/23