

GOVERNMENT POLYTECHNIC JAJPUR

A/ P: Ragadi, Block: Korei, Dist.: Jajpur, Odisha- 755019

Website: <https://www.gpjajpur.org> E-mail: principalgpjajpur@yahoo.co.in Contact: 9437155107

DEPARTMENT OF MATHS AND SCIENCE
LESSON PLAN

Discipline	Semester	Name of the Teaching faculty: Rosalina Nath	
Subject: Communicative English	No of Days/Week class allotted: 4	1st Semester from Date: 25-10-22 . To 31-01-23	No of weeks: 15
	Week	Class Day	Topics
1st	1st	Introduction	
	2nd	Reading Comprehension (Skimming , scanning)	
	3rd	Close reading	
	4th	Guessing the meaning of unfamiliar words, Main idea and supporting idea	
2nd	1st	Note making	
	2nd	summarizing an unseen passage, supplying suitable titles	
	3rd	standing up for yourself	
	4th	standing up for yourself	
3rd	1st	standing up for yourself	
	2nd	standing up for yourself	
	3rd	standing up for yourself	
	4th	Magic of team work	
4th	1st	Magic of team work	
	2nd	Magic of team work	
	3rd	Magic of team work	
	4th	To my True Friend(poem)	
5th	1st	To my True Friend(poem)	
	2nd	Inchcape Rock	
	3rd	Inchcape Rock	
	4th	Inchcape Rock	
6th	1st	Vocabulary (Synonym & Antonyms)	
	2nd	Vocabulary (Synonym & Antonyms)	
	3rd	same word used in different situation	
		one word substitution	
4th	one word substitution		
7th	1st	class test	
	2nd	Application of Grammar- Countable and Uncountable Noun	
	3rd	Articles and Determiners	
	4th	Articles and Determiners	
8th	1st	Modals	
	2nd	Modals	
	3rd	Tense	
	4th	Tense	
9th	1st	Voice Change	
	2nd	Voice Change	
	3rd	Paragraph Writing	
	4th	Notice Writing- Format and example	

10th	1st	Agenda
	2nd	Report writing-Format and example
	3rd	Writing personal letters
	4th	Writing an application- To Principal and HOD
11th	1st	Writing an application- To Hostel Superintendent and Librarian
	2nd	Business Letter-enquiry letter letter Order placement
	3rd	letter Order placement, Execution of order
	4th	Complaint letter
12th	1st	Cancellation letter
	2nd	Job Application and C.V.
	3rd	Job Application and C.V.- Example
	4th	Job Application and C.V.
13th	1st	Elements of communication- Definition and feature
	2nd	Good communication and bad communication
	3rd	Models of communication(One way vs two way), Process of communication
	4th	Factors affecting communication
14th	1st	Professional Communication – meaning and Types
	2nd	Formal Communication- Upward Communication (merits and demerits)
	3rd	Downward communication (merits and demerits), Parallel Communication(merits and demerits)
	4th	Informal Communication(merits and demerits)
15th	1st	Non-verbal Communication- Meaning, areas, Signs and symbols
	2nd	Body language
	3rd	Graphics
	4th	space and their types
16th	1st	class test
	2nd	
	3rd	
	4th	

Extra one week is required to complete the syllabus.

Rosalina Nath
11.10.22