

ACADEMIC LESSON PLAN OF WINTER 2023-24

Department : Math & Sc.	Semester: 1st	Name of the teaching faculty: 1. Dr. Bandita Satpathy, Lect. in English 2. Swarnaprava Sahoo, PTGF in English
Subject: Communicative English /Theory	No. of days/per week class allotted: 4p/week.	Semester from : 16 th Aug. 2023 to 11 th Dec. 2023 No. of weeks: 16 weeks Topics to be covered:
1 st week	1 st	1. Basic ideation of Communicative English and what purpose it serves for students of diploma in engineering. 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: <ul style="list-style-type: none"> • 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	UNIT-IV FORMAL WRITING SKILLS (Each topic to be followed by example and exercise) 1. Paragraph writing <ul style="list-style-type: none"> • Meaning • Features of Paragraph Writing (Topic Statement, Supporting Points and Plot Compatibility)
2 nd week	1 st	<ul style="list-style-type: none"> • 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
	2 nd	UNIT- II VOCABULARY(With Practice) <ul style="list-style-type: none"> • Use of synonyms, antonyms
	3 rd	Reading comprehension practice
	4 th	UNIT-IV <ul style="list-style-type: none"> • Developing ideas into paragraphs(Describing Place,

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		Person)
3 rd week	1 st	More practice on reading comprehension
	2 nd	Unit-I LITERATURE APPRECIATION 2. Text • Standing Up For Yourself By Yevgeny Yevtushenko
	3 rd	• Developing ideas into paragraphs(Describing Object and any topic of general interest)
4 th week	1 st	Unit-I • Standing Up For Yourself By Yevgeny Yevtushenko
	2 nd	UNIT- II • Same words used in different situations in different meaning
	3 rd	Unit-I • Standing Up For Yourself By Yevgeny Yevtushenko
	4 th	UNIT- IV Paragraph writing practice
5 th week	1 st	Unit-I • To My True Friend By Elizabeth Pinard
	2 nd	UNIT- II • Single word substitutes
	3 rd	Unit-I • To My True Friend By Elizabeth Pinard
	4 th	UNIT-IV 2. Notice(format and example) 3. Agenda(format and example)
6 th week	1 st	UNIT-I • Magic of Teamwork By Sam Pitroda
	2 nd	Unit-III APPLICATION OF ENGLISH GRAMMAR (Each topic to be followed by example and exercise) • Countable and Uncountable Noun
	3 rd	Unit-I • The Magic Of Teamwork By Sam Pitroda
	4 th	UNIT- IV 4. Report Writing(Format of report, reporting an event/news)
7 th week	1 st	• The Magic Of Teamwork By Sam Pitroda
	2 nd	UNIT- III • Articles and determiners
	3 rd	Unit-I • The Magic Of Teamwork By Sam Pitroda
	4 th	UNIT- IV 4. Report Writing practice
8 th week	1 st	UNIT-I

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		<ul style="list-style-type: none"> • Inchcape Rock By Robert Southey
	2 nd	UNIT- III <ul style="list-style-type: none"> • Modal verbs
	3 rd	UNIT-I <ul style="list-style-type: none"> • Inchcape Rock By Robert Southey
	4 th	UNIT- IV 5. Writing personal letter
9 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 <ul style="list-style-type: none"> • One-way Communication Model and Two-way Communication Model with examples
	2 nd	UNIT- III <ul style="list-style-type: none"> • Modal verbs
	3 rd	UNIT- V 4. Process of communication and factors responsible for it (Sender, Channel, Message, Receiver, Feedback, Noise, and Context.)
	4 th	UNIT- IV 6. Letter to the Principal, Librarian, Head of the Deptt, and Hostel Superintendent
10 th week	1 st	UNIT-V B. Professional Communication 1. Meaning of professional communication 2. Types of professional communication
	2 nd	UNIT- III <ul style="list-style-type: none"> • Tenses
	3 rd	UNIT-V B. Professional Communication 2.1. Formal or Systematic Communication <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)
	4 th	UNIT- IV 6. Letter to the Principal, Librarian, Head of the Deptt, and Hostel Superintendent
11 th week	1 st	UNIT-V B. Professional Communication <ul style="list-style-type: none"> • Parallel communication (How it takes place, symbol, merits and demerits) 2.2. Informal communication <ul style="list-style-type: none"> • Grape vine communication (How it takes place, symbol, merits and demerits)

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	2 nd	UNIT- III • Tenses
	3 rd	UNIT-V C. Non- Verbal Communication 1. Meaning of nonverbal Communication 2. Different areas of Non-verbal Communication (Basic idea by giving daily life situation)
	4 th	UNIT-IV 8. Job application and C.V.(Features, Format and example)
12 th week	1 st	UNIT-V C. Non- Verbal Communication 2. Different areas of Non-verbal Communication • Kinesics or Body Language (Postures and Gestures)
	2 nd	UNIT- III • Voice change
	3 rd	UNIT-V C. Non- Verbal Communication 2. Different areas of Non-verbal Communication • Kinesics or Body Language (Facial Expression and Eye Contact)
	4 th	UNIT-IV 7. Writing a Business Letter • Layout of a Business Letter • Letter of Enquiry (Features, Format and example)
13 th week	1 st	UNIT-V C. Non- Verbal Communication • Proxemics or Spatial Language (Private Space, Personal Space, Social Space, Public Space)
	2 nd	UNIT- III • Voice change
	3 rd	UNIT-V C. Non- Verbal Communication • Language of Signs and Symbols(Audio Sign and Visual Sign in everyday life with merits and demerits)
	4 th	UNIT-IV • Placing an Order, Execution of an Order (Features, Format and example)
14 th week	1 st	Examination oriented question answer discussion
	2 nd	UNIT- III • Subject-verb agreement
	3 rd	Examination oriented question answer discussion
	4 th	UNIT-IV • Complaint, Cancellation of an order(Features, Format and example)

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15 th week	1 st	Examination oriented question answer discussion
	2 nd	Examination oriented question answer discussion
	3 rd	Revision- Grammar
	4 th	Revision- Grammar
16 th week	1 st	Revision- Writing Skill
	2 nd	Revision- Writing Skill
	3 rd	Revision- Elements of communication
	4 th	Revision- Elements of communication

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Shankar

Signature of the Faculty (ies)

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HOD (Maths & Sc.)

ACADEMIC LESSON PLAN OF WINTER 2023-24

Department : Math & Sc.	Semester: 1st	Name of the teaching faculty: 1. Dr. Bandita Satpathy, Lect. 2. Swarnaprava Sahoo, PTGF in English 3. Subhangi Kar, PTGF in English
Subject: Communicative English Practical	No. of days/per week class allotted . 4p/week.	Semester from : 16 th Aug. 2023 to 11 th Dec. 2023 No. of weeks: 16 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.
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. • Self-introduction (in different occasions)
	3 rd & 4 th	. SPEAKING SKILL • Role-plays on any two- situations
6 th week	1 st & 2 nd	2. SPEAKING SKILL • Role-plays on any two- situations

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	3 rd & 4 th	2. SPEAKING SKILL • Role-plays on any two- situations
7 th week	1 st & 2 nd	2. SPEAKING SKILL • Telephonic conversation
	3 rd & 4 th	2. SPEAKING SKILL • Telephonic conversation
8 th week	1 st & 2 nd	3. PERSONALITY DEVELOPMENT • Initiation • Physical appearance • Audience purpose
	3 rd & 4 th	3. PERSONALITY DEVELOPMENT • Initiation • Physical appearance • Audience purpose
9 th week	1 st & 2 nd	4. INTERPERSONAL SKILLS Appropriate use of non-verbal skills in face-to-face communication [I.e. viva- voice, group-interviews, GDs and seminars]
	3 rd & 4 th	4. INTERPERSONAL SKILLS Appropriate use of non-verbal skills in face-to-face communication Practice viva-voce
10 th week	1 st & 2 nd	4. INTERPERSONAL SKILLS Appropriate use of non-verbal skills in face-to-face communication Practice viva-voce
	3 rd & 4 th	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 GDs
	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 seminar presentation skill
13 th week	1 st & 2 nd	4. INTERPERSONAL SKILLS Appropriate use of non-verbal skills in face-to-face communication Practice seminar presentation skill

	3 rd & 4 th	5. PRESENTING IN GD, SEMINARS AND CONFERENCES <ul style="list-style-type: none"> • Leadership quality • Time management • Achieving the target
14 th week	1 st & 2 nd	5. PRESENTING IN GD, SEMINARS AND CONFERENCES <ul style="list-style-type: none"> • Leadership quality • Time management • Achieving the target
	3 rd & 4 th	Sessional
15 th week	1 st & 2 nd	Sessional
	3 rd & 4 th	Refreshing the skills
16 th week	1 st & 2 nd	Refreshing the skills
	3 rd & 4 th	Refreshing the skills

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S. Khatre

S. Subhrajitkar

Signature of the Faculty (ies)

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